



Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
SRA Compound, Annex II Building Ext,
North Avenue, Diliman, Quezon City
(02) 8351-8120, (02) 8294-9741

AFD-PROC-MEMO-25-01-10

January 28, 2025

MEMORANDUM

TO : ALL DIVISIONS
(AFD, EPDSD, OD/OAD, PPMP, PKMDD, SEPPD/FMRDP & SRED)

ATTENTION : PROCUREMENT COORDINATORS

FROM : OFFICE OF THE DIRECTOR

SUBJECT : MANDATORY USE OF PROCUREMENT REQUIREMENTS CHECKLIST FOR PUBLIC BIDDING (QF-AFD-QOP04-01) AND ALTERNATIVE MODE OF PROCUREMENT (QF-AFD-QOP05-01)


As part of our ongoing efforts to ensure full compliance with ISO standards, it is now required that the Procurement Requirements Checklist for Public Bidding (QF-AFD-QOP04-01) and Alternative Mode of Procurement (QF-AFD-QOP05-01) be utilized in all procurement process. This checklist will serve as a key tool to standardize procedures, ensure consistency, operational efficiency, and transparency.

All Procurement Coordinators/End-Users should attach the checklist upon submission of Purchase Requests and in each procurement transaction. The checklist can be accessed through this link <https://bit.ly/4aByrpl>.

For any queries or clarifications, please coordinate with the Procurement Section at bafe.procurement@gmail.com or through messenger.

For your compliance.

Thank you.


BALDWIN G. JALLORINA, Ph.D.
Director IV

AJB
PROCUREMENT



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Bureau of Agricultural and Fisheries Engineering - BAFE



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
Agri Center Annex II Bldg. 6th Floor, North Avenue, Quezon City
Tel No. (02) 8951-8100, 8294-9741
Email: BAFE@da.gov.ph

OF-AFD-QOP04-01
Rev 00
August 26, 2024

REQUEST:

PR. NO.

Public Bidding

CHECKLIST	REMARKS
1. APP /Supplemental	
2. Purchase Request	
3. Technical Specifications / Terms of Reference / Scope of Work	
4. Market Analysis	
5. Electrification List (if any)	
6. Bidding Documents (Signed by BAC Chairperson)	
7. Bidding Documents and Eligibility Requirements (from the supplier)	
8. Letter to Observer (Pre-Bid Conference, Opening of Bids, & Post-Qualification)	
9. Proof of Posting of Bidding Documents in PHILGEPS	
10. Proof of Posting of Bidding Documents in BAFE Website	
11. Supplemental IRI (if any)	
12. Memo to TWG for Evaluation	
13. Eligibility Checklist	
15. Abstract of Questions as Read	
16. Memo Evaluation from TWG	
17. Evaluation Matrix (Technical & Financial)	
18. Abstract of Questions as Calculated (Final of Evaluation)	
19. BAC Resolution (Single/Lowest Calculated Bid)	
20. Notice-Letter (submission of Post-Qualification Requirements)	
21. Post-Qualification Requirements	
22. Memo for Post-Qualification Results from TWG	
23. Post-Qualification Matrix	
24. Abstract of Questions as Calculated (Single, Lowest and Response Bid)	
25. BAC Resolution (Award)	
26. Notice of Award	
27. Performance Bond	
28. Contract of Agreement	
29. Notice to Proceed	
30. PHILGEPS - Award Notice Abstract (if above 50k)	
31. Posting of Award in BAFE Website (if above 50k)	
32. Endorsement Letter to COA	

END-0526k



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Email: BAFE@da.gov.ph

OF-AFD-QOP05-01
Rev 00
August 26, 2024


REQUEST:


PR. NO.

NP - Scientific, Scholarly/Artistic Work, Exclusive Tech. & Media Service (Sec. 53A)

CHECKLIST	REMARKS
1. APP /Supplemental	
2. Purchase Request	
3. Technical Specifications / Terms of Reference	
4. Market Analysis	
5. Justification	
6. Proposal / Quotation from the Supplier	
7. Eligibility Requirements a) NCCP's/Database Permit b) Proof of PHILGEPS Registration	
8. Memo to TWG for Validation	
9. Abstract of Questions as Read	
10. Checklist of Documentary Requirements as Read	
11. Memo Evaluation from TWG	
12. Abstract of Questions as Calculated	
13. TWG Evaluation Report (Technical & Financial)	
14. BAC Resolution	
15. Notice of Award	
16. Work Order	
17. PHILGEPS - Award Notice Abstract (if above 50k)	
18. Proof of Posting of Award in BAFE Website (if above 50k)	
21. Endorsement Letter to COA	

END-0526k

		Republic of the Philippines Department of Agriculture BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING Sugar Center, Access II Building Extension, North Avenue, Diliman, Quezon City Tel No. (02) 8551-8120, 8294-9741 Email Add: info@baf.gov.ph	QF-APD-QQPES-01 Rev 00 August 20, 2024
REQUEST:			
PR NO.			
Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.6)			
CHECKLIST		REMARKS	
1. APP/Supplemental			
2. Purchase Request			
3. Technical Specifications			
4. COA (from PS-DEM)			
5. Market Analysis			
6. Request for Quotation (signed by DAC Sec Head)			
7. Request for Quotation and Eligibility Requirements (from the Supplier)			
8. Memo to TWG for Evaluation			
9. Abstract of Quotation as Read			
10. Checklist of Documentary Requirements as Read			
11. Memo Evaluation from TWG			
12. Abstract of Quotation as Calculated			
13. TWG Evaluation Report (Technical & Financial)			
14. BAC Resolution			
15. Notice of Award			
16. Purchase Order			
17. FINEPS - Bid Notice Abstract (if above 50k)			
18. Proof of Posting of BQ in BAFE Website (if above 50k)			
19. FINEPS - Award Notice Abstract (if above 50k)			
20. Proof of Posting of Award in BAFE Website (if above 50k)			
21. Endorsement Letter to COA			
END-USER:			
OFFICE:			

		Republic of the Philippines Department of Agriculture BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING Sugar Center, Access II Building Extension, North Avenue, Diliman, Quezon City Tel No. (02) 8551-8120, 8294-9741 Email Add: info@baf.gov.ph	QF-APD-QQPES-01 Rev 00 August 20, 2024
REQUEST:			
PR NO.			
Negotiated Procurement - Agency to Agency (Sec. 53.5)			
CHECKLIST		REMARKS	
1. APP/Supplemental			
2. Purchase Request			
3. Technical Specifications / Terms of Reference (if any)			
4. Justification			
5. Certificate from the Servicing Agency: a) Mandate of the Servicing Agency; b) Have the absorptive capacity to undertake the project; c) Oversee or has access to the necessary tools and equipment required for the project.			
6. Request for Quotation (signed by DAC Sec Head)			
7. Request for Quotation (from the Government Agency)			
8. Memo to TWG for Evaluation			
9. Abstract of Quotation as Read			
10. Checklist of Documentary Requirements as Read			
11. Memo Evaluation from TWG			
12. Abstract of Quotation as Calculated			
13. TWG Validation Report			
14. BAC Resolution			
15. Notice of Award			
16. Work Order			
17. Proof of Posting of Award in DAFE Website (if above 50k)			
18. Endorsement Letter to GSA			
END-USER:			
OFFICE:			