

ANNEX 6
GUIDELINE ON PHILGEPS POSTING

Maintain/Update the Philgeps posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items. Certificate of compliance to PhilGEPS is no longer necessary.

Agencies should track their status through PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>

Departments/agencies should ensure that the status of notices in the PhilGEPS system for all transactions for the period **November 16, 2017 to January 31, 2018**, including the Early Procurement of FY 2019 Non-CSE items, is updated on or before January 31, 2019. *Failed or cancelled bid status should still be updated in PhilGEPS.*

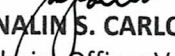
If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for transactions **above one million (P1,000,000)** in the PhilGEPS due to factors that are outside the control of the agency, the agency should submit a letter to or inform PhilGEPS and submit a letter of explanation addressed to the AO25 IATF on or before January 31, 2019. Acceptance of explanation/justification shall be subject to the recommendation of PhilGEPS.

See the required actions for each status of Notice in PhilGEPS:

Status of Notice in PhilGEPS	Status of Award in PhilGEPS	Required Action
Ref. No. 5027343 Ref. No. 4924235 CEST-Pulilan Closed	- BAC Resolution Declaring Failure and recommend for Re-bidding - BAC Resolution Declaring Failure and recommend for Negotiated Procurement - Contract	

- Note: No Early Procurement of FY 2019 Non-CSE items, on or before January 31, 2019 because there is no approved Capital Outlay (CO) for FY 2019 that can be subjected to Public Bidding.

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