



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>)	None	Two (2) days	Technical Services Division Staff
	Prepares Request for Quotation (RFQ) (<i>Annex H, RA 9184</i>)	None	One (1) day	Technical Services Division Staff
	Posting of Request for Quotation (RFQ) in PhilGEPS Website and Agency Website	None	One (1) day	Technical Services Division Staff
Submission of all the requirements	Issuance of Request for Quotation (RFQ may be downloaded from PhilGEPS Website and Agency Website)	None	One (1) day	Documentation and Administrative Services Division Staff
	Submission of Request for Quotations (RFQ)	None	Two (2) hours	Documentation and Administrative Services Division Staff
	Preparation of Quotation Checklist	None	One (1) day	Technical Services Division Staff
	Opening of Quotations, evaluation of the submitted quotations. Recording, encoding and virtual posting of Abstract of Quotations as Read. *Issuance of Notice of Failure if applicable / necessary	None	Four (4) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group, Technical Services Division Staff
TOTAL		Six (6) Days & Six (6) Hours		