



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

March 8, 1982

MINISTRY ORDER NO. 22

Series of 1982

SUBJECT: REVISED PROCEDURE IN THE
SUBMISSION AND OPENING
OF BIDS

In order to ensure compliance with the conditions or requirements for bids/tenders and to minimize delay in the reading as well as the evaluation thereof, it is hereby ordered that the following guideline be adopted:

Submission of bids should take the form of a "two envelope" system. Under this system, the contractor shall put his basic proposal in one envelope and all other required documentation in the other. At the bid opening, the latter envelope shall be opened first, the contents checked against a prepared checklist and only if all requirements have been met shall the other envelope be opened. It would be necessary for the Bidding Committee to take note of the bid bond and compare it to the bid amount, to ensure that it is sufficient before reading out the contractor's bid/tender. It shall also be necessary for the Bidding Committee to check and verify that the signatory on the proposal is the one duly authorized to sign the same.

This Order shall take effect immediately.


JESUS S. HIPOLITO
Minister