	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
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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

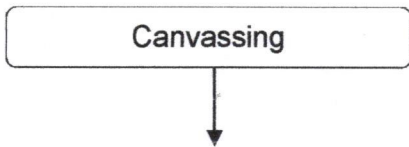
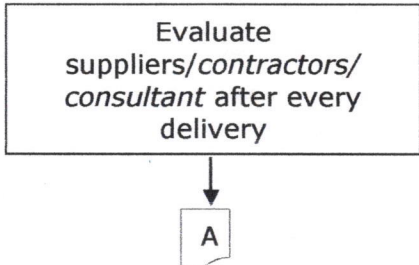
- R-BAI-78 Supplier Evaluation File


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
	<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
	<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/contractor/consultant

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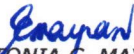

<p>A</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Provide copy of evaluation/s to Suppliers/Contractors/Consultants</div> <p>↓</p>	Procurement Officer	<ul style="list-style-type: none"> • Send Supplier Performance Evaluation (SPE) Rating/s thru email/fax or hand personally • Copy of SPE rating shall be signed received by Suppliers/Contractors/Consultants • File SPE in R-BAI-78 Supplier Evaluation File
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare Supplier Performance Evaluation Rating Report</div> <p>↓</p>	Procurement Unit Staff	<ul style="list-style-type: none"> • Procurement Officer to prepare monthly SPE rating report to be submitted to the Top Management and QMR
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Report standing of Suppliers</div>	Procurement Officer	<ul style="list-style-type: none"> • Procurement Officer to report supplier standing in the Management Review Meeting

B. Public Bidding/Negotiated Procurement/Direct Contracting

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Ask BAC for updated list of eligible bidders</div> <p>↓</p>	QMR/DCO	<ul style="list-style-type: none"> • Update PL BAI-12 List of Eligible Bidders
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Update list when new bidders join bidding process</div> <p>↓</p>	DCO	<ul style="list-style-type: none"> • Update PL BAI-12 List of Eligible Bidders
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Evaluate bidders after every delivery</div> <p>↓</p> <p style="text-align: center;">A</p>	Procurement Officer/ End-users	<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/contractor/consultant

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

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