



PROCUREMENT DEPARTMENT

CITIZEN'S CHARTER

2023 (1st Edition)



PROCUREMENT DEPARTMENT

- I. **Mandate:** The Procurement Department (PD) is responsible for the procurement of all Infrastructure Projects such as civil works; Goods and Services including supplies, materials and equipment; and Consulting Services required by the Quezon City Government.

- II. **Vision:** To devote and dedicate manpower, competence, resources, and strong leadership in the procurement process through knowledge, teamwork, and communication in ensuring efficiency and cost savings with transparency, integrity, and accountability.

- III. **Mission:** A pool of norms providing for streamlined procurement-related services for Quezon City with a more transparent, competitive, and modern approach in project implementation.

- IV. **Service Pledge:** To ensure all procurement activities are conducted efficiently and effectively with transparency, integrity, and accountability.



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**PROCUREMENT DEPARTMENT
PROCUREMENT OF GOODS AND SERVICES**



1. Procurement Process on 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

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 Plan (PPMP)		Procuring Entity submitted to City Budget Department		
Advice of Allotment (AA)		City Budget Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of all the requirements	Receives and records	None	One (1) day	Receiving Clerk
	Route PPMP to the Department Head for instruction	None	One (1) day	Immediate Staff
	Evaluation, categorization and assignment of Project No.	None	Five (5) days	Technical Services Division Staff
	Consolidate PPMP into APP and validate from the available Appropriation	None	-Three (3) days for simple items -Five (5) days for bulk or highly technical items	Database Management Division Staff
	PPMP's price validation (Sec. 7.3.4, RA 9184)	None	-Three (3) days for simple items -Five (5) days for bulk or highly technical items	Price Standardization and Monitoring Division Staff
	Evaluation of prices based on canvass, recommendation for Approved Budget for the Contract and determination of mode of procurement	None	Three (3) days	Technical Services Division Staff
	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)	None	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)	None	Two (2) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group
TOTAL			-Seventeen (17) Days & Two (2) Hours for simple items or -Twenty-One (21) Days & Two (2) Hours for bulk and highly technical items	



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		
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)				
Notarized Joint Venture Agreement (as applicable)				
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>)	None	Two (2) days	Technical Services Division Staff
	Posting of bid opportunities in the PhilGEPS website (<i>Sec 21 Ra 9184</i>), agency website, and in conspicuous places.	None	One (1) day	Technical Services Division Staff, Documentation and Administrative Services Division Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Prebid Conference and Opening of Bids	None	One (1) day	Immediate Staff
Submission of all the requirements	Preparation of the order of payment for the sale of Philippine Bidding Documents	None	One (1) day	Documentation and Administrative Services Division Staff
	Routing of order of payment for signature of the OIC-PSMD, OIC-DASD and the Department Head	None	One (1) day	Immediate Staff
Settle the order of payment	Order of Payment with ITB Cost *500,000 and below *More than 500,000 to 1 Million *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 *More than 500 Million	500.00 1,000.00 5,000.00 10,000.00 25,000.00 50,000.00 75,000.00	One (1) day	City Treasurer's Office



Accomplishment of the acknowledgement Receipt	Reproduction and selling of the Philippine Bidding Documents	None	One (1) day	Documentation and Administrative Services Division Staff
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (Sec 22 RA 9184)	None	Two (2) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group
	*Issuance and posting of the Supplemental Bid Bulletin if necessary	None	One (1) day	Technical Services Division Staff
	Preparation of Eligibility / Technical and Financial Checklist	None	One (1) day	Technical Services Division Staff
Submission of Duly Accomplished Bid Proposal on or before the deadline of submission	Receives Bid Proposal (Sec 25 RA 9184)	None	Ten (10) minutes	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	None	Four (4) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group, Technical Services Division Staff
TOTAL			Ten (10) Days, Six (6) Hours & Ten (10) Minutes	



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		



4. Bid Evaluation and Post-Qualification

The Procurement Department conducts various Bid 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		
None				
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	None	Seven (7) days	Technical Working Group
Submission of all Post-Qualification Requirements	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	None	Twelve (12) days	Technical Working Group
TOTAL			Nineteen (19) 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
	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*



6. Procurement Process on Purchase Request for Goods and Services

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

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Procuring Entity / End-user			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Purchase Request (PR) as applicable, duly signed by the Department Head		Procuring Entity / End-user		
Project Procurement Management Plan (PPMP)		City Budget Department		
Technical Specifications, Terms of Reference (TOR) as applicable, certificate of due diligence with at least (3) three Quotations as applicable		Procuring Entity / End-user		
Advice of Allotment (AA)		City Budget Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of all the requirements	Receives and records	None	One (1) day	Receiving Clerk
	Route PR to the Department Head for instruction	None	One (1) day	Immediate Staff
	Evaluation, categorization and assignment of Project No.	None	Five (5) days	Technical Services Division Staff
	Validates PR from the submitted PPMP and available appropriation	None	-Three (3) days for simple items -Five (5) days for bulk or highly technical items	Database Management Division Staff
	PPMP's price validation (Sec. 7.3.4, RA 9184)	None	-Three (3) days for simple items -Five (5) days for bulk or highly technical items	Price Standardization and Monitoring Division Staff
	Evaluation of prices based on canvass, recommendation for Approved Budget for the Contract and determination of mode of procurement	None	Three (3) days	Technical Services Division Staff
	Forward to City Budget Department for funding	None	One (1) day	Documentation and Administrative Services Division Staff
	Transmit PR to HOPE for approval	None	One (1) day	Documentation and Administrative Services Division Staff
TOTAL			-Eighteen (18) Days & Two (2) Hours for simple items -Twenty-Two (22) Days & Two (2) Hours for bulk and highly technical items	



**PROCUREMENT DEPARTMENT
PROCUREMENT OF INFRASTRUCTURE PROJECTS**



1. Procurement Process on Request for Infrastructure Projects

Submission of End-user's Request to the Procurement Department for procurement process

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		
B1 – Project Identification Report B2 – Project Validation Report B3 <ul style="list-style-type: none"> • Approved Budget for the Contract • Program of Works • Approved Plans • Certificate of Compliance • 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 • Detailed Unit Price Analysis (DUPA) • Structural Analysis • List of Key Personnel • List of Major Equipment 		City Engineering Department, City Planning Department, City Architect Department and Parks Development & Administration Department, Procuring Entity		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of all the requirements	Receive and determine the completeness of documents	None	One (1) day	Receiving Clerk, BAC Secretariat
	Validates the submitted PPMP and available appropriation	None	One (1) day	Technical Working Group and Database Management Division Staff
	Evaluation of approved B1, B2 and B3	None	Three (3) days	Technical Working Group
	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>)	None	One (1) day	BAC Secretariat
Physical / Virtual participation in the scheduled activity	Conducts pre-procurement meeting for 5 Million and above (<i>Sec. 20, RA 9184</i>) to determine the readiness of the proposed project for procurement	None	One (1) hour	BAC Infra, BAC Secretariat, Technical Working Group
TOTAL			Six (6) 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:	Contractors / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent				
PhilGEPS Registration Certificate (Platinum – 3 pages)		PhilGEPS		
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)				
Notarized Joint Venture Agreement (as applicable)				
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>)	None	Three (3) days	BAC Secretariat
	Posting of bid opportunities in the PhilGEPS website (<i>Sec 21 Ra 9184</i>), agency website, and in conspicuous places.	None	One (1) day	BAC Secretariat, Documentation and Administrative Services Division Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Prebid Conference and Opening of Bids	None	One (1) day	BAC Secretariat
Submission of all the requirements	Preparation of the order of payment for the sale of Philippine Bidding Documents	None	One (1) day	BAC Secretariat
	Routing of order of payment for signature of the OIC-PSMD, Chief Admin Officer-DASD and the Department Head	None	One (1) day	BAC Secretariat
Settle the order of payment	Order of Payment with ITB Cost *500,000 and below *More than 500,000 to 1 Million *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 *More than 500 Million	500.00 1,000.00 5,000.00 10,000.00 25,000.00 50,000.00 75,000.00	One (1) day	City Treasurer's Office



Accomplishment of the acknowledgement Receipt	Reproduction and selling of the Philippine Bidding Documents	None	One (1) day	BAC Secretariat
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (Sec 22 RA 9184)	None	Two (2) hours	BAC Infra, BAC Secretariat, Technical Working Group
	*Issuance and posting of the Supplemental Bid Bulletin if necessary	None	One (1) day	Technical Working Group, BAC Secretariat
	Preparation of Eligibility / Technical and Financial Checklist	None	One (1) day	Technical Services Division Staff
Submission of Duly Accomplished Bid Proposal on or before the deadline of submission	Receives Bid Proposal (Sec 25 RA 9184)	None	Ten (10) minutes	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	None	Four (4) hours	BAC Infra, BAC Secretariat, Technical Working Group
TOTAL			Eleven (11) Days, Six (6) Hours & Ten (10) Minutes	



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:	Contractors / 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 Working Group
	Prepares Request for Quotation (RFQ) (<i>Annex H, RA 9184</i>)	None	One (1) day	Technical Working Group, BAC Secretariat
	Posting of Request for Quotation (RFQ) in PhilGEPS Website and Agency Website	None	One (1) day	Technical Working Group, BAC Secretariat
Submission of all the requirements	Submission of Request for Quotation	None	Two (2) hours	Documentation and Administrative Services Division Staff
	Preparation of Quotation Checklist	None	One (1) day	Technical Working Group
	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 Infra, BAC Secretariat, Technical Working Group
TOTAL			Five (5) Days & Six (6) Hours	



4. Bid 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		
None				
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	None	Seven (7) days	Technical Working Group
Submission of all Post-Qualification Requirements	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	None	Twelve (12) days	Technical Working Group
TOTAL		Nineteen (19) Days		



5. Documentation and Issuance of Notice of Award, 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
	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	BAC Infra, BAC Secretariat, Technical Working Group, HOPE
	Notifies the winning bidder and Issues the Notice of Award	None	Three (3) days	BAC Secretariat
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	BAC Secretariat



	<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	BAC Secretariat, Database Management Division Staff, Documentation and Administrative Services Division Staff
TOTAL			Thirty-One (31) Days	

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



**PROCUREMENT DEPARTMENT
PROCUREMENT OF CONSULTING SERVICES**



1. Procurement Process on Request for Consulting Services

Submission of End-user's Request to the Procurement Department for procurement process

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	None	One (1) day	Receiving Clerk, BAC Secretariat
	Validated the submitted PPMP and available appropriation	None	One (1) day	Technical Working Group and Database Management Division Staff
	Evaluation of approved Terms of Reference	None	Three (3) days	Technical Working Group
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the pre-procurement conference for above 1 Million projects (<i>Sec. 20, RA 9184</i>)	None	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	None	One (1) hour	BAC Infra, BAC Secretariat, Technical Working Group
TOTAL			Six (6) Days & One (1) Hour	



2. Public Bidding Activities

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

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Consultants / Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		Consultant / Bidder		
PhilGEPS Registration Certificate (Platinum – 3 pages)		PhilGEPS		
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)		Consultant / Bidder		
Notarized Joint Venture Agreement (as applicable)		Consultant / 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>)	None	Three (3) days	BAC Secretariat
	Posting of bid opportunities in the PhilGEPS website (<i>Sec 21 Ra 9184</i>), agency website, and in conspicuous places.	None	One (1) day	BAC Secretariat, Documentation and Administrative Services Division Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Opening of Eligibility Requirements	None	One (1) day	BAC Secretariat
Submission of Document Requests List	Issuance of Eligibility Documents (<i>Sale of documents not required</i>)	None	One (1) day	BAC Secretariat
Submission of Duly Accomplished Eligibility Documents	Receives eligibility documents (<i>Sec. 24.4.1, RA 9184</i>)	None	Two (2) hours	Documentation and Administrative Services Division Staff
	Opening of Eligibility Requirements, evaluates the submitted eligibility documents and records/encodes the eligibility results (<i>Sec. 24.4, RA 9184</i>)	None	Two (2) hours	BAC Infra, BAC Secretariat, Technical Working Group



	Shortlisting Process <ul style="list-style-type: none"> • Ranking of Consultants • Approval of BAC and HOPE • Notification to shortlisted and not shortlisted consultants 	None	Twenty (20) days	BAC Infra, BAC Secretariat, Technical Working Group, HOPE
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Pre-bidding Conference and Opening of Bids	None	One (1) day	BAC Secretariat
Settle the order of payment	Order of Payment with ITB Cost *500,000 and below *More than 500,000 to 1 Million *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 *More than 500 Million	500.00 1,000.00 5,000.00 10,000.00 25,000.00 50,000.00 75,000.00	One (1) day	City Treasurer's Office
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (Sec. 22, RA 9184)	None	One (1) hour	BAC Infra, BAC Secretariat, Technical Working Group
Submission of Duly Accomplished Bid Proposal on or before the deadline of submission	Receives Bid Proposal (Sec 25 RA 9184)	None	Ten (10) minutes	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)	None	Five (5) hours	BAC Infra, BAC Secretariat, Technical Working Group
TOTAL			Twenty-Eight (28) Days, Ten (10) Hours & Ten (10) Minutes	



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:	Highest / Single Rated Bidder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Financial Document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Determines the single/highest rated bid (technical and financial) and prepares the abstract of bids	None	Seven (7) days	Technical Working Group, BAC Infra & Consultancy
	Approval of Ranking by the HOPE	None	Two (2) days	Technical Working Group, BAC Infra & Consultancy
TOTAL			Nine (9) Days	



4. Contract Negotiation

After determining the single/ highest rated consultant, the Procurement Department shall inform the consultant for the Contract Negotiation in order to address the issues in technical and financial proposal the BAC may wish to clarify.

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Highest / Single Rated 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
Physical / Virtual Participation in the scheduled activity	Conducts Contract Negotiation (Sec. 33.2.5, RA 9184)	None	Ten (10) days	BAC Infra, Technical Working Group, BAC Secretariat
TOTAL			Ten (10) Days	



5. Post-Qualification

After successful contract negotiation, the Procurement Department conducts Post Qualification for the procurement of Consultancy Services

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Highest / Single Rated Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Eligibility and Technical Documents				
Financial Documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Conducts post-qualification and prepares reports (Sec. 34, RA 9184)	None	Twelve (12) days	Technical Working Group, BAC Infra & Consultancy
TOTAL			Twelve (12) Days	



6. Documentation and Issuance of Notice of Award, 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:	Highest /Single Rated 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	Bids and Awards Committee, BAC Secretariat, Technical Working Group, HOPE
	Notifies the winning bidder and Issues the Notice of Award	None	Three (3) days	BAC Secretariat
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	BAC Secretariat



	<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*



GUIDES

HOW TO BID FOR A GOVERNMENT PROJECT

1. View and download projects up for bid on the Quezon City Government website and PhilGEPS. All of the project requirements or opportunities are posted regularly at the PhilGEPS website (view by agency: "City of Quezon") and the Quezon City Government Official Website (under Public Notices and Procurement).

2. Submit all requirements to the Procurement Department and request for an Order of Payment.

Requirements for Goods and Services Public Bidding:

a. PhilGEPS Registration Certificate (Platinum – 3 pages)

b. Document Requests List (DRL)

c. Authorization to Purchase Bidding Documents

- Corporate Secretary Certificate for the corporation (specific for the project)
- Special Power of Attorney for single proprietorship (specific for the project)

d. Notarized Joint Venture Agreement (as applicable)

3. Wait for the release of the signed order of payment then proceed to the Cashier of the City Treasurer's Office to make a payment.

4. Secure an Official Receipt and provide a photocopy of the Official Receipt to the Procurement Department.

5. Check the completeness of the Bidding Documents and attachments received.

6. All bidders are encouraged to raise their concerns about the project during the Pre-Bid Conference through Zoom Virtual Conference or by sending an email to bacgoods.procurement@quezoncity.gov.ph.

7. Prepare your bid proposals in accordance with the issued Philippine Bidding Documents and submit on or before the deadline.

8. Observe the Opening of Bids through Zoom Virtual Conference or at the lobby of the Procurement Department.

9. Failed bids will receive a Notice of Failure and will be given 3 calendar days to request for reconsideration to be discussed for the decision of the Bids and Awards Committee.

10. The lowest/single and responsive bidder will proceed to the Post Qualification period until the project is awarded.

11. Once the Purchase Order has been released to the winning bidder, they have a specific period of time to deliver or complete the project. The winning bidder should coordinate with the respective end-user and the City General Services Department for the delivery and inspection.



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	<ul style="list-style-type: none"> ➤ Answer the Client Satisfaction Measurement survey (CSM) form and drop it at the suggestion box in front of the receiving area of Procurement Department ➤ Send an email complaint letter at bacgoods.procurement@quezoncity.gov.ph procurement@quezoncity.gov.ph ➤ Contact info: 8-988-4242 loc. 8709
How feedbacks are processed	<ul style="list-style-type: none"> ➤ Feedbacks are forwarded to different departments through online transactions ➤ Email is being monitored by a designated person on a day-to-day basis ➤ For inquiries and follow-ups, clients may contact the following email / telephone number
How to file a complaint	<ul style="list-style-type: none"> ➤ Complaints can be filed thru the Client Satisfaction Measurement survey (CSM) ➤ Via email: bacgoods.procurement@quezoncity.gov.ph procurement@quezoncity.gov.ph ➤ Thru telephone 8-988-4242 loc. 8709
How complaints are processed	<ul style="list-style-type: none"> ➤ The City Administrator (CA) collects the Client Satisfaction Measurement survey (CSM) form in the drop box then relayed the result to the concerned department/s. ➤ The Department then forwards the complaint to the relevant division Chief to assess and investigate it then summoned the concerned employee/s to ask for a written explanation and the Department Head will take the proper action. ➤ The decision of the department is relayed to the client.
Contact Information of Procurement Department	Email: bacgoods.procurement@quezoncity.gov.ph procurement@quezoncity.gov.ph Telephone: 8-988-4242 loc 8709
CCB, PCC, ARTA	ARTA : complaints@arta.gov.ph : 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)
CSC Central Office Trunk lines	8931-7935 8931-7939 8931-8092



DEPARTMENT DIRECTORY

ATTY. DOMINIC B. GARCIA

Officer-in-Charge

8988 -4242 Local 8711

dominic.garcia@quezoncity.gov.ph

Division	Officer Name	Office Address	Contact Information
Database and Management Division	Mr. Adelfo D.A. Mendoza III <i>Officer-in-Charge</i>	2nd Floor Finance Bldg., Quezon City Hall Complex, Diliman, Quezon City	8988-4242 Local 8709 dmd.procurement@quezoncity.gov.ph
Technical Services Division	Ms. Ma. Victoria L. Tejedor <i>Officer-in-Charge</i>	2nd Floor Finance Bldg., Quezon City Hall Complex, Diliman, Quezon City	8988-4242 Local 8506 bacgoods.procurement@quezoncity.gov.ph
Price Standardization and Monitoring Division	Ms. Ma. Victoria L. Tejedor <i>Officer-in-Charge</i>	2nd Floor Finance Bldg., Quezon City Hall Complex, Diliman, Quezon City	8988-4242 Local 8506 psmd.procurement@quezoncity.gov.ph
Documentation and Administrative Services Division	Mr. Adelfo D.A. Mendoza III <i>Officer-in-Charge</i>	2nd Floor Finance Bldg., Quezon City Hall Complex, Diliman, Quezon City	8988-4242 Local 8709 dasd.procurement@quezoncity.gov.ph

[PHILGEPS](#) (VIEW BY AGENCY: CITY OF QUEZON)