



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/ 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 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 Utility Worker II 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	None	15 minutes	Storekeeper I BAC Secretariat & Procurement Division- City Mayor's Office
Pay the necessary fees	Issuance of Payment Order Slip for Bidding Documents	Refer to City Ordinance No. 17-60 Series of 2017, Chapter IV, Article A, Section 1, N	3 minutes	
3. Present Official Receipt to the BAC Secretariat & Procurement Division-City Mayor's Office	Issuance of Bidding Documents	None	3 Minutes	Administrative Asst. III BAC Secretariat & Procurement Division-City Mayor's 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-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 Utility Worker II 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	Supply Officer IV Administrative Asst. III BAC Secretariat & Procurement Division- City Mayor's Office
	Preparation and generation of Minutes of Pre-bid Conference	None	5 minutes	Records Officer I BAC Secretariat & Procurement Division- City Mayor's Office
	TOTAL:	None	26 minutes	
End of Transaction				



Conduct of Public Bidding

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	Administrative Asst. I BAC Secretariat & Procurement Division-City Mayor's Office
	Preparation and generation of Minutes of Public Bidding		30 minutes	Administrative Aide III 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 & Notice to Proceed

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	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Post and submit the necessary performance security to the BAC Secretariat & Procurement Division-City Mayor's Office	Preparation and generation of Abstract of Bidding	None	15 minutes	Administrative Asst. I 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'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)	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 minutes	Records Officer I BAC Secretariat & Procurement Division-City Mayor's Office
	TOTAL	None	5 minutes	
End of Transaction				