



Procurement Department

Procurement of Goods and Services



1. Receipt of Purchase Request for Goods and Services

Submission of End-user's Request / Project to the Procurement Department for procurement process (*Goods and Services*)

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Procuring Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Purchase Request (PR) (Duly signed by the City General Services Department)		Procuring Entity		
Project Procurement Management Program		Procuring Entity		
Advice of Allotment		City Budget Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits all the requirements	Receives, assigns and records PR number	N/A	One (1) day	Receiving Clerk
	Validates PR from the submitted PPMP	N/A	One (1) Hour	Database Management Division Staff
	Canvass of price (<i>Sec. 7.3.4, RA 9184</i>)	N/A	Three (3) days	Price Standardization and Monitoring Division Staff
	Evaluates PR and determines the mode of procurement to be forwarded to the City Budget Department or City Accounting Department		Five (5) days	
Attends meeting	Conducts pre-procurement	N/A	Three (3) Hours	Bids and Awards Committee (<i>Created</i>



	conference for 2 Million and above projects (Sec. 20, RA 9184)			as per Sec 11, RA 9184 and Executive Order No. 6 S2016), Secretariat, Technical Working Group, Evaluators
TOTAL			Nine (9) Days & Four (4) Hours	

2. Public Bidding Activities

The Procurement Department conducts Public Bidding enjoined by prospective bidders/ suppliers for the procurement of Goods and Services.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document Requests List (DRL)		Philgeps website		
Accomplished Bid Documents		Procurement Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepares Bid Documents and Checklist (Sec. 10 and 17, RA 9184)	N/A	Two (2) days	Technical Services Division Staff
	Advertises / Posts bid opportunities in the Philgeps website (Sec 21 Ra 9184), agency website, and in conspicuous places.	N/A	One (1) day	Technical Services Division Staff
Submission of Document Requests List	Sells Bid Documents With ITB Cost		One (1) day	OIC-PSMD / OIC-DASD



	* More than 1 Million up to 5 Million * More than 5 Million up to 10 Million * More than 10 Million up to 50 Million * More than 50 Million up to 500 Million	5,000.00 10,000.00 25,000.00 50,000.00		
Attends pre-bid conference	Conducts pre-bid conference (Sec 22 RA 9184)	N/A	One hour only	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators
Submission of Duly Accomplished Bid Documents	Received Bid Documents (Sec 25 RA 9184)	N/A	Four (4) Hours	Documentation and Administrative Services Division Staff
	Opening of Bids, evaluates the submitted bid documents and records / encodes the bid results (Sec. 29 and 30, RA 9184)	N/A	Four (4) Hours	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators, Procurement Staff
TOTAL			Four (4) Days & Nine (9) Hours	

3. Alternative Mode Procurement

The Procurement Department conducts various Alternative Mode of Procurement for the procurement of Goods and Services.

Office or Division:	Procurement Department
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen



Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document Requests List (DRL)		Philgeps website		
Accomplished Request for Quotations (RFQ)		Procurement Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepares Prior Resolution (Sec. 48 and 17, RA 9184)	N/A	Two (2) days	Technical Services Division Staff
	Prepares Request for Quotation (RFQ) (Annex H, RA 9184)	N/A	One (1) day	Technical Services Division Staff
	Posting of Request for Quotation (RFQ) in Philgeps Website and Agency Website	N/A	One (1) day	Technical Services Division Staff
	Issuance of Request for Quotation (RFQ may be downloaded from Philgeps Website)	N/A	One (1) day	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators
	Submission of Request for Quotation	N/A	Four (4) Hours	Documentation and Administrative Services Division Staff
	Opening of Request for Quotation	N/A	Four (4) Hours	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators, Procurement Staff
TOTAL			Five (5) Days & Eight (8) Hours	

4. Bid Evaluation and Post Evaluation

The Procurement Department conducts various Alternative Mode of Procurement for the procurement of Goods and Services.



Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Eligibility and Technical Documents				
Financial Document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Determines the lowest calculated bid and prepares the abstract of bids	N/A	Seven (7) days	Technical Services Division Staff
	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	N/A	Forty-five (45) days	Technical Services Division Staff
TOTAL			Fifty Two (52) Days	

5. Documentation and Issuance of Purchase Order / Contract

The Procurement Department conducts various Alternative Mode of Procurement for the procurement of Goods and Services.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON



				RESPONSIBLE
	Prepares the BAC Resolutions on the Award, Notices of Award and Purchase Orders/Contracts and Approves by the BAC and HOPE	N/A	Ten (10) days*	Technical Services Division Staff, Bids and Awards Committee, Head of the Procuring Entity
	Notifies the winning bidder and Issues of Notices of Award	N/A	Three (3) day*	Documentation and Administrative Services Division Staff
	Issues Purchase Order/ Contract, posts award notice in the Philgeps website and reproduces procurement documents Note: Sanctions and Grounds for Blacklisting are imposed on Competitive Bidding Stage and Contract Implementation Stage as per GPPB Resolution No. 09-2004		Fifteen (15) days*	Technical Services Division Staff
TOTAL			Twenty Five (25) Days	

* Within the allowable time as per IRR of RA 9184



Procurement Department

Procurement of Infrastructure and Consultancy Services



1. Receipt of Purchase Request for Infrastructure and Consultancy Services

Submission of End-user's Request / Project to the Procurement Department for procurement process (*Infrastructure and Consultancy Services*)

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Procuring Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Agency Estimate (Copy Stamped by the City Budget Department with allotment)		Procuring Entity		
Project Procurement Management Program		Procuring Entity		
Advice of Allotment		City Budget Department		
Approved Plan		Engineering Department		
B2 – Project Validation Report		City Planning Department		
Certificate of Compliance		Engineering Department		
Program of Work		Procuring Entity		
Schedule of Work (List of Key Personnel and List of Major Equipment)		Engineering Department / Procuring Entity		
Certificate of Non-litigation		Secretary to the Mayor / Infra Com		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits all the requirements	Receives and checks the documents being submitted	N/A	One (1) day	Receiving Clerk (Infra)
	Endorsed the documents to the BAC -Chairperson for instruction	N/A	One (1) day	BAC- INFRA SECRETARIAT
	In coordination with the Infra Committee, determines the	N/A	Three (3) days	



	completeness of the documents/ schedule the pre-procurement of the proposed projects			
Attends meeting	Conducts pre-procurement meeting for 5 Million and above (Sec. 20, RA 9184) to determine the readiness of the proposed project for procurement	N/A	Three (3) hours	
TOTAL			Five (5) Days & Three (3) Hours	

2. Public Bidding Activities

The Procurement Department conducts Public Bidding enjoined by prospective bidders/ suppliers for the procurement of Goods and Services.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document Requests List (DRL)		Philgeps website		
Accomplished Bid Documents		Procurement Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Public Bidding Prepares Bid Documents and Checklist (Sec. 17.3, RA 9184)	N/A	Three (3) days	BAC - INFRA Secretariat
	Advertises/Posts bid opportunities in	N/A	Seven (7) day	BAC - INFRA Secretariat



	the Philgeps website (Sec. 21, 2.1) RA 9184) For ABC of above 15 million – with newspaper publication			
Submission of Document Requests List	Sells Bid Documents Above P500Tbut not more than P1M P1Million but not more than P5 Million P5Million but not more than P10Million	5,000.00 10,000.00 25,000.00 50,000.00	Twenty (20) days	BAC - INFRA Sec.
Attends pre-bid conference	Conducts pre-bid conference (Sec. 22, RA 9184)	N/A	One (1) hour only	BAC Infra TWG BAC -INFRA Sec.
Submission of Duly Accomplished Bid Documents	Receives bid documents (Sec. 25, RA 9184)	N/A	Two (2) hours	DASD Staff
	Opening of bids, evaluates the submitted bid documents and records/encodes the bid results (Sec. 29 and 30, RA 9184)	N/A	Five (5) hours	BAC INFRA, TWG and Procurement staff
TOTAL			Thirty (30) Days & Eight (8) Hours	



3. Bid Evaluation and Post Evaluation

The Procurement Department conducts various Alternative Mode of Procurement for the procurement of Goods and Services.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Eligibility and Technical Documents				
Financial Document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Determines the lowest calculated bid and prepares the abstract of bids	N/A	Seven (7) days	Technical Working Group – BAC INFRA & Consultancy
	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	N/A	Forty-five (45) days	Technical Working Group – BAC INFRA & Consultancy
TOTAL			Fifty Two (52) Days	

5. Documentation and Issuance of Purchase Order / Contract

The Procurement Department conducts various Alternative Mode of Procurement for the procurement of Goods and Services.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Suppliers / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



Procurement documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepares the BAC Resolutions on the Award, Notices of Award and Purchase Orders/Contracts and Approves by the BAC and HOPE	N/A	Fifteen (15) days*	BAC- INFRA, Secretariat, HOPE
Posts Performance Bond	Contract Preparation and signing Note: Sanctions and Grounds for Blacklisting are imposed on Competitive Bidding Stage and Contract Implementation Stage as per GPPB Resolution No. 09-2004		Ten (10) CD*	BAC- INFRA Secretariat
	Approval of Contract by the HOPE		Thirty 30 CD*	HOPE
	Issues Notice To Proceed (NTP)		7 CD*	
TOTAL			Sixty Two (62) Days	

* Within the allowable time as per IRR of RA 9184