



1. COMPETITIVE BIDDING

Uri ng bidding na isinasagawa kung ang transaksyon ay nagkakahalaga ng mas mataas sa Php200,000.00

Office or Division:	BIDS AND AWARDS COMMITTEE			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Lahat ng kwalipikadong suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Philgeps Registration (1 certified true copy at 2 photocopy) 2. Business Permit (1 certified true copy at 2 photocopy) 3. Department of Trade and Industry o Security Exchange Commission Registration (1 certified true copy at 2 photocopy) 4. Tax Clearance Certificate (1 certified true copy at 2 photocopy) 5. Statement of On-going completed Government & Private contracts including those awarded but not yet started (1 certified true copy at 2 photocopy) 6. Statement of Single Largest Contract Awarded (1 certified true copy at 2 photocopy) 7. Bid Security: a. Bid Securing Declaration b. Bidder's Bond c. Cash Bond (1 certified true copy at 2 photocopy) 8. Technical Specification (1 certified true copy at 2 photocopy)		1. Procurement Service 2. LGU na nakakasakop sa negosyo 3. Department of Trade and Industry o Security Exchange Commission 4. Bureau of Internal Revenue 5. Company 6. Company 7. a. Notary Public b. Insurance Company c. Two percent (2%) 8. Company		
9. Letter of Authority/Secretary's Certificate (1 certified true copy at 2 photocopy) 10. Production and Delivery Schedule (1 certified true copy at 2 photocopy) 11. Manpower Requirements (1 certified true copy at 2 photocopy) 12. After Sales Service & Parts/Warranty (1 certified true copy at 2 photocopy) 13. Omnibus Sworn Statement (1 certified true copy at 2 photocopy) 14. Audited Financial Statement & Income or Business Tax Return (1 certified true copy at 2 photocopy) 15. Net Financial Contracting Capacity		9. Company 10. Company 11. Company 12. Company 13. Notary Public 14. Company 15. Company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa BAC Secretariat upang makakuha ng Order of Payment at makakuha ng Bid Documents	1. Magbigay ng Order of Payment sa kliyente	Wala	5 minuto	<i>Executive Secretary/ BAC Secretariat Bids and Awards Committee</i>
2. Kumuha ng queing number sa Waiting Area at hintaying lumabas ang hawak na number sa tv screen bago pumunta sa Window 4	2. Pindutin ang queing system para lumabas sa tv screen ang number	Depende sa halaga ng proyekto	2 minuto	<i>Cashier II Municipal Treasurer's Office</i>





1. COMPETITIVE BIDDING

3. Bumalik sa BAC Secretariat at ipakita ang Official Receipt	3. Magbigay ng kopya ng Bid Documents	Wala	2 minuto	<i>Executive Secretary/ BAC Secretariat Bids and Awards Committee</i>
4. I-comply lahat ng requirements na kailangan, tatlong kopya bawat isa at ilagay sa tatlong magkakahiwalay na envelope at iselyo.		Wala		
5. Ipasa ang mga sealed envelope na nilalaman ang lahat ng requirements sa BAC Secretariat bago ang cut-off time	4. Tanggapin ang requirements mula sa kliyente	Wala	2 minuto	<i>Executive Secretary/ BAC Secretariat Bids and Awards Committee</i>
6. Pumirma sa attendance sheet katunayan na dumalo siya sa bidding	5. Papirmahin ang mga bidder na dumalo sa attendance sheet	Wala	2 minuto	<i>Executive Secretary/ BAC Secretariat Bids and Awards Committee</i>
7. Lumahok sa bidding	6. Isagawa ang proseso ng bidding	Wala	2 oras	<i>Executive Secretary/ BAC Secretariat Bids and Awards Committee</i>
TOTAL		Depende sa halaga ng proyekto	2 oras at 13 na minuto	





2. SHOPPING

Uri ng pagbili na isinasagawa kung ang transaksyon ay nagkakahalaga ng mahigit sa P1,000.00 hanggang sa halagang P200,000.00

Office or Division:	BIDS AND AWARDS COMMITTEE			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Lahat ng kwalipikadong suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit (1 photocopy) 2. Department of Trade and Industry o Security Exchange Commission Registration (1 photocopy) 3. Certificate of Registration (1 photocopy)		1. LGU na nakakasakop sa negosyo 2. Department of Trade and Industry o Security Exchange Commission 3. Bureau of Internal Revenue		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tumugon / magsumite ng price quotation ng mga nakahandang produkto para sa proyekto na sasalihan	1.1 Mag-imbita ng hindi bababa sa (3) tatlong kwalipikadong Suppliers para sa proyektong gagawin	Wala	1 oras	<i>Assistant Municipal Engineer</i> Engineering Office <i>OIC - Municipal Assessor's Office</i> Bids and Awards Committee TWG
	1.2 Kunin ang price quotation sa bawat kwalipikadong supplier at ibigay sa BAC Secretariat	Wala	2 minuto	<i>Assistant Municipal Engineer at OIC - Municipal Assessor's Office</i> BAC TWG
	1.3 Suriin ang mga pinasang price quotations ng mga kwalipikadong suppliers at ipagkaloob sa may pinakamababa at responsableng Price Quotation ang proyekto	Wala	1 oras	<i>Bids and Awards Committee Members</i> Bids and Awards Committee
	1.4 Ihanda upang i-approve ang purchase order	Wala	5 minuto	<i>Private Secretary I</i> Mayor's Office <i>Bids and Awards Committee Secretariat</i> Bids and Awards Committee
TOTAL		Wala	2 oras at 7 na minuto	

Prepared by:

EDGARDO C. RAMOS

Executive Secretary / BAC Secretariat

Noted by:

ENGR. ARCADIO LEOVER P. SULIT

Approved by:

ATTY. AGATHA PAULA A. CRUZ





2. SHOPPING

Municipal Engineer / BAC Chairman

Municipal Mayor

