



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 Department Head)		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
Submission of all the requirements	Receives and records	N/A	One (1) day	Receiving Clerk
	Route PR to the Department Head for instruction	N/A	One (1) day	Immediate Staff
	Evaluation, categorization and assignment of Project No.	N/A	Five (5) days	Technical Evaluators
	Validates PR from the submitted PPMP and available appropriation	N/A	Three (3) days	Database Management Division Staff
	Canvass of price (Sec. 7.3.4, RA 9184)	N/A	Three (3) days	Canvasser
	Evaluation of prices based on canvass, recommendation for Approved Budget for the Contract and determination of mode of procurement	N/A	Three (3) days	Technical Evaluators
	Transmit PR to HOPE for approval	N/A	One (1) day	Technical Support Staff



TOTAL	Seventeen days (17) days & Two (2) hours
-------	--

2. Receipt of Project Procurement Management Plan for Goods and Services

Submission of End-user's Project Procurement Management Plan to the City Budget Department to be forwarded 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		
Project Procurement Management Program		Procuring Entity submitted to City Budget Department		
Advice of Allotment		City Budget Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of all the requirements	Receives and records	N/A	One (1) day	Receiving Clerk
	Route PPMP to the Department Head for instruction	N/A	One (1) day	Immediate Staff
	Evaluation, categorization and assignment of Project No.	N/A	Five (5) days	Technical Evaluators
	Consolidate PPMP into APP and validate from the available Appropriation	N/A	Three (3) days	Database Management Division Staff
	Canvass of price (Sec. 7.3.4, RA 9184)	N/A	Three (3) days	Canvasser
	Evaluation of prices based on canvass, recommendation for Approved Budget for the Contract and	N/A	Three (3) days	Technical Evaluators



	determination of mode of procurement			
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the pre-procurement conference for above 2 Million projects (Sec. 20, RA 9184)	N/A	One (1) day	Immediate Staff
Physical / Virtual Participation in the scheduled activity	Conducts pre-procurement conference for above 2 Million projects (Sec. 20, RA 9184)	N/A	Two (2) Hours	Bids and Awards Committee (Created as per Sec 11, RA 9184 and Executive Order No. 6 S2016) , Secretariat, Technical Working Group, Evaluators
TOTAL			Eighteen days (18) 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	
PhilGEPS Registration Certificate (Platinum – 3 pages)	Philgeps website
Document Requests List (DRL)	Philgeps website
Authorization to Purchase Bidding Documents - Corporate Secretary Certificate for	Supplier / Bidder



corporation (specific for the project) - Special Power of Attorney for single proprietorship (specific for the project)				
Notarized Joint Venture Agreement (as applicable)		Supplier / Bidder		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation of Philippine Bidding Documents (<i>Sec. 10 and 17, RA 9184</i>)	N/A	Two (2) days	Technical Evaluators
	Posting of bid opportunities in the PhilGEPS website (<i>Sec 21 Ra 9184</i>), agency website, and in conspicuous places.	N/A	One (1) day*	Technical Services Division and Administrative Services Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Prebid Conference and Opening of Bids	N/A	One (1) day	Immediate Staff
Submission of all the requirements	Preparation of the order of payment for the sale of Philippine Bidding Documents	N/A	One (1) day	Technical Support Staff
	Routing of order of payment for signature of the OIC-PSMD, OIC-DASD and the Department Head	N/A	One (1) day	Immediate Staff
Settle the order of payment	Order of Payment with ITB Cost * More than 1 Million up to 5 Million	5,000.00	One (1) day	City Treasurer's Office



	* More than 5 Million up to 10 Miliion *More than 10 Million up to 50 Milltion *More than 50 Million up to 500 Million	10,000.00 25,000.00 50,000.00		
Accomplishment of the acknowledgement Receipt	Reproduction and selling of the Philippine Bidding Documents	N/A	One (1) day	Technical Support Staff
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (<i>Sec 22 RA 9184</i>)	N/A	Two (2) hours*	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators
	Issuance and posting of the Supplemental Bid Bulletin if necessary	N/A	One (1) day	Technical Evaluators
	Preparation of Eligibility / Technical and Financial Checklist	N/A	One (1) day	Technical Evaluators
Submission of Duly Accomplished Bid Documents	Received Bid Documents (<i>Sec 25 RA 9184</i>)	N/A	Three (3) Hours*	Documentation and Administrative Services Division Staff
Physical / Virtual Participation in the scheduled activity	Opening of Bids, evaluates the submitted bid documents and recording, encoding and virtual posting of Abstract of Bids as Read. (<i>Sec. 29 and 30, RA 9184</i>) Issuance of Notice of Failure if applicable / necessary	N/A	Four (4) Hours*	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators, Technical Services Division Staff
TOTAL			Ten (10) 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 (<i>Sec. 48 and 17, RA 9184</i>)	N/A	Two (2) days	Technical Services Division Staff
	Prepares Request for Quotation (RFQ) (<i>Annex H, RA 9184</i>)	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
Submission of all the requirements	Issuance of Request for Quotation (<i>RFQ may be downloaded from Philgeps Website</i>)	N/A	One (1) day	Technical Services Division Staff
	Submission of Request for Quotation	N/A	Two (2) Hours	Documentation and Administrative Services Division Staff
	Preparation of Quotation Checklist	N/A	One (1) day	Technical Support Staff
	Opening of Quotations,	N/A	Four (4) Hours	Bids and Awards Committee



	evaluation of the submitted quotations. Recording, encoding and virtual posting of Abstract of Quotations as Read. Issuance of Notice of Failure if applicable / necessary			Representative, Secretariat, Technical Working Group, Evaluators, Technical Services Division Staff
TOTAL			Six (6) Days & Six (6) Hours	

4. Bid / Post Evaluation and Post-Qualification

The Procurement Department conducts various Bid / Post Evaluation and Post-Qualification for the procurement of Goods and Services.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lowest / Single Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Determines the lowest calculated bid and prepares the abstract of bids as calculated and notice of lowest / single calculated bid	N/A	Seven (7) days *	Technical Working Group, Technical Evaluators
Submission of all Post-Qualification Requirements	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	N/A	Forty-five (45) days *	Technical Working Group, Technical Evaluators



TOTAL	Fifty Two (52) Days
-------	---------------------

5. Documentation and Issuance of Notice of Award, Purchase Order / Contract and Notice to Proceed

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

Office or Division:	Procurement Department
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Lowest /Single Calculated Bidder

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Performance Security a) Cash or cashier's / manager's check issued by a Universal or Commercial Bank b) Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation of the BAC Resolution on Award and coordination with the City Budget Department for the Obligation Request. Preparation of Notice of Award, Purchase Orders/Contracts and Notice to Proceed for	N/A	Twenty (20) days*	Technical Services Division Staff, Bids and Awards Committee, Head of the Procuring Entity



	approval of the BAC and HOPE			
Submission of Performance Security	Notifies the winning bidder and Issues the Notice of Award	N/A	Three (3) days*	Technical Services Division Staff
	<p>Coordination with City Accounting Department for the Certificate of Availability of Funds</p> <p>Issues Purchase Order/ Contract and Notice to Proceed</p> <p>Posts award notice in the PhilGEPS and QC website. Scan and reproduce procurement documents for archival and transmittal of the original copy to the City Accounting Department and photocopy to the Commission on Audit</p> <p>Note: Sanctions and Grounds for Blacklisting are imposed on Competitive Bidding Stage and Contract Implementation Stage as per GPPB Resolution No. 09-2004</p>	N/A	Seven (7) days*	Technical Services Division Staff
TOTAL			Thirty (30) Days	

* Within the allowable time as per RIRR of RA 9184



Procurement Department

Procurement of Infrastructure Projects



1. Receipt of Request for Infrastructure Projects

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

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		
Project Procurement Management Program		Procuring Entity		
Advice of Allotment		City Budget Department		
Program of Works, Agency Estimates, Approved Plans, Certificate of Compliance, B1 – Project Identification Report, B2 – Project Validation Report, Site Development Plan, Profile Sheet, typical section & Details, Drainage details where applicable, Technical Specifications, Detailed Breakdown of ABC, Approved PERT/CPM Network Diagram, Schedule of Work (List of Key Personnel and List of Major Equipment)		City Engineering Department, City Planning Department, City Architect Department and Parks Development & Administration Department, Procuring Entity		
Certificate of Non-litigation		Secretary to the Mayor / Infra Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of all the requirements	Receives and determines the completeness of documents	N/A	One (1) day	Receiving Clerk (Infra), BAC- Infra Secretariat
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the pre-procurement conference for above 2 Million	N/A	One (1) day	BAC- Infra Secretariat



	projects (Sec. 20, RA 9184)			
Physical / Virtual participation in the scheduled activity	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	One (1) hour only	Bids and Awards Committee (Created as per Sec 11, RA 9184 and Executive Order No. 6 S2016) , Secretariat, Technical Working Group, Evaluators
TOTAL			Three (3) Days & One (1) Hour	

2. Public Bidding Activities

The Procurement Department conducts Public Bidding enjoined by prospective bidders/ suppliers for the procurement of Infrastructure Projects

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		
Letter of Intent		Supplier / Bidder		
PhilGEPS Registration Certificate (Platinum – 3 pages)		Philgeps website		
Document Requests List (DRL)		Philgeps website		
Authorization to Purchase Bidding Documents - Corporate Secretary Certificate for corporation (specific for the project) - Special Power of Attorney for single proprietorship (specific for the project)		Supplier / Bidder		
Notarized Joint Venture Agreement (as applicable)		Supplier / Bidder		
PhilGEPS Registration Certificate (Platinum – 3 pages)		Philgeps website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



	Preparation of Philippine Bidding Documents (Sec. 10 and 17, RA 9184)	N/A	Three (3) days	BAC Technical Working Group
	Posting of bid opportunities in the PhilGEPS website (Sec 21 Ra 9184), agency website, and in conspicuous places.	N/A	One (1) day*	BAC Infra Secretariat, Database Management Division Staff and Administrative Services Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Prebid Conference and Opening of Bids	N/A	One (1) day	BAC Infra Secretariat
Submission of all the requirements	Preparation of the order of payment for the sale of Philippine Bidding Documents	N/A	One (1) day	BAC Infra Secretariat
	Routing of order of payment for signature of the OIC-PSMD, OIC-DASD and the Department Head	N/A	One (1) day	Immediate Staff
Settle the order of payment	Order of Payment with ITB Cost * More than 1 Million up to 5 Million * More than 5 Million up to 10 Miliion *More than 10 Million up to 50 Milltion *More than 50 Million up to 500 Million	5,000.00 10,000.00 25,000.00	One (1) day	City Treasurer's Office



		50,000.00		
Accomplishment of the acknowledgement Receipt	Reproduction and selling of the Philippine Bidding Documents	N/A	One (1) day	BAC Infra Secretariat
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (Sec 22 RA 9184)	N/A	Two (2) hours*	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators
	Issuance and posting of the Supplemental Bid Bulletin if necessary	N/A	One (1) day	Technical Evaluators
	Preparation of Eligibility / Technical and Financial Checklist	N/A	One (1) day	Technical Working Group
Submission of Duly Accomplished Bid Documents	Received Bid Documents (Sec 25 RA 9184)	N/A	Three (3) Hours*	Documentation and Administrative Services Division Staff
Physical / Virtual Participation in the scheduled activity	Opening of Bids, evaluates the submitted bid documents and recording, encoding and virtual posting of Abstract of Bids as Read. (Sec. 29 and 30, RA 9184) Issuance of Notice of Failure if applicable / necessary	N/A	Four (4) Hours*	Bids and Awards Committee, Secretariat, Technical Working Group, Evaluators, Technical Services Division Staff
TOTAL			Eleven (11) Days & Nine (9) Hours	

3. Alternative Mode Procurement

The Procurement Department conducts various Alternative Mode of Procurement for the procurement of Infrastructure Projects.



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 (<i>Sec. 48 and 17, RA 9184</i>)	N/A	Two (2) days	Technical Working Group
	Prepares Request for Quotation (RFQ) (<i>Annex H, RA 9184</i>)	N/A	One (1) day	Technical Working Group
	Posting of Request for Quotation (RFQ) in Philgeps Website and Agency Website	N/A	One (1) day	Technical Working Group
Submission of all the requirements	Issuance of Request for Quotation (<i>RFQ may be downloaded from Philgeps Website</i>)	N/A	One (1) day	Technical Working Group
	Submission of Request for Quotation	N/A	Two (2) Hours	Documentation and Administrative Services Division Staff
	Preparation of Quotation Checklist	N/A	One (1) day	Technical Support Staff
	Opening of Quotations, evaluation of the submitted quotations. Recording, encoding and virtual posting of Abstract of Quotations as	N/A	Four (4) Hours	Bids and Awards Committee Representative, Secretariat, Technical Working Group, Evaluators, Technical Services Division Staff



	Read.			
	Issuance of Notice of Failure if applicable / necessary			
TOTAL			Six (6) Days & Six (6) Hours	

4. Bid / Post Evaluation and Post-Qualification

The Procurement Department conducts various Bid / Post Evaluation and Post-Qualification for the procurement of Infrastructure Projects

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lowest / Single Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Determines the lowest calculated bid and prepares the abstract of bids as calculated and notice of lowest / single calculated bid	N/A	Seven (7) days *	Technical Working Group, Technical Evaluators
Submission of all Post-Qualification Requirements	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	N/A	Forty-five (45) days *	Technical Working Group, Technical Evaluators
TOTAL		Fifty Two (52) Days		

5. Documentation and Issuance of Notice of Award, Purchase Order / Contract and Notice to Proceed



The Procurement Department conducts various documentation for the procurement of Infrastructure Projects

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lowest /Single Calculated Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Performance Security a) Cash or cashier's / manager's check issued by a Universal or Commercial Bank b) Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation of the BAC Resolution on Award and coordination with the City Budget Department for the Obligation Request. Preparation of Notice of Award, Purchase Orders/Contracts and Notice to Proceed for approval of the BAC and HOPE	N/A	Twenty (20) days*	Technical Working Group
Submission of Performance Security	Notifies the winning bidder and Issues the Notice of Award	N/A	Three (3) days*	Technical Working Group



	<p>Coordination with City Accounting Department for the Certificate of Availability of Funds</p> <p>Issues Purchase Order/ Contract and Notice to Proceed</p> <p>Posts award notice in the PhilGEPS and QC website. Scan and reproduce procurement documents for archival and transmittal of the original copy to the City Accounting Department and photocopy to the Commission on Audit</p> <p>Note: Sanctions and Grounds for Blacklisting are imposed on Competitive Bidding Stage and Contract Implementation Stage as per GPPB Resolution No. 09-2004</p>	N/A	Seven (7) days*	Technical Working Group
TOTAL			Thirty (30) Days	

* Within the allowable time as per RIRR of RA 9184



Procurement Department

Procurement of Consultancy Services



1. Receipt of Request for Consultancy Services

Submission of End-user's Request / Project to the Procurement Department for procurement process (*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	
Project Procurement Management Program			Procuring Entity	
Advice of Allotment			City Budget Department	
Approved Terms of Reference			Procuring Entity	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission all the requirements	Receives and determines the completeness of documents	N/A	One (1) day	Receiving Clerk (Infra), BAC- Infra Secretariat
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the pre-procurement conference for above 2 Million projects (<i>Sec. 20, RA 9184</i>)	N/A	One (1) day	BAC Secretariat
Physical / Virtual Participation in the scheduled activity	Conducts pre-procurement meeting for 1 Million and above (<i>Sec. 20, RA 9184</i>) to determine the readiness of the proposed project for procurement	N/A	One (1) hour only	Bids and Awards Committee (<i>Created as per Sec 11, RA 9184 and Executive Order No. 6 S2016</i>), Secretariat, Technical Working Group, Evaluators
TOTAL			Two (2) Day & One (1) Hour	



2. Public Bidding Activities

The Procurement Department conducts Public Bidding enjoined by prospective bidders/ suppliers for the procurement of Consultancy 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		
Letter of Intent		Supplier / Bidder		
PhilGEPS Registration Certificate (Platinum – 3 pages)		Philgeps website		
Document Requests List (DRL)		Philgeps website		
Authorization to Purchase Bidding Documents - Corporate Secretary Certificate for corporation (specific for the project) - Special Power of Attorney for single proprietorship (specific for the project)		Supplier / Bidder		
Notarized Joint Venture Agreement (as applicable)		Supplier / Bidder		
PhilGEPS Registration Certificate (Platinum – 3 pages)		Philgeps website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation of Philippine Bidding Documents (<i>Sec. 10 and 17, RA 9184</i>)	N/A	Three (3) days	BAC - INFRA Secretariat
	Posting of bid opportunities in the PhilGEPS website (<i>Sec 21 Ra 9184</i>), agency website, and in conspicuous places.	N/A	One (1) day	BAC - INFRA Secretariat
	Preparation and Issuance of Notices to respective End-Users, BAC	N/A	One (1) day	BAC - INFRA Secretariat



	Members and TWG for the schedule of Prebid Conference and Opening of Bids			
Submission of Document Requests List	Issuance of Eligibility Documents (<i>Sale of documents not required</i>)	N/A	One (1) day	BAC - INFRA Secretariat
Submission of Duly Accomplished Eligibility Documents	Receives eligibility documents (<i>Sec. 24.4.1, RA 9184</i>)	N/A	Two (2) hours	DASD Staff
	Opening of Eligibility Requirements, evaluates the submitted eligibility documents and records/encodes the eligibility results (<i>Sec. 24.4, RA 9184</i>)	N/A	Two (2) hours	BAC INFRA, TWG and Procurement staff
Issuance of Notice of Eligibility and Shortlisting	Order of Payment with ITB Cost * 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	One (1) day	City Treasurer's Office
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (<i>Sec. 22, RA 9184</i>)	N/A	One (1) hour only	BAC Infra TWG BAC -INFRA Sec.
Submission of Duly Accomplished Bid Documents	Receives bid documents (<i>Sec. 25, RA 9184</i>)	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			Twenty-Five (25) Days & Twelve (12) Hours	

3. Eligibility, Bid Evaluation and Post Evaluation

The Procurement Department conducts various Eligibility, Bid Evaluation and Post Evaluation for the procurement of Consultancy Services

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lowest / Single Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Eligibility and Technical Documents				
Financial Document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Shortlisting Process with approval of the HOPE	N/A	Seven (7) days	Technical Working Group – BAC INFRA & Consultancy
	Determines the single/highest rated bid and prepares the abstract of bids	N/A	Seven (7) days	Technical Working Group – BAC INFRA & Consultancy
	Approval of Ranking by the HOPE	N/A	Two (2) 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	Sixty-One (61) Days
-------	---------------------

5. Documentation and Issuance of Notice of Award, Purchase Order / Contract and Notice to Proceed

The Procurement Department conducts various documentation for the procurement of Consultancy Services

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lowest /Single Calculated Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Performance Security a) Cash or cashier's / manager's check issued by a Universal or Commercial Bank b) Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation of the BAC Resolution on Award and coordination with the City Budget Department for the Obligation Request. Preparation of Notice of Award, Purchase Orders/Contracts and Notice to	N/A	Twenty (20) days*	Technical Services Division Staff, Bids and Awards Committee, Head of the Procuring Entity



	Proceed for approval of the BAC and HOPE			
Submission of Performance Security	Notifies the winning bidder and Issues the Notice of Award	N/A	Three (3) days*	Technical Services Division Staff
	<p>Coordination with City Accounting Department for the Certificate of Availability of Funds</p> <p>Issues Purchase Order/ Contract and Notice to Proceed</p> <p>Posts award notice in the PhilGEPS and QC website. Scan and reproduce procurement documents for archival and transmittal of the original copy to the City Accounting Department and photocopy to the Commission on Audit</p> <p>Note: Sanctions and Grounds for Blacklisting are imposed on Competitive Bidding Stage and Contract Implementation Stage as per GPPB Resolution No. 09-2004</p>	N/A	Seven (7) days*	Technical Services Division Staff
TOTAL			Thirty (30) Days	

* Within the allowable time as per RIRR of RA 9184