

6. Purchasing of Public Bidding Documents

Sale and distribution of public bidding documents to prospective bidders

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| Office or Division: | General Services Division, BAC Secretariat |
| Classification: | Simple |
| Type of Transaction: | G2B |
| Who may avail: | Prospective Bidder |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Office Issuances, Memoranda and Advisories | Bids and Awards Committee Secretariat (BAC Sec), 11 th Floor Cyberpod One Eton Centris |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|-----------------|---|
| 1. Fill out Public Bidding Document (PBD) payment form | 1.1 Receive, check and submit to Accounting Division (AD) | None | 10 minutes | Administrative Officer II |
| | 1.2 Prepare and approve Order of Payment | None | 15 minutes | Administrative Officer II; Chief Administrative Officer (GSD) |
| | 1.3 Transmit the approved Order of Payment to BAC Sec | | 10 minutes | |
| | 1.4 Submit approved Order of Payment to Cash Management Section for the preparation of Official Receipt | None | 10 minutes | Administrative Officer II |
| 2. Pay the specific amount (in Philippine Peso) based on standard rates stated in 2016 Revised IRR of RA 9184 | 2.1 Receive and check the payment of the prospective bidder | For ABC P500,000.00 and below = P500.00 More than P500,000 | 15 minutes | Administrative Officer II |

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| | | <p>up to ₱1M = ₱1,000.00</p> <p>More than ₱1M up to ₱5M = ₱5,000.00</p> <p>₱5M up to ₱10M = ₱10,000.00</p> <p>₱10M to ₱50 M = ₱25,000.00</p> <p>₱50M to ₱500M = ₱50,000.00</p> <p>More than ₱500M = ₱75,000.00</p> | | |
| | 2.2 Issue Official Receipt (OR) | None | 10 minutes | Administrative Officer II |
| 3. Present OR to BAC Sec | 3.1 Receive, check and secure a copy of OR, OOP, PBD payment form for reference | None | 10 minutes | Administrative Officer II |
| | 3.2 Issue PBD together with original OR to the prospective bidder | None | 5 minutes | Administrative Officer II |
| 4. Acknowledge/sign the receipt of Public Bidding Documents in the copy of BAC Sec | 4.1 Check and ensure that the acknowledgement has been signed by the bidder | None | 5 minutes | Administrative Officer II |
| TOTAL | | None | 1 hour and 25 minutes | |