



## PROCUREMENT PROCESS OF GOODS, SERVICES AND INFRASTRUCTURE BY PUBLIC BIDDING

Competitive bidding is a process of issuing a public bid with the intent that companies will put together their best proposal and compete for a specific project. By law, this process is required for every government agency that issues a bid. Competitive bidding creates a transparent environment that is open and fair

<b>Office/Division:</b>	Bids and Awards Committee (BAC) Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business Entity
<b>Who may avail:</b>	Business entities and other government agencies
<b>CHECKLIST OF REQUIREMENTS:</b>	
<b>WHERE TO SECURE:</b>	
<ol style="list-style-type: none"> <li>Purchase Request</li> <li>BAC Resolution as to Mode of Procurement</li> <li>Invitation to Bid (PhilGEPS posting and at 3 conspicuous places)</li> <li>Invitation to COA, CSO and BAC Members</li> <li>Letter of Intent</li> <li>Bidding Documents and technical description and/or sample of goods</li> <li>Accomplished post-qualification documents and other relevant requirements</li> </ol>	<ol style="list-style-type: none"> <li>End User</li> <li>BAC</li> <li>BAC</li> <li>BAC</li> <li>Contractor/Supplier</li> </ol> <p>BAC Secretariat</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved PR	1. Receive and evaluate approved PR		10 minutes	<i>BAC Secretariat</i>
	2. Conduct meeting and prepare BAC resolution as to Mode of Procurement		1 day	<i>BAC Secretariat</i>
	3. Prepare ITB for posting at PhilGEPS		1 day	<i>BAC Secretariat</i>
	4. Posting at PhilGEPS for items valued at below P1M.		7 days	
	Posting at PhilGEPS for items valued above P1M.		(22 days)	
	5. Prepare Invitation to Bid to COA, CSO and BAC Members		1 day	<i>BAC Secretariat</i>



	6. Receive letter of intent from interested suppliers/contractors until the conduct of bidding		15 minutes	<i>BAC Members/ BAC Secretariat</i>
	7. Conduct pre-bid for P1M and above.  7.1 If lower than P1M, proceed to bidding		1 day	<i>BAC Members/ BAC Secretariat</i>
	8. Issue Order of Payment for bid documents	10% of the Approved Budget Contract (ABC)	1 hour	<i>BAC Chairman/MTO</i>
	9. Conduct bidding		1 day	<i>BAC Members/ BAC Secretariat</i>
	10. Bid Evaluation and Post Qualification		7 days	<i>BAC Members/ BAC Secretariat</i>
	11. Promulgation of the BAC		1 day	<i>BAC Secretariat</i>
	12. Approval of the BAC		1 day	<i>BAC Secretariat</i>
	13. Prepare and deliver Notice of Award		3 days	<i>BAC Secretariat</i>
	14. Prepare contract		1 day	<i>BAC Secretariat</i>
	15. Contract Approval		1 day	<i>BAC Secretariat</i>
	16. Issue Notice to Proceed		1 day	<i>BAC Secretariat</i>
	<b>TOTAL:</b>		<b>For items valued below P1M: 27 days, 1 hour and 25 minutes</b>  <b>For items valued above P1M: 42 days, 1 hour and 25 minutes</b>	