



1. 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	<i>BAC Members</i> Aurea O. Adrados – Department Manager B Loreto Q. Palad - Division Manager B Joseph Ryan Z. Datu – Senior Supply Officer Marklie M. Paguio – Water Maintenance General Foreman Ireen P. Reyes – Senior Audio-Visual Systems Technician Arjay D. Castillo – Engineer B Justine B. Santos – Senior Water Maintenance Man B
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	<i>BAC Secretariat</i> Ireen P. Reyes – Senior Audio-Visual Systems Technician <i>Alternate BAC Secretariat</i> Justine B. Santos – Senior Water Maintenance Man B
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	None	15 minutes	<i>BAC Secretariat</i> Ireen P. Reyes – Senior Audio-Visual Systems Technician <i>Alternate BAC Secretariat</i> Justine B. Santos – Senior Water Maintenance Man B



	breakdowns, etc.			
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	<p><i>BAC Members</i> Aurea O. Adrados – Department Manager B Loreto Q. Palad - Division Manager B Joseph Ryan Z. Datu – Senior Supply Officer Marklie M. Paguio – Water Maintenance General Foreman Ireen P. Reyes – Senior Audio-Visual Systems Technician Arjay D. Castillo – Engineer B Justine B. Santos – Senior Water Maintenance Man B</p>
5. None	5. Receive submitted bids based on the defined schedule of submission of bids through the bid box.	None	5 minutes	<p><i>BAC Members</i> Aurea O. Adrados – Department Manager B Loreto Q. Palad - Division Manager B Joseph Ryan Z. Datu – Senior Supply Officer Marklie M. Paguio – Water Maintenance General Foreman Ireen P. Reyes – Senior Audio-Visual Systems Technician Arjay D. Castillo – Engineer B Justine B. Santos – Senior Water Maintenance Man B</p>
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	None	3 hours	<i>BAC Observer Bidders</i>



	the process and inspect the bids.			
7. None	7. Conduct post-qualification.	None	3 hours	<p><i>BAC Members</i> Aurea O. Adrados – Department Manager B Loreto Q. Palad - Division Manager B Joseph Ryan Z. Datu – Senior Supply Officer Marklie M. Paguio – Water Maintenance General Foreman Ireen P. Reyes – Senior Audio-Visual Systems Technician Arjay D. Castillo – Engineer B Justine B. Santos – Senior Water Maintenance Man B</p>
8. None	8. Prepare the Abstract of bid, BAC Resolution, Board Resolution and Notice of Award/Contract to the winning bidder.	None	3 hours	<p><i>Admin Staff</i> Joseph Ryan Z. Datu – Senior Supply Officer Ireen P. Reyes – Senior Audio-Visual Systems Technician Justine B. Santos – Senior Water Maintenance Man B</p>
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	<p><i>Admin Staff</i> Joseph Ryan Z. Datu – Senior Supply Officer Ireen P. Reyes – Senior Audio-Visual Systems Technician Justine B. Santos – Senior Water Maintenance Man B</p>



10. None	10. Maintain all the records generated in accordance with the Records Control Procedure.	None	3 hours	<i>Concerned Process Owners</i>
Total:		None	16 days, 7 hours and 20 minutes	