



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
	1.1 Preparation of the BAC Resolution on Award and coordination with the City Budget Department for the Obligation Request. 1.2 Preparation of Notice of Award, Purchase Orders/Contracts and Notice to Proceed for approval of the BAC and HOPE 1.3 Coordination with City Accounting Department for the Certificate of Availability of Funds	None	Twenty (20) days	Technical Services Division Staff, Bids and Awards Committee, Documentation and Administrative Services Division Staff, Database Management Division Staff, HOPE
	Notifies the winning bidder and Issues the Notice of Award	None	Three (3) days	Documentation and Administrative Services Division Staff
Submission of Performance Security (<i>maximum of 10 days</i>)	Evaluation of the submitted Performance Security in Compliance with RA 9184	None	One (1) day	Documentation and Administrative Services Division Staff



	<p>3.1 Issues Purchase Order/ Contract and Notice to Proceed</p> <p>3.2 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>	None	Seven (7) days	<p>BAC Secretariat, Database Management Division Staff, Documentation and Administrative Services Division Staff</p>
TOTAL			Thirty-One (31) Days	

**Within the allowable time as per RIRR of RA 9184*