



	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 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	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.