



## 2. Public Bidding Activities

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

<b>Office or Division:</b>	Procurement Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Consultants / Bidders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	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



	<b>Shortlisting Process</b> <ul style="list-style-type: none"> <li>• Ranking of Consultants</li> <li>• Approval of BAC and HOPE</li> <li>• Notification to shortlisted and not shortlisted consultants</li> </ul>	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	<b>Order of Payment with ITB Cost</b> *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
<b>TOTAL</b>			<b>Twenty-Eight (28) Days, Ten (10) Hours &amp; Ten (10) Minutes</b>	