



REPUBLIC OF THE PHILIPPINES  
COMMISSION ON HUMAN RIGHTS

**SPECIAL BIDS AND AWARDS COMMITTEE (SBAC)**

**GUIDELINES FOR THE ACCREDITATION AND RENEWAL OF  
PARTNERSHIPS WITH CIVIL SOCIETY ORGANIZATIONS (CSOs)  
FOR BOTH GENERAL APPROPRIATION ACT (GAA) AND  
EXTERNALLY-SUPPORTED PROJECTS**

**A. RATIONALE**

The Civil Society Organizations (CSOs) are found to be effective in enabling services specially for the vulnerable, disadvantaged, and marginalized sectors. As they are closely associated to local communities, CSOs are deemed as valuable partners in bringing people together to achieve mutual objectives and mobilize support for programs and projects in more proficient ways.

Section 53.11 of the 2016 Revised Implementing Rules and Regulations of Republic Act (RA) No. 9184 otherwise known as the Government Procurement Reform Act (GPRA) explicitly provides that when an appropriation law or ordinance earmarks an amount to be specifically contracted out to Non-Governmental Organizations (NGOs), the Procuring Entity may enter into a Memorandum of Agreement (MOA) with an NGO, subject to the guidelines issued by the Government Procurement Policy Board (GPPB) for the purpose.

During the implementation of the GOJUST Human Rights Project in 2016-2020, the CHR, through the Project Management Division (PMD), developed the Interim Internal Guidelines for the Accreditation of Partnerships with Civil Society Organizations (CSOs). The CHR and Agency for International Development Cooperation (AECID) approved the adoption of said guidelines in 2017. From henceforth, it served as the guiding principles in accrediting CSOs for partnership under the said project.

In view of ensuring continual improvement and responding to the government's call to ease doing business among agencies, the PMD considered streamlining the processing time, steps in the process flow, documentary requirements, and digitizing the mode of submission and assessment. All these are reflected in this updated version of the guidelines, including the coverage of CSO accreditation for other externally-funded projects at the CHR as well as the regular-funded programs, projects, and activities.

**B. DEFINITION OF TERMS**

For purposes of these guidelines, the following terms and definitions shall be taken and understood in the context indicated hereunder:



1. **Accreditation** – process of determining reputable, qualified and capable civil society organizations (CSOs) to carry out programs, projects, and/or activities in the areas of human rights promotion, prevention, protection and policy advocacy, with funding support from the Commission on Human Rights (CHR).
2. **Accreditation Certificate** – a certification issued by the CHR to an organization that has passed the accreditation process.
3. **Renewal of Accreditation** – process of renewing the accreditation of partner CSOs in order to continue carrying out programs, projects, and/or activities in the areas of human rights promotion, prevention, protection, and policy advocacy, with funding support from the Commission on Human Rights.
4. **Applicant**– refers to CSOs/NGOs submitting an application form and other documentary requirements for accreditation to receive funds from the CHR.
5. **Special Bids and Awards Committee (SBAC)** – duly constituted Committee at the CHR that will handle the accreditation of CSOs. It is composed of CHR officials and employees created through a *Commission En Banc (CeB) Resolution No. AM2020-094*
6. **Civil Society Organization (CSO)** – refers to a non-state and non-profit corporation/organization or a bona fide community association expressing the interests and values of their members or others, based on socio-economic, ethical, cultural and scientific consideration, duly registered with the Security Exchange Commission (SEC), Cooperative Development Authority (CDA) and other government registering agencies.
7. **Head of Procuring Entity (HoPE)**– Refers to the head/officer-in-charge of the agency or body, or the duly authorized official, for NGAs and the constitutional commissions or offices, and other branches of government.
8. **Government Agency (GA)** – any department, bureau or office of the national government, or any of its branches and instrumentalities, or any political subdivision or its instrumentalities, as well as any government owned or controlled corporation, including its subsidiaries, or other self-governing board or commission of the government.
9. **Philippine Government Electronic Procurement System (PhilGEPS)** – the government procurement portal prescribed under RA 9184 or the Government Procurement Reform Act (GPRA).
10. **Foreign Assisted Project (FAP)** – is an initiative partly or wholly funded from foreign sources either through soft loans or grants (financial or in-kind), or a combination thereof, on the basis of a loan or grant agreement, memorandum of understanding
11. **General Appropriation Act (GAA)** - covers the annual operating requirements of agencies of government. The GAA is the most comprehensive source of appropriation



cover for the budget of the government. Agency appropriations are itemized by program, activity, and project.

12. **Procurement Division** – unit that will serve as secretariat in the processing of CSO/NGO/POs applications for partnership and accreditation.
13. **Project Management Division (PMD)** – unit responsible for the initial assessment and evaluation of the accreditation requirements submitted by interested proponents to the CHR for Foreign Assisted Projects.
14. **Planning Division (PD)** – unit responsible for the initial assessment and evaluation of the accreditation requirements submitted by interested proponents to the CHR for GAA-funded projects.
15. **Funding Organization** – an organization that provides monetary funding to support for an activity, event, or projects.

## **C. COVERAGE**

- C.1. This guideline shall cover only the accreditation/re-accreditation process of the CSOs/NGOs which have expressed their interest to avail of funding support from the CHR through GAA funds or FAP.
- C.2. This guideline shall cover CSOs that would be engaged by the CHR to implement programs and projects through GAA funds or FAP.
- C.3. This guideline shall involve only the accreditation of CSOs by the CHR through a prescribed process. The conditions in the transfer of liquidation of funds, if any, shall be covered by the agreement between the CHR and the accredited CSO. The liquidation, utilization and audit of transferred funds shall be in accordance with the existing Commission on Audit (COA) Circular No. 2007-001 <sup>1</sup>

## **D. OBJECTIVES**

This guideline seeks to provide the accreditation process and requirements for all concerned parties.

## **E. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS**

- E.1. The Commission shall constitute a Special Bids and Awards Committee (SBAC) that will perform the function of the CHR as stated in this Guideline.

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<sup>1</sup> Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Government Organization dated October 25, 2007



- E.2.** The Special Bids and Awards Committee shall be composed of at least five (5) members consisting of the Chairperson, Vice-Chairperson and three (3) members.
- E.3** The current sitting SBAC was constituted pursuant to *Commission en Banc Resolution No. AM2021-046* dated 29 April 2021.

### **Functions of the SBAC**

- a. Determine the eligibility of prospective CSO applicant;
- b. Conduct accreditation meeting;
- c. Resolve requests for reconsideration;
- d. Endorse the accreditation to the HoPE or the duly authorized representative.

### **E.3. Secretariat**

The Procurement Division shall serve as the Secretariat in the processing of CSO/NGO/POs applications for partnership and accreditation based on these Guidelines. Said unit shall submit to the SBAC those CSOs/NGOs which have satisfactorily complied with all the accreditation requirements. The SBAC shall screen and recommend for approval to the Head of Procuring Entity (HoPE) the accreditation of CSOs/NGOs as partners.

The Project Management Division shall assist the Secretariat in the initial assessment and evaluation of applicant CSO/NGO/POs for Foreign Assisted Projects (FAP). Likewise, the Planning Division shall assist for General Appropriation Act (GAA) funded projects.

### **E.4. Observer**

Should any funding organization require the presence of their representative to take part as observer in the accreditation process, the SBAC may invite a representative from the funding organization.

## **F. ACCREDITATION AND RENEWAL CRITERIA**

- F.1.** Must have been registered with the Securities and Exchange Commission (SEC)/Cooperative Development Authority (CDA)/other government agencies for at least three (3) years prior to the date of application; or if less than 3 years, must be recognized by local government units, academic institutions or international organizations operating in the Philippines;
- F.2.** Must have a duly certified online registration with the Philippine Government Electronic Procurement System (PhilGEPS).
- F.3.** Must not have any incorporator, organizer, director, trustee, officer or key personnel related within the fourth civil degree of consanguinity or affinity to any



CHR official or employee authorized to process and/or approve the proposal to avoid conflict of interest;

**F.4.** Must not have any unliquidated grants with the CHR or any other government agency (GA) or funding institutions;

**F.5.** Must not have any derogatory record with the CHR or any other GA or funding institutions.

## **G. ACCREDITATION AND RENEWAL REQUIREMENTS**

### ***G.1. For CSO operating for more than three (3) years:***

**G.1.1.** Duly accomplished CSO Application Form

**G.1.2.** Certificate of Registration

**G.1.3.** Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers

**G.1.4.** Secretary's Certificate for incumbent officers

**G.1.5.** Certificate of Filing or Certificate of Approval

**G.1.6.** General Information Sheet in the case of SEC registration

**G.1.7.** Organizational Structure

**G.1.8.** List of Officers with Address and Bio-Data

**G.1.9.** Omnibus Sworn Statement

**G.1.10.** Financial Reports, preferably audited by an independent Certified Public Accountant, for the past 3 years preceding the date of project implementation

**G.1.11.** Undertaking from the Head of the organization to put up equity of at least 20% of project cost

**G.1.12.** Certificate of Good Standing (if any)

**G.1.13.** PhilGEPS Certificate of Registration

### ***G.2. For CSO/PO operating for less than three (3) years:***

**G.2.1.** Duly accomplished CSO Application Form

**G.2.2.** Certificate of Registration

**G.2.3.** Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers

**G.2.4.** Secretary's Certificate for incumbent officers

**G.2.5.** Certificate of Filing or Certificate of Approval

**G.2.6.** General Information Sheet in the case of SEC registration

**G.2.7.** Organizational Structure

**G.2.8.** List of Officers with Address and Bio-Data

**G.2.9.** Omnibus Sworn Statement



- G.2.10.** Report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented projects (if any)
- G.2.11.** Financial report/s for the year/s it has been in operation (if any)
- G.2.12.** Bank Book of an existing bank account with complete bank information of the organization
- G.2.13.** PhilGEPS Certificate of Registration

**G.3. For CSO/PO renewal of accreditation:**

- G.3.1.** Duly accomplished CSO Application Form
- G.3.2.** Certificate of Registration
- G.3.3.** Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers
- G.3.4.** General Information Sheet in the case of SEC registration
- G.3.5.** Financial Reports, preferably audited by an independent Certified Public Accountant, for the past year preceding the date of expiration of accreditation

**H. ACCREDITATION AND RENEWAL PROCESS**

**H.1. Filing of Application.** The CSO shall fully accomplish the application form and submit all documentary requirements via the CHR-CSO Partnership Application website <https://gojusthr.wixsite.com/partnership> managed by the Project Management Division.

**H.2. Assessment and Evaluation.** The PMD shall receive the accomplished application form and the documentary requirements submitted by the applicant CSO.

For applicant CSOs which have expressed their interest to avail of funding support from GAA funded projects, the pre-screening and completeness and correctness of the accomplished application form and the documentary requirements shall be done by the Planning Division before submitting the same to the Secretariat.

In case of applicant CSOs which have expressed their interest to avail of funding support from Foreign Assisted Projects, the pre-screening and completeness and correctness of the accomplished application form and the documentary requirements shall be done by the Project Management Division before submitting the same to the Secretariat.

**H.3. Public Notice.** If the application documents are complete, the Secretariat shall post a notice in a conspicuous place or at the CHR website (if available) for three (3) days notifying the public of such application and inviting them to submit sworn reports of any derogatory records of the applicant.



In case of receipt of derogatory report, the Secretariat shall inform and require the applicant to respond in writing within two (2) days, likewise, the Secretariat shall make the necessary evaluation and action on the reply/response of the applicant within two (2) days upon receipt.

In case of renewal of accreditation, public posting is not required.

**H.4. Final Evaluation.** The SBAC, upon review of documents and information from the Secretariat, shall conduct appropriate evaluation within five (5) working days from receipt of complete and verified documents.

As part of GPPB Resolution Nos. 09-2020 and 12-2020<sup>2</sup>, the CHR issued a Resolution No. AM2021-027<sup>3</sup> allowing the Bidding procedure through video conferencing as such the same applies to the accreditation of partnership.

#### **H.5. Final Action.**

**If the applicant CSO fails to meet any of the criteria,** a Declination Notice shall be issued informing the Applicant of the denial and the grounds therefor.

**If the applicant CSO meets all of the criteria,** within three (3) working days from the completion of the evaluation report, the SBAC shall endorse the accreditation to the Head of Procuring Entity (HoPE) for final approval.

**H.6. Transparency.** Upon approval of the HoPE, names of the accredited CSOs/NGOs shall be posted in a conspicuous place or at the CHR website, including the date of accreditation and expiration.

**H.7. Issuance of Certification.** The Secretariat shall issue a Certificate of Partnership Accreditation to the CSO signed by the SBAC Chairperson and HoPE.

### **I. VALIDITY**

The accreditation shall be valid for a period of **three (3) years** from the date of approval subject to review and termination for valid causes, such as noncompliance to requirements.

### **J. REVOCATION OF ACCREDITATION AND CERTIFICATE**

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<sup>2</sup> "Approving of Measures for the Efficient Conduct of Procurement Activities During a State of Calamity, or Implementation of Community Quarantine or Similar Restrictions," and "Approving the Prescribed Form of the Certification Required for the Conduct of Electronic Submission and Receipt of Bids by the Procuring Entity," respectively

<sup>3</sup> Internal procedure on the conduct of electronic or online submission of bids, receipt of bids and opening of bids of all procurement requirements or projects of the Commission of Human Rights that will be undertaken through Competitive or Public Bidding



Non-compliance with any of the provisions of the agreement entered between the CHR maybe a sufficient ground for revocation of accreditation.

Violation of the CSOs, during the validity period of the Certificate of Accreditation, of any law, rule or regulation involving the use and liquidation of funds may also be a ground for revocation.

CSOs that have had their Accreditations revoked shall not be eligible for reapplication and shall not be considered for future CHR engagements.

## **K. DATA PRIVACY**

The CHR strictly observes the Data Privacy Act of 2012<sup>4</sup> as such the Commission is ensuring that personal information in information and communications systems in the government and in the private sector are secured and protected.

## **L. AMENDMENT**

This Guidelines amends *the Internal Guidelines for the Accreditation of Partnerships and procurement Process with Civil Society Organizations(CSOs) Funded by Governance in Justice (GOJUST)- Human Rights Project*, dated August 2017.

## **M. REFERENCES**

- M.1.** Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Fund (Commission on Audit-Department of Budget and Management-Department of Social Welfare and Development Joint Resolution No. 2014-001 dated December 5, 2014)
- M.2.** Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organization / People's Organizations (Commission on Audit Circular No.2007-001 dated October 25,2007)
- M.3.** Guidelines on Engagements with Civil Society Organizations (DILG Memorandum Circular No. 2018-89 dated June 11, 2018)
- M.4.** Guidelines on Non-Governmental Organization Participation in Public Procurement (GPPB Resolution No. 12-2007)


December 6, 2021, Quezon City, Philippines.

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<sup>4</sup> AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES





  
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