



18. Bidding

Steps from scheduling of pre-procurement conference of the BAC up to the bidding process and award of contract, and maintaining of records generated from public bidding.

Office or Division:	Administrative Services Department			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bid Documents (1pc, Original)		BAC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Schedule the Pre-Procurement Conference. During the Pre-Procurement Conference, agree on the specifications. Approved Budget for the Contact and the dates of the bidding.	None	1 day	BAC Members
2. None	2. Post invitation to Bid in the Philgeps and other conspicuous places within the locality for a minimum of seven (7) days.	None	7 days	BAC Secretariat
3. None	3. Issuance of the documents required to be submitted in response to an invitation to bid (ITB). These include the prescribed bid form, drawings, specification, time lines, charts, price breakdowns, etc.	None	15 minutes	BAC Secretariat



4. None	4. Conduct Pre-Bid Conference to clarify specifications and other requirements with the prospect bidders. For less than Php 1,000,000.00 ABC, the conduct of the Pre-Bid Conference is optional.	None	3 hours	BAC
5. None	5. Receive submitted bids based on the defined schedule of submission of bids through the bid box.	None	5 minutes	BAC
6. None	6. Received bid-envelopes are opened and examined by the advertiser (called buyer, client, customer, or owner) of an invitation-to-bid (ITB). In an open or public bidding, the bidders (and other parties) are allowed to witness the process and inspect the bids.	None	3 hours	BAC Observer Bidders
7. None	7. Conduct post-qualification.	None	3 hours	BAC
8. None	8. Prepare the Abstract of bid, BAC Resolution, Board Resolution and Notice of Award/Contract to the winning bidder.	None	3 hours	Admin Staff



9. None	9. The procuring entity shall issue the Notice to Proceed together with a copy of the approved contract and the performance bond to the successful bidder within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority.	None	7 days	Admin Staff
10. None	10. Maintain all the records generated in accordance with the Records Control Procedure.	None	3 hours	Concerned Process Owners
Total:		None	16 days, 7 hours and 20 minutes	