



<b>1. Competitive Bidding</b>				
To ensure that all procurement requested by different Departments, shall be in accordance with the 2016 Revised IRR of R.A. 9184 and Latest GPPB Issuances				
<b>Office or Division:</b>	PGO - Bids and Awards Committee			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business Entity/ G2G - Government to Government			
<b>Who may avail:</b>	All Qualified Suppliers/Contractors/PGB Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Suppliers/Contractors Requirements is based on the checklist provided by the BAC, Updated Philippine Documents and in accordance with the 2016 Revised IRR of R.A. 9184		Different Government Agencies		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. PGB Offices - Submits the approved CAFOA & PR/POW	1. Receives Approved CAFOA & PR/POW, record in Dashboard	None	15 minutes	<i>Admin. Aide IV</i> Bids and Awards Committee
2. None	2. Prepares & Checks Period of Action	None	20 minutes	<i>Admin. Officer I,</i> <i>BAC Secretariat</i> Bids and Awards Committee
3. None	3. Prepares Letter of Invitation for Pre-procurement Conference (Infra – 5 million and above, Goods and Services – 2 million and above), Prepare & Check Invitation to Bid (ITB) and Philippine Bidding Documents	None	2 hours	<i>Admin. Aide VI,</i> <i>BAC Secretariat</i> Bids and Awards Committee
4. None	4. Conducts Pre-procurement Conference and Prepare Minutes of Pre-procurement	None	2 hours	<i>BAC Chairman,</i> <i>Members, TWG &amp;</i> <i>BAC Secretariat</i> Bids and Awards Committee
5. None	5. Uploads Invitation to Bid (ITB) to PHILGEPS website, Check uploaded Invitation to Bid (ITB) to PHILGEPS website before posting, Distribute the Invitation to Bid (ITB) to other offices concerns	None	2 hours	<i>Admin. Assistant I,</i> <i>Admin. Aide I, BAC</i> <i>Secretariat</i> Bids and Awards Committee



<p>6. Suppliers fills-up a form to determine which project they are intended to purchase bidding documents.</p> <p>After issuance of Order of Payment, they need to pay in the Treasurer's Office and then submit to us the original copy of Receipt before issuance of bidding documents.</p>	<p>6. Issues Order of Payment</p>	<p>Based on The 2016 Revised IRR of RA 9184 Appendix 8 - Guidelines on the Sale of Bidding Documents</p>		<p>15 minutes</p>	<p><i>BAC Secretariat Bids and Awards Committee</i></p>
		<b>ABC</b>	<b>Fees to be paid</b>		
		500,000 and below	PHP 500		
		More than 500,000 up to 1 Million	PHP 1,000.00		
		More than 1 Million up to 5 Million	PHP 5,000.00		
		More than 5 Million up to 10 Million	PHP 10,000.00		
		More than 10 Million up to 50 Million	PHP 25,000.00		
		More than 50 Million up to 500 Million	PHP 50,000.00		
		More than 500 Million	PHP 75,000.00		
7. None	7. Prepares, Checks and Distributes Letter to Observer & Notice to Bidder	None		1 hour, 25 minutes	<i>Admin. Aide VI, Admin. Aide I, BAC Bids and Awards Committee</i>



8. Suppliers can attend the Pre-bid Conference on specified date and time, they need to sign on the Attendance provided during the Conference	8. Conducts & Prepares Pre-bid Conference	None	2 hours	<i>BAC Chairman, Members, TWG &amp; BAC Secretariat Bids and Awards Committee</i>
9. Suppliers who purchase bidding documents must submit the complete requirements on or before the date of Opening of Bids, they can also attend the Opening of bids and sign on the Attendance provided by the office.	9. Prepares Attendance, Checklist, Abstract of Bids, Conducts Opening of Bid, Prepares Minutes of Opening of Bids	None	3 hours ,30 minutes	<i>BAC Chairman, Members, TWG, BAC Secretariat, Admin. Aide VI Bids and Awards Committee</i>
10. None	10. Prepares Bid evaluation & Post-qualification Form, Evaluate & Post-qualify Bid Proposal	None	2 hours	<i>Admin. Aide VI, BAC TWG Bids and Awards Committee</i>
11. None	11. Prepares & Endorses Resolution Recommending Award for approval	None	5 days, 20 minutes	<i>Admin. Aide I BAC Secretariat Bids and Awards Committee</i>
12. Suppliers/ Contractors must provide Performance Bond within 10 days upon received of Notice of Award	12. Prepares & Endorses Notice of Award and Notice of Bidding Results for approval, Upload Notice of Award & Resolution in PhilGEPS website	None	2 hours, 30 minutes	<i>Admin. Officer I, Engineering Assistant, Admin. Aide I, Admin. Assistant I Bids and Awards Committee</i>
13. None	13. Prepares & Endorses Notice to Proceed (for Infrastructure & other Services)	None	30 minutes	<i>Admin. Officer I, Engineering Assistant, Admin. Aide I Bids and Awards Committee</i>
14. None	14. Uploads Contract Agreement, Notice to Proceed & P.O in PhilGEPS Website	None	1 hour	<i>Admin. Assistant I Bids and Awards Committee</i>



15. None	15. Counterchecks the Presence of Documents prior to release, Check and sign transmittal of documents for release	None	1 day	Admin. Aide VI, BAC Secretariat Bids and Awards Committee
16. None	16. Releases complete documents to PGSO (Goods & Services), Accounting (Infrastructure)	None	10 minutes	Admin. Aide VI Bids and Awards Committee
<b>TOTAL:</b>		<b>None</b>	<b>7 days, 3 hours, 30 minutes</b>	

<b>Based on the 2016 Revised IRR of R.A. 9184</b>	
<b>Goods and Services</b>	<b>Min of 26 days, Max of 136 days</b>
Posting to PhilGeps Website	7 calendar days
Pre-bid Conference	1 calendar day
Opening of Bids	12 calendar days after pre-bid conference
Bid Evaluation	1 calendar day
Post-Qualification	2 calendar days
Issuance of Notice of Award	1 calendar day
Contract Preparation and Signing	1 calendar day
Issuance of Notice to Proceed	1 calendar day
	Note: Breakdown is for the Minimum Calendar Days
<b>Infrastructure</b>	<b>Min of 26 days, Max of 156 days</b>
Posting to PhilGeps Website	7 calendar days
Pre-bid Conference	1 calendar day
Opening of Bids	12 calendar days after pre-bid conference
Bid Evaluation	1 calendar day
Post-Qualification	2 calendar days
Issuance of Notice of Award	1 calendar day
Contract Preparation and Signing	1 calendar day
Issuance of Notice to Proceed	1 calendar day
	Note: Breakdown is for the Minimum Calendar Days
<b>Consultancy Services</b>	<b>Min of 36 days, Max of 180 days</b>
Posting to PhilGeps Website	7 calendar days
Eligibility Check and Shortlisting	1 calendar day
Pre-bid Conference	7 calendar days after eligibility check and shortlisting
Opening of Bids	12 calendar days after pre-bid conference
Bid Evaluation	1 calendar day
Approval of Ranking by the HoPE	1 calendar day
Notification for Negotiation	1 calendar day
Negotiation	1 calendar day
Post-Qualification	2 calendar days
Issuance of Notice of Award	1 calendar day
Contract Preparation and Signing	1 calendar day
Issuance of Notice to Proceed	1 calendar day
	Note: Breakdown is for the Minimum Calendar Days