

ANNUAL ACCOMPLISHMENT REPORT 2024



**Office of the Bids and Awards
Committee**



Republic of the Philippines
Province of Romblon
MUNICIPALITY OF SANTA FE
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OFFICE OF THE BIDS AND AWARDS COMMITTEE

ANNUAL ACCOMPLISHMENT REPORT CY 2024

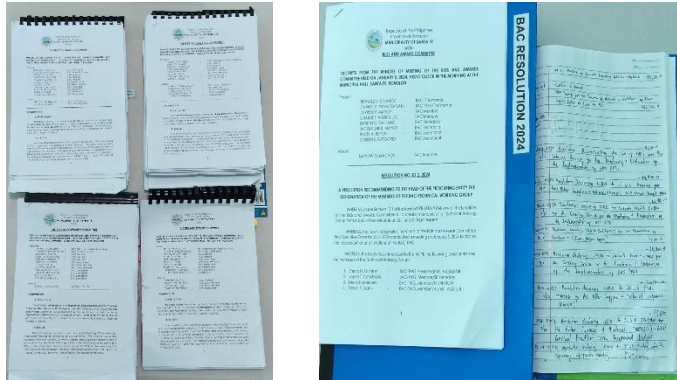
1). Organized and arranged BAC meetings

40 Meetings conducted (Pre-Procurement Conference, Pre-Bid Conference, Public Biddings)



2). Prepared Minutes of Meetings and Resolutions of the BAC

- Minutes of Meeting - 40
- BAC Resolutions - 465



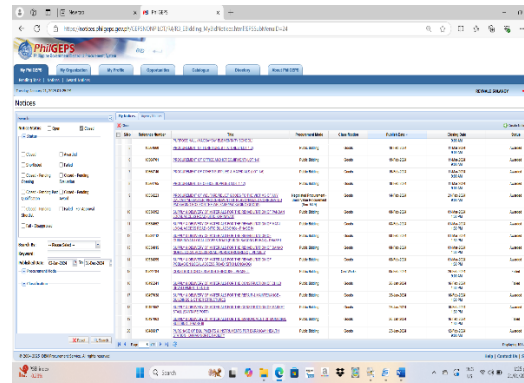
3). Annual/Supplemental Procurement Plan

- Prepared Annual/Supplemental Procurement Plan and submitted to GPPB and Commission on Audit
- Posted on the website of Procuring Entity, www.staferomblon.gov.ph
- Posted on the bulletin board of the municipality of Santa Fe



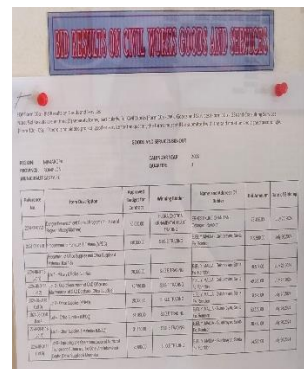
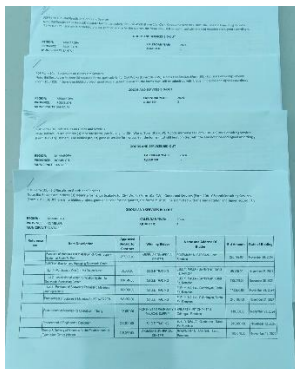
4). Advertised/posted Invitation to Bid, Request for Quotations and Supplemental/Bid Bulletins

- Invitation to Bid - 86
- Request for Quotations - 161
- Supplemental/Bid Bulletins - 3



5). Bids Results on Civil Works, Goods and Consulting Services

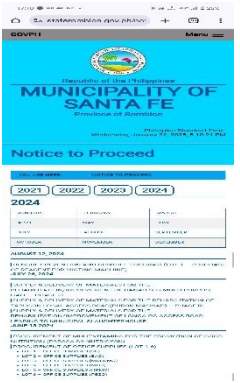
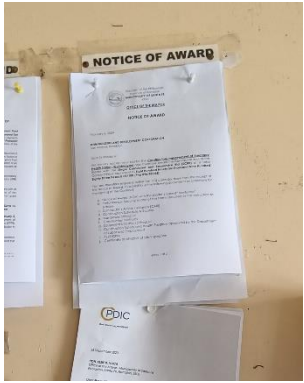
- Prepared, submitted and posted Bids Results on Civil Works, Goods and Consulting Services



6). Notices of Award, Notices to Proceed & Purchase Orders/Contract Agreements

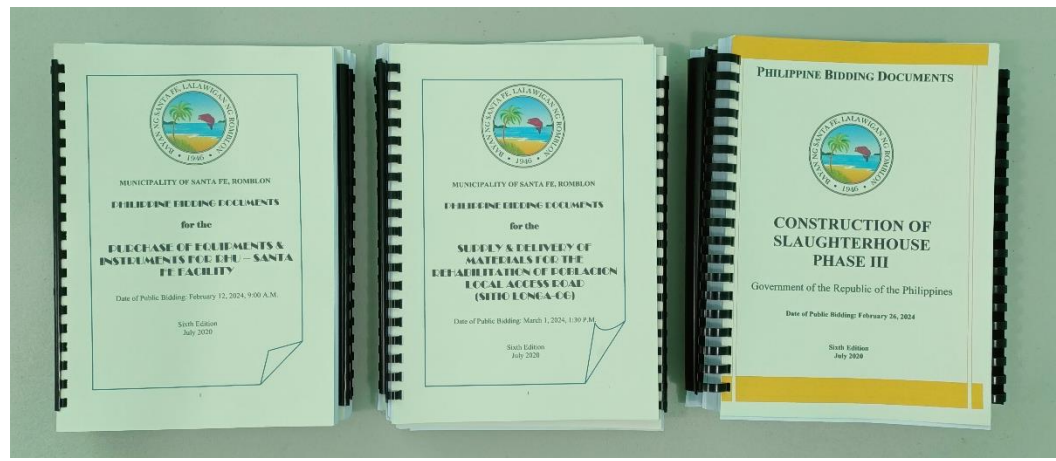
- Prepared and transmitted to the suppliers
 - Notices of Awards - 213
 - Notices to Proceed - 76
 - Purchase Orders/Contract Agreement – 213
- Published/posted on the website of the municipality of Santa Fe and PhilGEPS

Item No.	Description	Unit	Quantity	Estimated Amount
1302	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1303	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1304	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1305	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1306	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1307	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1308	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1309	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1310	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1311	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1312	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1313	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1314	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1315	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1316	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1317	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1318	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1319	CONSTRUCTION OF...	Sqm	8023	30,800,000.00
1320	CONSTRUCTION OF...	Sqm	8023	30,800,000.00



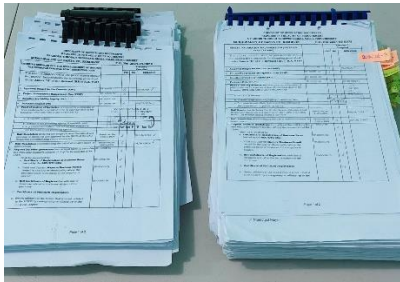
7). Prepared and managed the sale and distribution of bidding documents to the suppliers

No. of Projects bid-out: 95
 Bidding documents prepared: 157
 Bidding Documents Issued to bidders: 151

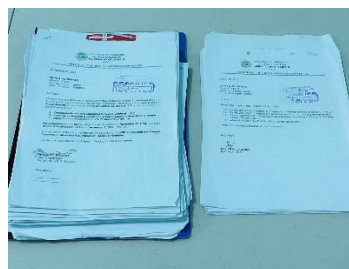


8). Submitted Purchase Orders and its documentary requirements to COA for all the projects of the municipality of Santa Fe procured thru Public Biddings, Lease of Venue and Small Value Procurement

- **Public Bidding: 70**
- **Negotiated Procurement – Two Failed Biddings: 6**
- **Lease of Venue: 1**
- **Small Value Procurement: 136**



9). Prepared and sent communication letters to Commission on Audit, PCCI, SFMPC, bidders, BAC members and end-users



10). Disbursement Vouchers

- **Prepared disbursement vouchers and forwarded to Accounting Office for payment – 77**

Prepared and submitted by:

DARLYN G. GALLANO

Sr. Administrative Assistant I/BAC Secretariat

Approved by:

ELSIE D. VISCA

Municipal Mayor