



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

January 5, 2015

MEMORANDUM

FOR : **All Members, Central Office Bids and Awards Committee (BAC) for Consultancy Services Procurement Services**

SUBJECT : **Mayor's Permit as an Eligibility Requirement for the Procurement of Consulting Services**

Pursuant to Rule VIII, Section 24.1 of Revised Implementing Rules and Regulation of R.A. 9184, one of the required documents for eligibility processing is the current Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

From January 02 to 31, 2015, we shall consider as "Eligible" (in so far as this parameter is concerned) all bidders with 2014 Mayor's Permit. However, it is incumbent upon all BACs to require the submission of the certified true copy of the 2015 Mayor's Permit itself if available or either of the following if the permit is not available:

- Official Receipt issued by the local government unit (LGU) indicating payments made for the said 2015 permit; or
- An application (in the form prescribed by the LGU) for such permit duly received by the LGU concerned.

As far as practicable, and provided that it was indicated in the Eligibility Screening Forms, the required document listed above may be included in the Technical Proposal. Such submission should not extend beyond three days upon receipt by the bidder of the notice from the BAC that the bidder has the Highest Rated Bid (HRB) for post-qualification.


RAUL C. ASIS
Undersecretary
Chairman, BAC for Consultancy Services