

**BAC RESOLUTION NO. 02-2012  
STANDARDIZING THE COMPUTATION OF FEES  
FOR BID DOCUMENTS AND MINUTES OF MEETINGS**

WHEREAS, there is no definite standard in the Implementing Rules and Regulations (IRR) of R.A. No. 9184 for the computation of fees for bid documents as well as in securing copies of minutes of BAC meetings;

WHEREAS, pursuant to Section 17.4 of the IRR, bidders may be asked to pay for the Bidding Documents to recover the cost of its preparation and development and that the BAC shall issue the Bidding Documents upon payment of the corresponding cost thereof to the collecting/disbursing officer of the procuring entity concerned;

WHEREAS, CPA Memorandum Circular 12-2005 imposes an administrative service fee of P50.00 for the first page and P20.00 for every succeeding page for Certification of documents or information based on official records;

WHEREAS, it is necessary that the Cebu Port Authority set a standard formula in computing the price or fees for bid documents and minutes of meetings;

NOW, THEREFORE, premises considered, WE, the Members of the Bids and Awards Committee (BAC), hereby RESOLVE to approve and adopt, as WE hereby approve and adopt a standard formula for computing bid document fees based on the project's Approved Budget of the Contract (ABC) and the minutes of meetings based on CPA Memorandum Circular No. 12-2005;


RESOLVED, further, that the amount of the bid document fees shall be 0.1% of the project's ABC, but not more than Two Hundred Thousand Pesos (P200,000.00) and not less than Two Thousand Pesos (P2,000.00).

RESOLVED, finally, that the price of minutes of meetings shall be Fifty Pesos (P50.00) for the first page and Twenty Pesos (P20.00) for every succeeding page.

APPROVED this 5<sup>th</sup> day of January 2012 at the Cebu Port Authority Admin Building, Cebu City, Philippines.

  
**OSCAR J. LOPEZ**  
BAC Chairperson


  
**NINFA D. HERNANDEZ**  
Vice Chairperson

  
**GLENN B. CASTILLO**  
Member

  
**PERLITA G. JUMAPAO**  
Provisional Member

  
**LORNA T. JORDAN**  
Provisional Member

  
**SOFRONIO T. MAGDADARO**  
Provisional Member

  
**GLENN S. SARADOR**  
Provisional Member

  
**EDMUND R. LEOPOLDO, JR.**  
Provisional Member