

ADVISORY

FOR : All Procuring Entities

SUBJECT : Use of Digital Signature in Procurement Related Documents

DATE : 12 September 2019

This is to inform all procuring entities (PEs) of **Government Procurement Policy Board Resolution No. 16-2019**, dated 17 July 2019, entitled "Approving the Use of Digital Signature in Procurement Related Documents."

Pursuant to the said Resolution, PEs are allowed to use digital signature in all procurement-related documents, including but not limited to:

- (a) Project Procurement Management Plan;
- (b) Annual Procurement Plan;
- (c) Request for Quotation;
- (d) Request for Proposal;
- (e) Philippine Bidding Documents;
- (f) Invitation to Bid;
- (g) Request for Expression of Interest;
- (h) Supplemental/Bid Bulletin;
- (i) Notice of Postponement of Bid Opening;
- (j) Notice of Eligibility or Ineligibility;
- (k) Notice of Short Listing;
- (l) Abstract of Quotations;
- (m) Abstract of Bids as Read;
- (n) Abstract of Bids as Calculated;
- (o) Bid Evaluation Report;
- (p) Notice to Bidder with the Lowest Calculated Bid;
- (q) Post-Qualification Report;
- (r) Notice of Post-disqualification;
- (s) Notice of Award;
- (t) Approval of Higher Authority;
- (u) Notice to Proceed;
- (v) Reply to Motion for Reconsideration and Protest;
- (w) Bids and Awards Committee (BAC) Resolutions;
- (x) Blacklisting Order;
- (y) Procurement Monitoring Report; and
- (z) Agency Procurement Compliance and Performance Indicators.

To further facilitate the issuance of procurement related documents, all PEs adopting the use of digital signature are required, through their BAC Secretariat, to

prepare procurement related documents for every procurement activity in advance of the meeting. If majority of the BAC members present approves the said document/s, the approving BAC members shall immediately authorize the signing of the document/s using their digital signatures.

PEs adopting the use of digital signature should have their respective Heads of the Procuring Entities or their duly authorized representatives, the members of the BAC, the Secretariat, the Technical Working Group and the Procurement Management Office/End-User/Implementing apply for their Individual Certificate (Signing Certificate or Digital Signature) with the Department of Information and Communications Technology (DICT). For guidance, please visit the DICT's website:

- (a) Philippine National Public Key Infrastructure (<https://dict.gov.ph/pnpki/>)
- (b) Frequently Asked Questions (<https://dict.gov.ph/frequently-asked-questions-pnpki%EF%BB%BF/>), and;
- (c) How to Avail Individual Certificate (<https://dict.gov.ph/pnpki-individual-certificate/>).

For monitoring of the use of digital signature, the PEs are directed to report to the Government Procurement Policy Board-Technical Support Office within one month from the issuance of the digital certificate to the registered users by email to digitalsignature@gppb.gov.ph.

You may contact the Cybersecurity Bureau or the Digital Certificate Division of the DICT for any technical concerns with the registration or use of the digital signature.

For the proper guidance and easy reference of all PEs on the implementation of the use of digital signature on all procurement related documents.

(SGD)
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