



Bids and Awards Committee (BAC)

Secretariat and Procurement Division



Issuance of Bidding Documents

This service is intended to provide the prospective bidders all the necessary information that they need to prepare their bids

Office or Division:	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat & Procurement Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Business (Supplier)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Supplier's Permits/Licenses/ Clearances/ Registration and other related documents			Business (Supplier)	
Official Receipt (OR)-Payment of Bidding Documents (original)			Cashier/City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in at philgeps.gov.ph or view posted opportunities at sancarlocity.gov.ph and in three (3) conspicuous places	Posting of Bid Opportunities to PhilGEPS, LGU San Carlos Website and in three (3) conspicuous places	None	5 minutes	Administrative Officer I Process Server Administrative Aide VI BAC Secretariat & Procurement Division- City Mayor's Office
2. Manifest Intention to Register and purchase the Bidding Documents	Initial screening of Permits / Licenses / Clearances / Registration and other related documents	Refer to City Ordinance No. 23-21 Series of 2023, Chapter IV, Article A, Section 1, H.	15 minutes	Storekeeper I BAC Secretariat & Procurement Division- City Mayor's Office
3. Attend the Supplier's Orientation / Forum	Assistance in the conduct of Supplier's Orientation Forum		15 minutes	Administrative Officer I Administrative Assistant II BAC Secretariat & Procurement Division City Mayor's Office
4. Pay the necessary fees	Issuance of Payment Order Slip for Bidding Documents	Refer to City Ordinance No. 23-21 Series of 2023, Chapter IV,	3 minutes	Storekeeper I BAC Secretariat & Procurement Division- City Mayor's Office



		Article A, Section 1, N.		
Present Official Receipt to the BAC Secretariat & Procurement Division-City Mayor's Office	Issuance of Bidding Documents	None	3 minutes	
Accomplish the bidding documents and drop the same to the bidding box on or before the official deadline of opening of bids	Assistance in the submission of the Bidding Documents			Admin Aide II BAC Secretariat & Procurement Division City Mayor's Office
	TOTAL:		41minutes	
End of Transaction				



Conduct of Pre-Bid Conference (ABC- P 1,000,000.00 ABOVE)

This service is the conference where the Bids and Awards Committee (BAC), Technical Working Group (TWG) and the prospective bidders discuss the different aspects of the procurement at hand.

Office or Division:	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat & Procurement Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Business (Supplier)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Supplier's Permits/Licenses/Clearances/Registration and other related documents			Business (Supplier)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in at philgeps.gov.ph or view posted opportunities at sancarloscity.gov.ph and in three (3) conspicuous places	Posting of Bid Opportunities to PhilGEPS, LGU San Carlos Website and in three (3) conspicuous places	None	5 minutes	Administrative Officer I Process Server Administrative Assistant VI BAC Secretariat & Procurement Division City Mayor's Office
2. Manifest Intention to participate in the Pre- bid Conference	Assistance in the conduct of Pre-bid Conference		30 minutes	CGDH I-PMSD/ BAC Secretariat Re-assigned Clerk III BAC Secretariat & Procurement Division City Mayor's Office
	Preparation and generation of Minutes of Pre-bid Conference	None	5 minutes	Admin Aide IV (Clerk II) BAC Secretariat & Procurement Division- City Mayor's Office
	TOTAL:	None	40 minutes	
End of Transaction				



Conduct of Public Bidding

This service is intended to identify a supplier for a project, or for purchasing products and services that are required for a project.

Office or Division:	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat & Procurement Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Business (Supplier)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supplier's Permits/Licenses/ Clearances/ Registration and other related documents		Business (Supplier)		
Bidding Documents (Invitation to Bid and Instruction to Bidders) with Official Receipt (OR)-Payment of Bidding Documents		BAC Secretariat & Procurement Division-City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish the Bidding Documents and drop the same to the bidding box on or before the official deadline of Opening of bids	Assistance in the Opening of Bids	None	3 hours	Admin Asst. I BAC Secretariat & Procurement Division-City Mayor's Office
	Preparation and generation of Minutes of Public Bidding		30 minutes	Admin Aide IV (Clerk II BAC Secretariat & Procurement Division-City Mayor's Office
	TOTAL:	None	3 hours. & 30 minutes	
End of Transaction				



Issuance of Notice of Award, Purchase Order/Contracts and Notice to Proceed

This service is intended to notify the supplier that an award has been made.

Office or Division:	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat & Procurement Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Business (Supplier)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Performance Security			Business (Supplier)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the BAC Secretariat & Procurement Division- City Mayor's Office (during the opening of bids)	Preparation and generation of Abstract of Bidding	None	15 mins	Admin Asst. I BAC Secretariat & Procurement Division-City Mayor's Office
	Assistance in the Deliberation of BAC Meeting		3 hours	Administrative Assistant III Administrative Assistant II BAC Secretariat & Procurement Division- City Mayor's Office
	Preparation and generation of Excerpts of BAC Meeting		15 mins	CGDH I-PMSD/ BAC Secretariat Re-assigned) BAC Secretariat & Procurement Division City Mayor's Office
	Preparation of Notice of Award and Purchase Order			Admin Asst. I BAC Secretariat & Procurement Division-City Mayor's Office
	Preparation of Contract and Notice to Proceed			Administrative Assistant II BAC Secretariat & Procurement Division- City Mayor's Office
2. Post and submit the necessary performance security	Issuance of Notice of Award, Purchase		30 mins.	(Records Officer I) (Administrative Assistant II) BAC Secretariat &



and request and receive copy of pertinent documents to the BAC Secretariat & Procurement Division- City Mayor's Office	Order / Contract and Notice to Proceed			Procurement Division- City Mayor's Office
	TOTAL:	None	4 hours	
End of Transaction				



Processing of Performance/Bidder's Bond

This service is intended to make sure that the winning bidder will comply the requirements specified in R.A. No. 9184, re: submission of Performance/Bidder's Bond.

Office or Division:	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat & Procurement Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Business (Supplier)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt from City Treasurer's Office (Performance/ Bidder's Bond)			Cashier/City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Official Receipt from City Treasurer's Office (Performance / Bidder's Bond)	1. Preparation of Disbursement Voucher for Withdrawal of Performance / Bidder's Bond	2% of the total ABC participated for Bidder's Bond 5% of the amount awarded for Performance Bond	5 mins	Records Officer I BAC Secretariat & Procurement Division City Mayor's Office