

A. Procurement Through Public Bidding					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for procurement of goods/ services	A. Conduct of Pre-Procurement Conference	None	1 day	Bids and Awards Committee Members, Technical Working Group (TWG), Secretariat, and End-user	
	B. Receipt, recording, and approval of the signed Purchase Request (P.R) in the Procurement and Financial Transaction Management System		5 minutes	Property and Supply Officer Property and Supply Staff	
	C. Advertisement/ Posting of Bids			Property and Supply Officer	
	C.1 Option 1: Procurement through DBM-PS			Property and Supply Staff	
	a. Forwarding of PR to DBM-PS	None	2 minutes		
	b. Receipt of the list of Available goods from DBM-PS		2 minutes		
	c. Preparation of the Agency Procurement Request (APR) based on the list of available goods provided by DBM-PS		15 minutes		
	d. Proceed to Process D and I		refer to process D and I		
	e. Proceed to Process G and H		refer to process G and H		
	C.2 Option 2: Procurement through Suppliers				
	C.2.1. Preparation, review, and finalization of bidding documents; and scheduling of procurement activities	None	1 day, 2 hours	Bids and Awards Committee Members, TWG, and Secretariat	
	C.2.2. Posting of advertisement at PhilGEPS		1 hour	BAC Secretariat	
	C.2.3 Pre-bid Conference		1 day	Bids and Awards Committee Members, TWG, and Secretariat	
	C.2.4 Receipt of Bids		1 day	BAC Chairperson BAC Secretariat	
	D. Bid Evaluation			Bids and Awards Committee Members, TWG, Secretariat, and End-user	
	D. 1 Opening and Evaluation of Bids	None	1 day		
	D. 2 Post-Qualification		7 days	BAC TWG	

	D. 3 Preparation, and finalization of Abstract of Bids as read and calculated and BAC Resolution		3 days	BAC Secretariat
	D. 4 Signing and Approval of Abstract of Bids as read and calculated and BAC Resolution		1 day	Bids and Awards Committee Members, TWG, Secretariat, and End-user, Regional Director
	D. 5 Preparation, signing and issuance of Notice of Post-qualification		1 day	BAC Secretariat Regional Director
	D. 6 Preparation, signing and issuance of Notice of Award		1 day	BAC Secretariat Regional Director
	D.7 Receipt of Performance Bond			BAC Secretariat
	D.7.1 Receipt of Performance Bond directly from supplier		1 minute	BAC Secretariat
	D.7.2 Payment of Performance Bond			Accountant Cashier
	E. Preparation, signing, and forwarding of Obligation Request Status (ORS) to Budget Unit		10 minutes	Property and Supply Officer Property and Supply Staff End-user
	F. Processing of Obligation Request and Status (ORS)		30 to 40 minutes (please refer to the Budget unit's citizens' charter)	Budget Officer/ Budget Staff
G. Preparation, signing, issuance and posting of Contract, Purchase Order(PO)/ Job Order (JO), Notice to Proceed				
	G. 1 Preparation of Contract, P.O/ J.O, Notice to Proceed	None	3 days	Property and Supply Officer
	G. 2 Signing and notarization of Contract, P.O/J.O, Notice to Proceed		10 days	Accountant Assistant Regional Director for Finance and Administrative Services Assistant Regional Director for Technical Services Regional Director Supplier Notary Public
	G. 3 Issuance of Contract, P.O/J.O, NTP to supplier and auditor		3 hours	Property and Supply Officer Property and Supply Staff
	G. 4 Submission of Contract, P.O/J.O, NTP to auditor		5 minutes	Property and Supply Officer Property and Supply Staff
	G. 5 Posting of the awarded P.O/ J.O, Contract, NTP, Abstract, and BAC		4 hours	BAC Secretariat

	Resolution in the PhilGEPS			
	H. Delivery, Inspection and Acceptance			
	H.1 Inspection and test-un of delivered goods	None	20 minutes	Inspectors
	H.2 Acceptance		5 minutes	Property and Supply Officer Property and Supply Staff
	H.3 Preparation and signing of Inspection and Acceptance Report, and recording in the Monitoring Report		5 minutes	Property and Supply Officer Property and Supply Staff Inspectors
	H. Issuance of delivered goods/services; preparation, and signing of the Property Acknowledgement Receipt(PAR)/ Inventory Custodian Slip(ICS)/Requisition and Issue Slip(RIS)		45 minutes	Property and Supply Officer Property and Supply Staff End-user
	I. Preparation, signing, and forwarding of the Disbursement Voucher to Accounting		11 minutes	Property and Supply Officer Property and Supply Staff End-user
	J. Processing of Disbursement Vouchers (DVs)		40 - 60 minutes depending on the nature of the transaction (please refer to the citizen's charter of accounting unit)	Accountant/ Accounting Staff
	K. Processing of Payment			Cashier/ Cashiering Staff
	K.1 Processing of Payment of claims by check	None	2 hours	
	K.2 Processing of Payment by List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)		2 hours, 40 minutes	
Total estimated time frame for public bidding (procurement to payment)			33 days, 2 hours, 37 minutes	