

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

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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 1	TO SECURE			
Supplier's Permits/L	icenses/ Clearances/		Business	(Supplier)				
Registration and oth	er related document	S						
Official Receipt (OR)	-Payment of Bidding		Cashier/0	City Treasurer's	Office			
Documents (origina)							
CLIENT STEPS	AGENCY ACTIONS	GENCY ACTIONS		PROCESSING TIME	PERSON RESPONSIBLE			
1.Log-in at philgeps.gov.ph or view posted opportunities at sancarloscity.gov.p h 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			



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



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



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.

ffice or Division						
	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat &					
	Procurement Division					
Classification:	Simple					
Type of Transaction:	G2B					
Who may Avail:	Busine	ss (Supplier)				
CHECKLIST OF RE	EQUIR	EMENTS		WHERE TO) SECURE	
Supplier's Permits/License	es/ Cle	arances/	Business (S	Supplier)		
Registration and other re	elated	documents				
Bidding Documents (Invita			BAC Secret	ariat & Procure	ment Division-City	
Instruction to Bidders) wi		•	Mayor's Of	fice		
(OR)-Payment of Bidding	Docun	nents				
CLIENT STEPS		AGENCY	FEES TO	PROCESSING	PERSON RESPONSIBLE	
		ACTIONS	BE PAID	TIME		
1.Accomplish the Bidding	5	Assistance in the			Admin Asst. I	
Documents and drop the		Opening of Bids			BAC Secretariat &	
same to the bidding box of	on or		None	3 hours	Procurement	
before the official deadlin	ne of				Division-City Mayor's	
Opening of bids					Office	
		Preparation and			Admin Aide IV (Clerk II	
		generation of			BAC Secretariat &	
		Minutes of		30 minutes	Procurement	
		Public Bidding			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 intende							
Office or Division:			and Av	vards Committe	e (BAC) Secretariat &		
	Procurement Division						
Classification:	Simple						
Type of Transaction:	G2B						
Who may Avail:	Business (Supplier)						
CHECKLIST OF	REQUIREMENTS			WHE	RE TO SECURE		
Performance Security			Busir	ess (Supplier)			
CLIENT STEPS	AGENCY	FEE	S TO	PROCESSING	PERSON RESPONSIBLE		
	ACTIONS	BE	PAID	TIME	FERSON RESPONSIBLE		
1.Submit the documen	•			15 mins	Admin Asst. I		
to the BAC Secretariat &	and	No	one		BAC Secretariat &		
Procurement Division- (City generation of				Procurement		
Mayor's Office (during t	he Abstract of				Division-City Mayor's Office		
opening of bids)	Bidding						
	Assistance in			3 hours	Administrative Assistant III		
	the						
	Deliberation				Administrative Assistant II		
	of BAC				BAC Secretariat &		
	Meeting				Procurement		
					Division- City Mayor's Office		
	Preparation			15 mins	CGDH I-PMSD/ BAC		
	and				Secretariat Re-assigned)		
	generation of				BAC Secretariat &		
	Excerpts of				Procurement		
	BAC Meeting				Division		
					City Mayor's Office		
	Preparation				Admin Asst. I		
	of Notice of				BAC Secretariat &		
	Award and				Procurement		
	Purchase				Division-City Mayor's Office		
	Order						
	Preparation				Administrative Assistant II		
	of Contract				BAC Secretariat &		
	and Notice to				Procurement		
	Proceed				Division- City Mayor's Office		
2.Post and submit the	Issuance of			30 mins.	(Records Officer I)		
necessary performance	Notice of				(Administrative		
security	Award,				Assistant II)		
	Purchase				BAC Secretariat &		

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



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