















## SECSIME NO. R4A-FAD-01. PROCUREMENT PROCESS

<b>Office or Division:</b>	Finance And Administrative Division			
<b>Classification:</b>	Complex Transaction Highly Technical Transaction			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Eligible prospective suppliers/bidders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Invitation to Bid	To be posted by the Procuring Entity			
2. Bidding Documents	To be secured by the Procuring Entity			
3. PhilGEPS Certificate of Registration of Membership	To be submitted by the bidder/supplier			
4. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any	To be submitted by the bidder/supplier			
5. Statement of the Bidder's SLCC similar to the contract to be bid	To be submitted by the bidder/supplier			
6. NFCC computation	To be submitted by the bidder/supplier			
7. JVA, if applicable	To be submitted by the bidder/supplier			
8. Bid Security in the prescribed form, amount and validity period	To be submitted by the bidder/supplier			
9. Omnibus Sworn Statement	To be submitted by the bidder/supplier			
10. Bid Forms	To be submitted by the bidder/supplier			
11. Bid Prices and applicable Price Schedules	To be submitted by the bidder/supplier			
12. Additional Documents Required by EMB IV A- BAC	To be submitted by the bidder/supplier			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Request for Goods/Services	Receive approved Purchase/Job Request in accordance with the APP with Certificate of Availability of Fund		5 Minutes	 <b>CESAR B. BUGAYONG</b>








				BAC Secretariat
	Review Documents and Preparation of BAC Resolution Resulting to Alternative Mode of Procurement and Request for Quotation (RFQ) in compliance to RA 9184		30 Minutes	 CESAR B. BUGAYONG BAC Secretariat
	Convene Bac Members, Secretariat and Procurement Unit every Monday for Review of Documents and signature of BAC Resolution by BAC Chairman and Members and Request for Quotation (RFQ)		2 Hours upon receipt	 Engr. Jessie A. Conde BAC Chair   Robert Angelo Metin Vice Chair   Faina C. Ifurung BAC Member   Girliesina M. Sebarillo BAC Member









				 Wilfredo U. Billones BAC Member  Michael Dapdapig BAC Member  Carter O. Daba BAC Member  Jose Alberto Abaya BAC Member
	Approved of the Head of Procuring Entity (HOPE)		15 Minutes	 Dir. Noemi A. Paranada HOPE
	Advertisement/Posting of Invitation to Bid/Request for Expression of Interest		7 days posting	 Cesar B. Bugayong









	Preparation of Canvass		1 Hour	 Khing Valeroso Procurement Staff
	Review and Approval of Canvass		30 Minutes	 BAC Chairman
	Distribution of Approved Canvass to Prospective Bidders/Suppliers		1 Hour	Authorized Canvassers/End User
	Opening of Bids/Canvass Forms		1 Hour	BAC  Engr. Jessie A. Conde BAC Chair   Robert Angelo Metin Vice Chair   Faina C. Ifurung BAC Member








				 Girliesina M. Sebarillo BAC Member
				 Wilfredo U. Billones BAC Member
				 Michael Dapdapig BAC Member
				 Carter O. Daba BAC Member
				 Jose Alberto Abaya BAC Member
	Preparation of Abstract of Bids, Notice of Award, Notice to Proceed, Contract		1 Hour	 Khing Valeroso Procurement Staff



	Preparation of LCRB, HCRB, SCLB		1 Hour	 Cesar B. Bugayong BAC Secretariat
	Convene BAC Members for Review and Signature of Abstract of Bids and Resolution declaring LCRB, HCRB, SLCB by the BAC Chairman and Members; and Initial Notice of Award by the BAC Chairman		4 Hours	BAC  Engr. Jessie A. Conde BAC Chair  Robert Angelo Metin Vice Chair  Faina C. Ifurung BAC Member  Girliesina M. Sebarillo BAC Member  Wilfredo U. Billones BAC Member



				 Michael Dapdapig BAC Member  Carter O. Daba BAC Member  Jose Alberto Abaya BAC Member
	Approval of the BAC Resolution and Notice of Award by the HOPE		15 Minutes	 Dir. Noemi A. Paranada HOPE
	Preparation of Purchase / Letter Order		30 Minutes	 Cesar B. Bugayong BAC Secretariat
<b>TOTAL:</b>		<b>NONE</b>	<b>Highly Technical Transaction</b>	<b>17 Days</b>