



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management  
System  
ISO 9001:2015

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May 9, 2018

## MEMORANDUM NO. 2018-032

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : Procurement Activities for Subsidy Funded Projects


For the past years of implementation of Sitio Electrification Program (SEP), Barangay Line Enhancement Program (BLEP) and other subsidy funded projects, it has been observed that one of the reasons on the delayed implementation of projects is the failure of bidding for the procurement of materials and/or engagement of contractors for the projects.

Section 7.6 of the 2016 Revised Implementing Rules and Regulations (RIRR) of RA 9184 states that "To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget or appropriations ordinance, as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake the procurement activities short of award".

To enable the timely implementation and completion of the programmed projects, the Electric Cooperatives (ECs) are encouraged to start the procurement activities immediately after the projects have been approved by NEA and the e-copy of the approved Bill of Materials have been received from NEA-Accelerated Total Electrification Office (ATEO). Likewise, the ECs are enjoined to adopt the RIRR recommended earliest possible time allowed for the procurement of infrastructure projects (please see attached table).

The initial subsidy fund (90% of the approved project cost) will be released to the EC as soon as the previous funds received are fully liquidated and a copy of the Notice of Award/Notice to Proceed with the winning bidder is submitted to ATEO.

For strict compliance.

  
**EDGARDO R. MASONGSONG**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION  
Office of the Administrator



NEA-OA252515

5/22/18

**RECOMMENDED EARLIEST POSSIBLE TIME AND MAXIMUM PERIOD  
ALLOWED FOR THE PROCUREMENT OF INFRASTRUCTURE PROJECTS**

<b>Section</b>	<b>Procurement Activity</b>	<b>Minimum Calendar Days Recommended for Activity</b>	<b>Operational Timeline (Recommended Earliest Possible Time)</b>	<b>Conditions/ Remarks</b>
20	Pre-Procurement Conference	1	Day 0	Optional for ABC of Php5,000,000.00 and below
21.2.1	Advertisement/ Posting of Invitation to Bid	7 CDs	Days 1 to 7	Start of Availability of Bidding Documents
22.2	Pre-Bid Conference	1 CD	Day 8	<ul style="list-style-type: none"> <li>• Optional for ABC below Php1,000,000.00</li> <li>• Not earlier than 7 CDs from Advertisement/ Posting</li> <li>• 12 CDs before Deadline of Submission and Receipt of Bids</li> </ul>
25.5	Deadline of Submission and Receipt of Bids/ Bid Opening	1 CD	Day 20	Last day of Availability of Bidding Documents
32.4	Bid Evaluation	1 CD	Day 21	
34.8	Post-Qualification	2 CDs	Day 22 to 23	The bidder must submit all Post-Qualification requirements within 5 CDs from receipt of notice as bidder with LBC in accordance with Sec. 34.2
37.1.2	Approval of Resolution/ Issuance of Notice of Award	1 CD	Day 24	
37.2.1	Contract Preparation and Signing	1 CD	Day 25	
37.3	Approval of contract by higher authority	1 CD		If necessary
37.4.1	Issuance of Notice to Proceed	1 CD	Day 26	
<b>TOTAL TIME</b>			<b>26 CDs</b>	Excluding Approval of Higher Authority, if applicable