

Head Office

External Services

Administrative Services Unit

1. Procurement (Public Bidding) for consulting services

Purchase of consulting services amounting to more than P1,000,000.00

Office or Division:	Administrative Unit (ASU)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any Filipino enterprise that is registered with PhilGEPS			
CHECKLIST OF REQUIREMENTS		ISSUING/SOURCE ENTITY		
As indicated in the Bid Documents		<ul style="list-style-type: none"> List of Bid Documents – BAC Secretariat Submission of Bid Documents –interested bidder 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Interested bidder submits Expression of Interest and submits documents for Eligibility Check.	1.1. Conduct Eligibility Check and Shortlisting.	None	1-20 days	<i>Bids and Awards Committee (BAC)</i>
2. Shortlisted bidders may attend Pre-Bid Conference.	2.1. Conduct Pre-Bid Conference not earlier than seven (7) calendar days from determination of shortlisted consultants and 12 calendar days before submission and receipt of bids.	None	1 day	<i>BAC</i>
3. Shortlisted bidders to purchase Bid Documents and submit Bid.	3.1. Conduct Bid Opening.	PhP500.00 to PhP75,000.00 based on the Approved Budget for the Contract (ABC)*	1-75 days	<i>BAC</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	3.2. Conduct Bid Evaluation Activity.	None	1-21 days	<i>BAC</i>
	3.3. Finalize Approval Ranking.	None	1-2 days	<i>Head of the Procuring Entity (HOPE)</i>
	3.4. Issue Notification for Negotiation.	None	1-3 days	<i>BAC</i>
4. Bidder with the Highest Rated Bid (HRB) undergoes negotiation with the agency.	4.1. After successful negotiation, SB Corporation to require submission of Post-Qualification Requirements.	None	5 days (Upon receipt of notice as bidder with HRB)	<i>BAC</i>
5. Bidder with Highest Calculated Bid (HCB) submits post-qualification requirements within five (5) calendar days from receipt of notice.	5.1. Complete Post-Qualification Activity.	None	2-30 days	<i>BAC</i>
	5.2. Issue Notice of Award (NOA).	None	1-15 days	<i>BAC/HOPE</i>
6. Bidder with HCB signs conforme on NOA and posts performance bond within 10 days upon receipt of the same.	6.1. Prepare and sign contract. If necessary, submit contract for approval by higher authority.	Performance Security**	1-10 days If submitted to higher authority, additional 1-30 days	<i>BAC</i> <i>HOPE</i>

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
7. Bidder with HCB signs contract.	7.1. Issue Notice to Proceed (NTP).	None	1-7 days	<i>BAC/HOPE</i>
TOTAL		Cost of the Bidding Documents* plus the Amount of Performance Security**	16-183 days/ 16-213 days (6.1. If contract is submitted to higher authority)	

Service is covered under Republic Act No. 9184 otherwise known as the Government Procurement Reform Act.

**Cost of the Bidding Documents is based on the Standard Rates of Bidding Documents as stipulated in the Government Procurement Policy Board (GPPB) Resolution No. 04-2012.*

***Amount of Performance Security is based on percentage stipulated in Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.*

2. Procurement (Public Bidding) for goods and services

Purchase of goods and services amounting to more than P1,000,000.00

Office or Division:	Administrative Unit (ASU)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any Filipino enterprise that is registered with PhilGEPS			
CHECKLIST OF REQUIREMENTS		ISSUING/SOURCE ENTITY		
As indicated in the Bid Documents		<ul style="list-style-type: none"> List of Bid Documents – BAC Secretariat Submission of Bid Documents – interested bidder 		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Interested bidder reads bidding documents and Invitation to Bid in PhilGEPS website and attends Pre-bid conference.	1.1. Conduct pre-bid conference not earlier than seven (7) calendar days from posting and 12 calendar days before deadline of submission and receipt of Bids.	None	7 days	<i>Bids and Awards Committee (BAC)</i>
2. Interested bidder purchases Bidding Documents and submits his Bid.	2.1. Conduct Bid Evaluation and requires bidder with lowest calculated bid (LCB) to submit all post-qualification requirements within five (5) calendar days.	PhP500.00 to PhP75,000.00 based on the Approved Budget for the Contract (ABC)*	7 days	<i>BAC</i>
3. Bidder with Lowest Calculated Bid (LCB) submits post-qualification requirements	3.1. Evaluate post-qualification requirements submitted by Bidder with LCB.	None	2-45 days	<i>BAC</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
within deadline.				
	3.2. Upon favorable evaluation, issue Notice of Award (NOA) to winning Bidder.	None	1-15 days	<i>BAC/ Head of the Procuring Entity (HOPE)</i>
4. Winning bidder signs conforme on Notice of Award, and posts performance bond within 10 days upon receipt of NOA.	4.1. Sign the Contract (President/CEO). If necessary, submit contract for approval by higher authority.	Performance Security**	1-10 days If submitted to higher authority, additional 1-30 days	<i>BAC/HOPE</i>
5. Winning bidder signs contract.	5.1. Issue Notice to Proceed (NTP).	None	1-7 days	<i>HOPE</i>
TOTAL		Cost of the Bidding Documents plus Performance Security	19-77 days/ 19-107 days (4.1. If contract is submitted to higher authority)	

Service is covered under Republic Act No. 9184 otherwise known as the Government Procurement Reform Act.

**Cost of the Bidding Documents is based on the Standard Rates of Bidding Documents as stipulated in the Government Procurement Policy Board (GPPB) Resolution No. 04-2012.*

***Amount of Performance Security is based on percentage stipulated in Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.*

3. Procurement (Small Value) for property, supplies and materials

Centralized purchase of property, supplies and materials P1M or less

Office or Division:	Administrative Services Unit			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any Filipino enterprise that is registered with PhilGEPS			
CHECKLIST OF REQUIREMENTS		ISSUING/SOURCE ENTITY		
PhilGEPS Number (for first time suppliers)		Supplier		
Proposal Letter with quotation (1 copy)		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Interested supplier to submit proposal letter with quotation.	1.1. Choose the lowest calculated and responsive bid and issue Purchase Order to selected supplier.	None	3 days	<i>Procurement Officer Administrative Services Unit</i>
2. Deliver item/s purchased together with Delivery Receipt and Sales Invoice within 15 days.	2.1. Turn over the delivered item/s and the documents (Purchase Request, Purchase Order and other attachments) to requesting Group.	None	1 day (maximum)	<i>Procurement Officer Administrative Services Unit</i>
	2.2. Sign Certificate of Acceptance (for MOOE) or Memorandum Receipt (for CAPEX) and prepare Disbursement Voucher (DV) for the payment.	None		<i>Requesting Group</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	2.3. Accounting Processes – 1) Charge budget to requesting group and certify budget availability; 2) Prepare and review accounting and journal entries; and, 3) Authorized and approving signatories to sign documents.	None	30 minutes	<i>Senior Financial Specialist / Accountant, Department Manager, Group Head Controllershship Group</i>
	2.4. Treasury Group processes – 1) Encode details in the appropriate Oracle module; 2) Review check details; 3) Review the DV and sign check.	None	30 minutes	<i>Cashier and Department Manager Treasury Group CASA Bank Signatory</i>
	2.5. Inform supplier of availability of check.	None	5 minutes	<i>Procurement Officer Administrative Services Unit</i>
3. Bring Official Receipt (OR) and claim check.	3.1. Release check for payment.	None	5 minutes	<i>Cashier Treasury Group</i>
	TOTAL	None	4 days, 1 hour and 10 minutes	