

## 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	<p>Identify specific bid result and explain the status of each line item.</p> <p>The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>
Closed / Closed – Pending Opening	Posted	<p>Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in PhilGEPS</p> <p>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 <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>
Awarded	Null	<p>Identify specific bid result for each line item and post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS</p> <p>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 <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>
Awarded	Posted	<p>Post the Notice to Proceed and Approved Contract in PhilGEPS.</p> <p>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 <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>

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:**