



Unit 2506 Raffles Corporate Center,  
F. Ortigas Jr. Road, Ortigas Center,  
Pasig City, Philippines 1605

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**CIRCULAR 01-2015**

30 January 2015

**TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units**

**SUBJECT : Acceptability of the recently expired Mayor's Permit, together with the Official Receipt for renewal, as legal eligibility requirement**

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- 1.0** Section 23.1 and 24.1 of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 mandates the submission of a Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 2.0** Section 167 of the Local Government Code of the Philippines provides that all local taxes, fees and charges shall be paid within the first 20 days of January, or of each subsequent quarter as the case may be. Within the same period, the business registration is also renewed.
- 3.0** Section 18, Book VII of the Administrative Code of 1987 provides that where the licensee has made timely and sufficient application for the renewal of a license with reference to any activity of a continuing nature, the existing license shall not expire until the application shall have been finally determined by the agency.
- 4.0** To enhance competition and facilitate the procurement process, all government agencies are hereby mandated to allow and accept the submission of the bidder's recently expired Mayor's Permit **and** the Official Receipt as proof that the bidder has applied and paid for the renewal of the permit within the prescribed period; *Provided* that, the current and valid Mayor's Permit, as renewed, will be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid or Highest Rated and Responsive Bid as a condition to the award of contract.
- 5.0** This Circular shall take effect immediately.
- 6.0** For guidance and compliance.

(Sgd.)  
**FLORENCIO B. ABAD**  
*Chairperson*