



## Annex A: Sample Letter of Introduction

**PROCUREMENT WATCH INCORPORATED**

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DRAFT/26

(Organization Letterhead)

Date: \_\_\_\_\_

*(Name of BAC Chairman)*

*(Name of the Procuring Entity)*

*(Address of the Procuring Entity)*

**Dear *(Name of BAC Chairman)***

Section 13 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) provides that “to enhance the transparency of the process, the BAC shall, in all stages of the procurement process, invite, in addition to the representative of the Commission on Audit, at least two (2) observers to sit in its proceedings, one (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand, and the other from a non-government organization: Provided, however, That they do not have any direct or indirect interest in the contract to be bid out.”

Section 13.2 of the Implementing Rules and Regulations of the GPRA further provides that “the observers shall come from an organization duly registered with the Securities and Exchange Commission (SEC), and should meet the following criteria:

1. Knowledge, experience or expertise in procurement or in the subject matter of the contract to be bid;
2. Absence of direct or indirect interest in the contract to be bid out; and
3. Any other criteria that may be determined by the BAC.”

*(Briefly introduce your organization)*

Being trained and knowledgeable on the procurement process, our organization has all the qualifications and is fit to act as observers during your bidding process.

It is in this light that our organization is offering its services for free to act as observers to monitor your procurement process. We are hoping that our organization be invited to your future bidding activities.

Thank you.

Sincerely yours,

*(Name of Head of Organization)*