



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	