



2. Alternative Mode of Procurement				
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				
Office or Division:	PGO - Bids and Awards Committee			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business Entity/ G2G - Government to Government			
Who may avail:	All Qualified Suppliers/ PGB Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Suppliers Requirements: a. Mayor's Permit b. 2303 Certificate of Registration c. DTI/Sec d. Tax Clearance e. PhilGEPS Certificate/Registration f. Income Tax Return (for ABC's above 500k) g. Omnibus Sworn Statement (SVP ABC's above 50k, Emergency Cases ABC's above 500k)		a. Municipality b. Bureau of Internal Revenue (BIR) c. Department of Trade and Industry/ Securities and Exchange Commission d. Bureau of Internal Revenue (BIR) e. PhilGEPS Website f. Bureau of Internal Revenue (BIR) g. Downloadable in Government Procurement Policy Board (GPPB)		
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PGB Offices	1. Receives Approved CAFOA and PR, record in Dashboard	none	15 minutes	Admin. Aide IV Bids and Awards Committee
2. None	2. Prepares Resolution Recommending Alternative Mode of Procurement (AMP)	none	15 minutes	Admin. Aide IV Admin. Aide III Bids and Awards Committee
3. None	3. Forwards Resolution Recommending Alternative Mode of Procurement for approval	none	2 days	Admin. Aide I Bids and Awards Committee
4. None	4. Prepares Request for Quotation (RFQ)	none	20 minutes	Admin. Aide IV Admin. Aide III Bids and Awards Committee
5. None	5. Checks Request for Quotation before Signing of BAC Chairman	none	15 minutes	BAC Secretariat Bids and Awards Committee



6. None	6. Forwards Request for Quotation (RFQ) for signing of BAC Chairman	none	20 minutes	<i>Admin. Aide I</i> Bids and Awards Committee
7. None	7. Uploads the signed RFQ to PhilGeps website (if the amount of the ABC is 50,000 above)	none	1 hour	<i>Admin. Assistant I</i> Bids and Awards Committee
8. None	8. Checks uploaded RFQ to PhilGeps website (if the amount of the ABC is 50,000 above)	none	20 minutes	<i>BAC Secretariat</i>
9. Supplier fills up the RFQ with the following Business name and address Price Quotation Printed name and signature Contact details and date Attached also their legal documents needed by the office	9. Sends Signed RFQ to at least 3 Supplier/Bidders for price quotation	none	4 days	<i>Const. & Maint. Capataz</i> Bids and Awards Committee <i>Canvassers from PGSO</i>
10. None	10. Prepares Abstract of Quotation, (AOQ), Resolution Recommending Award (ROA) and Notice of Award (NOA)	none	20 minutes	<i>Admin. Aide IV</i> <i>Admin. Aide III</i> Bids and Awards Committee
11. None	11. Forwards Abstract of Quotation, (AOQ), Resolution Recommending Award (ROA) and Notice of Award (NOA) for signing	none	10 days	<i>Admin. Aide I</i> Bids and Awards Committee
12. None	12. Scans files and Prepares Transmittal Letter	none	15 minutes	<i>Admin. Officer I</i> Bids and Awards Committee
13. None	13. Checks documents before transmit to PGSO	none	10 minutes	<i>BAC Secretariat</i> Bids and Awards Committee
14. None	14. Forwards complete documents with transmittal letter to PGSO	none	15 minutes	<i>Admin. Aide I</i> Bids and Awards Committee
TOTAL:		None	16 days, 3 hours, 45 minutes	



Direct Contracting (with approved resolution)	within 8 hours upon receipt
Direct Contracting (with new resolution)	5 calendar days
Repeat Order	5 calendar days
Small Value Procurement	25 calendar days
Shopping	25 calendar days
Limited Source Bidding	26 calendar days