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| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Procurement Process thru Public Bidding for Goods and Services |
| **PERIOD** | Month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **No.** | **Purchase Request (PR) / Job Order (JO)** | | | | **Invitation to Bid** | | | | | | **Pre-bid** | | **Bid Bulletin, if any** | | **Opening of Bids** | | | | **Post Qualification** | **Awarding** | | **ORS/BURS, PO** | | | | | | **NOA, PO, NTP** | | **ALL** | | **Processing Days** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BAC Sec** | | | | **BAC Sec** | | **BAC** | **BAC Sec** | | **RICTU** | **BAC Sec** | | **BAC Sec** | | **BAC Sec** | | | | **BAC-TWG** | **BAC Sec** | | **BAC Sec** | | **BS/DO** | **AS/ DO** | | **HOPE** | **BAC Sec** | | **BAC Sec** | |
| **PR/ JO No** | **ABC** | **Office** | **PR Date** | **ITB No.** | **ITB Date** | **Signed** | **PHILGEPS** | **Conspicuous Places** | **Website** | **Notice of Mtg** | **Minutes of Mtg** | **PHILGEPS** | **Website** | **Notice of Mtg** | **Abstract of Bids as Read** | **Minutes of Mtg** | **Letter to LCB** | **Bid Evaluation Report** | **BAC Resolution** | **Performance Bond** | **PO No.** | **Contract** | **Obligated** | | **Signed PO** | **Signed** | **Sent to Supplier** | **Returned by Supplier** | **Submitted to COA** | **Forwarded to GSS/FAS** |
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