

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: BIDS AND AWARDS COMMITTEE (BAC)

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 13, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Issuance of Certificate of Simplified Supplier's Registration System (SSRS)	R.A. 9184, otherwise known as the "Government Procurement Reform Act (GPRA)	Annex H. Appendix A. List of documentary Requirements	GL-BAC-001 Preparation of Supplier's Accreditation	3/01/2017	
			GL-BAC-003 Standard Operating Procedure on Releasing of Certificate of Simplified Supplier's Registration System (SSRS)	7/09/2019	
			GL-BAC-007 Guidelines on Post-Qualification Evaluation	08/01/2018	

SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: Government to Business Entity Releasing of Certificate of Simplified Supplier's Registration System (SSRS)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Philgeps Platinum Certificate Mayor's Permit DTI/SEC ITR with Financial Statements Tax Clearance Omnibus Sworn Statement	R.A. 9184, otherwise known as the "Government Procurement Reform Act (GPRA)	1. Request for accreditation	RA 9184. Government Procurement Reform Act or IRR of Procurement Law Annex H. Appendix A. List of documentary Requirements	25 minutes	1,500.00
		2. Pay at the Cashier and get the official receipt.		10 minutes	
		3. Return to BAC office and present official receipt		20 minutes	
		4. Claim Certificate of Simplified Supplier's Registration System (SSRS)		5 minutes	
TOTAL				1 hour	P1,500.00

