AMENDING THE PRESCRIBED GUIDELINES FOR THE ACQUISITION AND USE OF IT RESOURCES IN THE LOCAL GOVERNMENT (NCC MEMORANDUM CIRCULAR NO. 89-1)

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Consistent with its policy of decentralization, the issued Memorandum Order No. 309 (s. of 1990) thereby lifting the need for approval of the Office of the President for the procurement of computer equipment and services. In line with this and the need to further streamline the IS Planning process, the implementing guidelines for local government units for the acquisition of IT resources are hereby amended as follows:

1
IT Resources
The specification of “IT Resources” in APPENDIX 1 includes government databases.

2
Information Systems Plan (ISP)
A Local Government Unit (LGU) that is planning to acquire IT resources is required to submit an ISP. If the cumulative value of IT resources in the LGU, including the items currently being considered for acquisition, does not exceed P500,000.00, the LGU need not submit its ISP. The ISP embodies the LGU’s overall Information Systems (IS) development program and the corresponding IT resource and budgetary requirements (See APPENDIX 2).

3
Submission of the ISP
The LGU shall prepare and submit the ISP, its updates and other additional requirements, as prescribed herein, to its Sanggunian; a copy shall be provided to the NCC or an NCC delegated group for its technical evaluation. The NCC shall submit its technical evaluation and recommendation to the Sanggunian. The approval of the ISP is through a Legislative Authorization/Ordinance by the Sanggunian.

4
Implementation of the ISP
The implementation of the ISP shall be reflected in the LGU’s Annual/Supplemental Budget which shall be reviewed by the DBM-Regional Office and Local Budget Officers.

5
Creation of the Prequalification, Bids
and Awards Committee (PBAC)
At the start of the procurement process for IT resources, the LGU shall organize a PBAC which shall be responsible for the preparation and issuance of the LGU’s Request for Proposal (RFP), the conduct of prequalification of suppliers/contractors, bidding, evaluation of bids, and recommending the awarding of contract(s). The PBAC may be either the LGU’s existing PBAC or a Bids and Awards Committee especially created to handle these tasks.

The PBAC shall include at least one qualified IT professional, who shall be considered as a voting member (Pursuant to Memorandum Order No. 237 s. of 1989 Section 5). The LGU may either choose the appropriate IT professional member(s) of the PBAC from a directory of qualified IT professionals being maintained by the NCC or submit its choice for NCC approval. An NCC employee should not be considered to serve this purpose.

The acquisition of microcomputers and/or auxiliary equipment for microcomputers amounting to P125,000.00 or less is exempted from this particular requirement of including an external IT professional.

The PBAC may form a Technical Evaluation Committee (TEC) to assist it in the technical evaluation process for the bidding of IT resources. The TEC shall be composed of members with technical knowledge on hardware/software capabilities being bidded out and the appropriate skill on evaluation methodologies.

6
Publication of the Invitation to Bid (ITB)
The ITB shall be given the widest publicity possible. The minimum requirements are: advertisement in at least two newspapers of general circulation for three consecutive days, the last publication of which shall be within 15 days before the opening of the bid; or sending 27 solicitations by mail, personal delivery or telegram based on publicized bidders' lists of IT or IT-related business and trade organizations; and/or posting of the ITB on bulletin boards or other conspicuous places of public offices within 30 days before the opening of the bid. A copy of each of these publication documents shall be provided NCC on or before the date of publication; the NCC shall then inform IT-related associations that may be interested in the provision of IT products/services related to the bid.

7
Approval on the Acquisition
of Microcomputers
The Local Executive of the LGU shall approve the contract(s) for the acquisition of microcomputer systems and related peripherals, software and services.

8
Approval on the Acquisition of Mainframe
Computers and Minicomputers
For mainframe computer and minicomputer systems and related IT services, the LGU shall submit the bid results, evaluation report and proposed contract documents to the NCC which shall undertake the technical evaluation and then submit its report with recommendations to the LGU head before the signing of the contract.

9
Acquisition of Auxiliary Equipment
For purposes of acquiring auxiliary equipment, not specified in, but in line with the LGU's approved ISP, the Plan shall serve as justification for such acquisition.

10
Effectivity
This Memorandum Circular shall take effect 26 December 1990.

Adopted: 26 Dec. 1990

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