**ANNEX 6**

**PhilGEPS Guidelines**

Departments/Agencies should ensure PhilGEPS complete posting based on the following guidelines:

|  |  |  |
| --- | --- | --- |
| **Status of Notice**  **in PhilGEPS** | **Status of Award in PhilGEPS** | **Required Action** |
| Closed / Closed – Pending Opening | Null | Identify specific bid result and explain the status of each line item.  The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph). |
| Closed / Closed – Pending Opening | Posted | Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in  PhilGEPS    In the event that the agency cannot post the NTP and Approved Contract in PhilGEPS, a justification for each item should be submitted.  The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph). |
| Awarded | Null | Identify specific bid result for each line item and post the Award Notice, Notice to Proceed,  Approved Contract  and BAC Resolution in  PhilGEPS    In the event that the agency cannot post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS, a justification for each item should be submitted.  The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph). |
| Awarded | Posted | Post the Notice to Proceed and Approved Contract in PhilGEPs.  In the event that the agency cannot post the Notice to Proceed and Approved Contract in PhilGEPS, a justification for each item should   be submitted.  The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph). |

*If departments/agencies are unable to post, they must provide a justification signed by the Head of Procuring Entity and by the BAC Chair and submit to* [*ao25secretariat@dap.edu.ph*](mailto:ao25secretariat@dap.edu.ph)*. Kindly follow the format below:*

(Department/Agency’s Letterhead)

The justification/s being issued in response to the non-compliance of posting of the following items on the PhilGEPS website:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No.** | **Notice Title** | **Line Item ID** | **Notice Status** | **Award Status** | **Remarks/Explanation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**IN WITNESS WHEREOF**, we have hereunto affixed our signatures on the \_\_\_\_ day of \_\_\_\_\_ 2015 at **(City/Municipality),** Philippines.

**Signed by: Noted by:**

**BAC Chair Head of Procuring Entity**

**Date: Date:**