



## 2. Public Bidding Activities

The Procurement Department conducts Public Bidding enjoined by prospective bidders/ suppliers for the procurement of Goods and 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>	Suppliers / Bidders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)				
Notarized Joint Venture Agreement (as applicable)				
<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	Two (2) days	Technical Services Division Staff
	Posting of bid opportunities in the PhilGEPS website ( <i>Sec 21 Ra 9184</i> ), agency website, and in conspicuous places.	None	One (1) day	Technical Services Division Staff, Documentation and Administrative Services Division Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Prebid Conference and Opening of Bids	None	One (1) day	Immediate Staff
Submission of all the requirements	Preparation of the order of payment for the sale of Philippine Bidding Documents	None	One (1) day	Documentation and Administrative Services Division Staff
	Routing of order of payment for signature of the OIC-PSMD, OIC-DASD and the Department Head	None	One (1) day	Immediate Staff
Settle the order of payment	Order of Payment with ITB Cost *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



Accomplishment of the acknowledgement Receipt	Reproduction and selling of the Philippine Bidding Documents	None	One (1) day	Documentation and Administrative Services Division Staff
Physical / Virtual Participation in the scheduled activity	Conducts pre-bid conference (Sec 22 RA 9184)	None	Two (2) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group
	*Issuance and posting of the Supplemental Bid Bulletin if necessary	None	One (1) day	Technical Services Division Staff
	Preparation of Eligibility / Technical and Financial Checklist	None	One (1) day	Technical Services Division Staff
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
Physical / Virtual Participation in the scheduled activity	Opening of Bids, evaluates the submitted bid documents and recording, encoding and virtual posting of Abstract of Bids as Read. (Sec. 29 and 30, RA 9184)  *Issuance of Notice of Failure if applicable / necessary	None	Four (4) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group, Technical Services Division Staff
<b>TOTAL</b>			<b>Ten (10) Days, Six (6) Hours &amp; Ten (10) Minutes</b>	