

# **Bids and Awards**



## **Issuance of Bidding Documents**

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/		Business (Supplier)			
Registration and other i	related documents				
Official Receipt (OR)-Payment of Bidding		Cashier/City Treasurer's Office			
Documents (original)					

Documents (original)	T.			
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	None	5 minutes	Process Server
view posted opportunities at	PhilGEPS, LGU San Carlos Website			Utility Worker II
sancarloscity.gov.ph	and in three (3)			BAC Secretariat &
and in three (3)	conspicuous			Procurement
conspicuous places	places			Division-
conspicuous piaces	piaces			City Mayor's Office
2.Manifest Intention	Initial screening of	Nama	45	Storekeeper I
to Register and	Permits / Licenses	None	15 minutes	BAC Secretariat &
purchase the Bidding	/ Clearances			Procurement
Documents	/Registration and other related			Division-
				City Mayor's Office
Do the constant	documents	D - ( 1 - C')		
Pay the necessary	Issuance of	Refer to City	2	
fees	Payment Order	Ordinance No.	3 minutes	
	Slip for Bidding	17-60 Series of		
	Documents	2017, Chapter		
		IV, Article A,		
		Section 1, N		
3.Present Official	Issuance of			Administrative Asst.
Receipt to the BAC	Bidding	None	3 Minutes	III
Secretariat &	Documents			BAC Secretariat &
Procurement				Procurement
Division-City Mayor's				Division-City Mayor's
Office				Office



Accomplish the bidding documents and drop the same to the bidding box on or before the official deadline of opening of bids	Assistance on the submission of the Bidding Documents			Admin Aide III  BAC Secretariat &  Procurement  Division-  City Mayor's Office
	TOTAL:		26 minutes	
End of Transaction				



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

Office or Division:	City Mayor's Office-B	ids an	nd Awards (	ommittee (BAC	) Secretariat &	
	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat & Procurement Division					
Classification:	Simple					
Type of Transaction:	G2B					
Who may Avail:	Business (Supplier)					
CHECKLIST O	F REQUIREMENTS			WHERE TO	O SECURE	
Supplier's Permits/Lice	enses/ Clearances/		Business (	Supplier)		
Registration and other	related documents					
CLIENT STEPS	AGENCY ACTIONS	ES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Log-in at	Posting of Bid				Administrative Officer I	
philgeps.gov.ph or view posted	Opportunities to PhilGEPS, LGU San				Process Server	
opportunities at	Carlos Website		None	5 minutes	Utility Worker II	
sancarloscity.gov.ph	and in three (3)				BAC Secretariat &	
and in three (3)	conspicuous				Procurement Division-	
conspicuous places	places				City Mayor's Office	
2.Manifest Intention	Assistance in the				Supply Officer IV	
to participate in the Pre-bid Conference	conduct of Pre-bid Conference			30 minutes	Administrative Asst. III	
					BAC Secretariat &	
					Procurement Division-	
					City Mayor's Office	
	Preparation and				Records Officer I	
	generation of		None		BAC Secretariat &	
	Minutes of Pre-bid			5 minutes	Procurement Division-	
	Conference				City Mayor's Office	
	TOTAL:		None	26 minutes	• •	

**End of Transaction** 



## **Conduct of Public Bidding**

Office or Division:	City Mayor's Offic	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat &				
		Procurement Division				
Classification:	Simple	Simple				
Type of Transaction:	G2B	· ·				
Who may Avail:	Business (Supplie	r)				
CHECKLIST OF	REQUIREMENTS					
Supplier's Permits/Lice	nses/ Clearances/		Business (S	upplier)		
Registration and other	related documents					
Bidding Documents (In	vitation to Bid and		BAC Secreta	ariat & Procuren	nent Division-City	
Instruction to Bidders)	with Official Receipt		Mayor's Off	fice		
(OR)-Payment of Biddir	ng Documents	ı			T	
CLIENT STEPS	CLIENT STEPS AGENCY ACTIONS FE		ES TO BE	PROCESSING	PERSON	
CEIEITI STEI S	AGENCI ACTIONS		PAID	TIME	RESPONSIBLE	
1.Accomplish the	Assistance in the					
Bidding Documents	Opening of Bids		None	3 hours	A classical actions the Accept to	
and drop the same to					Administrative Asst. I	
the bidding box on or					BAC Secretariat &	
before the official					Procurement Division-	
deadline of Opening					City Mayor's Office	
of bids	D				Adamining a Aida III	
	Preparation and			20	Administrative Aide III	
	generation of			30 minutes	DAC Converte viet 0	
	Minutes of Public				BAC Secretariat &	
	Bidding				Procurement Division-	
				3 hours &	City Mayor's Office	
	TOTAL		None			
	F.,	ا ما مد .	França etic:	30 minutes		
	Er	ia ot	Transaction			



#### Issuance of Notice of Award, Purchase Order/Contracts & Notice to Proceed

Office or Division:	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat &					
	Procurement Division					
Classification:	Simple	Simple				
Type of Transaction:	G2B					
Who may Avail:	Business (Supplier)					
CHECKLIST OF	OF REQUIREMENTS WHERE TO SECURE			SECURE		
Performance Security		Business (Supplier)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Post and submit the necessary performance security to the BAC	Preparation and generation of Abstract of Bidding	None	15 minutes	Administrative Asst. I		
Secretariat & Procurement Division-City Mayor's Office				BAC Secretariat & Procurement Division-City Mayor's Office		
	Assistance on the Deliberation of BAC Meeting		3 hours	Administrative Asst. III  BAC Secretariat &  Procurement Division- City Mayor's Office		
	Preparation and generation of Excerpts of BAC Meeting		15 minutes	, ,		
2.Request and receive copy of pertinent documents	Issuance of Notice of Award, Purchase Order/Contract and Notice to Proceed		30 minutes	Records Officer I  Administrative Asst.  II  BAC Secretariat &		
				Procurement Division- City Mayor's Office		
	TOTAL	None	4 hours			
End of Transaction						



## **Processing of Performance / Bidder's Bond**

Office or Division:	City Mayor'	City Mayor's Office-Bids and Awards Committee (BAC) Secretariat &				
	Procuremer	Procurement Division				
Classification:	Simple	Simple				
Type of Transaction	n: G2B	G2B				
Who may Avail:	Business (Su	Business (Supplier)				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
Official Receipt from City Treasurer's Office			Cashier/City Treasurer's Office			
(Performance / Bidder's Bond)						
CLIENT STEPS	AGENCY ACTIONS	FEES TO	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Submit the	Preparation of	2% of the total ABC				
Official Receipt	Disbursement	participated for	5 minutes	Records Officer I		
from City	Voucher for	Bidder's Bond				
Treasurer's Office	Withdrawal of	5% of the amount		BAC Secretariat &		
(Performance /	Performance /	awarded for		Procurement Division-		
Bidder's Bond)	Bidder's Bond	Performance Bond		City Mayor's Office		
	TOTAL	None	5 minutes			
End of Transaction						