	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	Document Name: Evaluation Of Suppliers	GP BAI-15 Rev. No.: 02 May 22, 2019 Page: 1 of 3

1.0 Objectives

- To ensure that supplies, *infrastructure* and services are purchased from legitimate and qualified suppliers/*contractors/consultants/bidders*.
- *To ensure that suppliers/contactors/consultants have the capacity to handle our requirements and gauge how quickly they can deliver.*

2.0 Scope

- This procedure covers the steps followed in the evaluation of suppliers/ bidders as required under RA 9184.

3.0 Definition of Terms

- BAC refers to the Bids And Awards Committee
- PMS refers to Procurement Management Section

4.0 Records

- R-BAI-78 Supplier Evaluation File

5.0 References

- ED OD-55 Revised IRR of RA 9184 Government Procurement Reform Act
- PL BAI-11 List of PhilGEPS Registered Suppliers
- PL BAI-12 List of Eligible Bidders

6.0 Process

A. Small Value Procurement

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Canvassing</div> <div style="text-align: center; margin-top: 10px;">↓</div>	<i>PMS/Canvasser/ End-user</i>	<ul style="list-style-type: none"> • Refer to PL BAI-11 List of PhilGEPS Registered Suppliers • Visit www.philgeps.gov.ph/opendata.html for the updated list of Registered Suppliers
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Evaluate suppliers/<i>contractors/consultant</i> after every delivery</div> <div style="text-align: center; margin-top: 10px;">↓</div> <div style="text-align: center; margin-top: 5px;">A</div>	<i>Procurement Officer/Staff End-users</i>	<ul style="list-style-type: none"> • Procurement Officer to attach GF BAI-105 Supplier Performance Evaluation (SPE) Form in the delivery receipt or in the voucher • End-user to evaluate the supplier/<i>contractor/consultant</i>



BUREAU OF ANIMAL INDUSTRY
GENERAL PROCEDURES

Document Name:

Evaluation Of Suppliers

GP BAI-15



Rev. No.: 02
May 22, 2019
Page: 2 of 3

<p align="center">A</p> <p align="center">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>Provide copy of evaluation/s to Suppliers/Contractors/Consultants</i> </div> <p align="center">↓</p>	<p align="center"><i>Procurement Officer</i></p>	<ul style="list-style-type: none"> • <i>Send Supplier Performance Evaluation (SPE) Rating/s thru email/fax or hand personally</i> • <i>Copy of SPE rating shall be signed received by Suppliers/Contractors/Consultants</i> • <i>File SPE in R-BAI-78 Supplier Evaluation File</i>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>Prepare Supplier Performance Evaluation Rating Report</i> </div> <p align="center">↓</p>	<p align="center"><i>Procurement Unit Staff</i></p>	<ul style="list-style-type: none"> • <i>Procurement Officer to prepare monthly SPE rating report to be submitted to the Top Management and QMR</i>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;"> <i>Report standing of Suppliers</i> </div>	<p align="center"><i>Procurement Officer</i></p>	<ul style="list-style-type: none"> • <i>Procurement Officer to report supplier standing in the Management Review Meeting</i>

B. Public Bidding/Negotiated Procurement/Direct Contracting

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;"> <i>Ask BAC for updated list of eligible bidders</i> </div> <p align="center">↓</p>	<p align="center">QMR/DCO</p>	<ul style="list-style-type: none"> • <i>Update PL BAI-12 List of Eligible Bidders</i>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>Update list when new bidders join bidding process</i> </div> <p align="center">↓</p>	<p align="center">DCO</p>	<ul style="list-style-type: none"> • <i>Update PL BAI-12 List of Eligible Bidders</i>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>Evaluate bidders after every delivery</i> </div> <p align="center">↓</p> <p align="center">A</p>	<p align="center"><i>Procurement Officer/ End-users</i></p>	<ul style="list-style-type: none"> • <i>Procurement Officer to attach GF BAI-105 Supplier Performance Evaluation (SPE) Form in the delivery receipt or in the voucher</i> • <i>End-user to evaluate the supplier/contractor/consultant</i>

<p style="margin: 0;">A</p> <p style="margin: 0;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="margin: 0; text-align: center;"><i>Provide copy of evaluation/s to Suppliers/Contractors/Consultants</i></p> </div> <p style="margin: 0;">↓</p>	<p><i>Procurement Officer</i></p>	<ul style="list-style-type: none"> <i>Send Supplier Performance Evaluation (SPE) Rating/s thru email/fax or hand personally</i> <i>Copy of SPE rating shall be signed received by Suppliers/Contractors/Consultants</i> <i>File SPE in R-BAI-78 Supplier Evaluation File</i>
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="margin: 0; text-align: center;"><i>Prepare Supplier Performance Evaluation Rating Report</i></p> </div> <p style="margin: 0;">↓</p>	<p><i>Procurement Unit Staff</i></p>	<ul style="list-style-type: none"> <i>Submit monthly SPE rating report to the Top Management and QMR</i>
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin: 0 auto; width: 80%;"> <p style="margin: 0; text-align: center;"><i>Report standing of Suppliers/Contractors/Consultants</i></p> </div>	<p><i>Procurement Officer</i></p>	<ul style="list-style-type: none"> <i>Procurement Officer to report supplier standing in the Management Review Meeting</i>

Prepared by:	Approved by:
 ANTONIA C. MAYRAN Procurement Officer	 RONNIE D. DOMINGO, DVM, MSc Top Management