

## CITIZEN'S CHARTER

### SUPPLY & PROCUREMENT UNIT

#### PROCUREMENT OF GOODS AND SERVICES / INFRASTRUCTURE

##### PUBLIC BIDDING

STEP	CLIENT ACTION	NECESSARY FORMS/DOCUMENTS	ACTIVITIES/PROCESS	STAFF INCHARGE	DURATION
1  Posting of ITB to PhilGEPS Website & Newspaper	Search/view Bid Notice (ITB) posted to PhilGEPS	Invitation to Bid	- Prepares and ensure the timeliness of posting of Invitation to Bid through PhilGEPS Website, newspapers and bulletin	BAC Sec	Within the day
2  Payment/purchase of Bid Document	Pay corresponding fee based on the amount of the items to be bided at the cashier section and claim Bid docs at the BAC office	Order of payment	- Issue bidding documents	Cashier  BAC secretariat	5min
3  Pre-Bid Conference	Attends pre-bid conference (not mandatory)	Specification of items to be bid	- Discuss items to be bided, SPECS ABC etc	BAC	Within the day
4  Acceptance of required documents	Submits necessary documents(Technical documents, Financial requirements	Technical document  Financial Requirements	- Acceptance of Bids Proposal	BAC secretariat	5min/bidder
5  Bid Opening	Attends opening of bids	Submitted Bid proposal;  Eligibility Checklist	- Opening of bids and announcement of LCRB	BAC	Within a day

6 Conduct of Bid Evaluation & Post Qualification by BAC Member with the Technical Working Group (TWG)	Submit post qualification documents	Post qualification documents	- Evaluate documents submitted by the LCRB	TWG	1 day
7 Issuance of Notice of Award	LCR Bidder receives notice of award	Notice of Award	- Approval of Resolution /Issuance of Notice of Award	BAC secretariat	2 cal day
8 Approval of contract	Signs contract	Prepared contract	- Contract preparation and signing	BAC Secretariat	2 cal day
9 Issuance of the Notice to proceed	LCRB receives contract/PO and the Notice to proceed	Contracts/POs Noticed to Proceed	- Issuance of Contracts - Purchase Order/s - Noticed to Proceed	BAC secretariat	1 day
10 Delivery of goods	Delivery of goods by LCRB as per schedule	Official receipt, delivery receipt	- Acceptance and inspection	Supply Section Inspection committee	1 day

### Response/Action to Various Request for Review/Decision of the Bids and Awards Committee

STEP	CLIENT ACTION	NECESSARY FORMS/DOCUMENTS	ACTIVITIES/PROCESS	STAFF INCHARGE	DURATION
Approval of various request (Extension of delivery, non-imposition of liquidated damages, replacement offer, late posting of performance bonds, etc.)	Submit letter/correspondence	Letter/Correspondence	- BAC members discuss/review/ appropriate action	BAC	1 day
			- Serve/issue the decision of the Bids and Awards Committee (BAC)	BAC Sec	1 day

### Processing of Refund of Bidder's Bond & Performance Bond

STEP	CLIENT ACTION	NECESSARY FORMS/DOCUMENTS	ACTIVITIES/PROCESS	STAFF INCHARGE	DURATION
Approval of the request for refund	Supplier submits request for refund of bidder's bond or performance bond	Letter/Correspondence Copy of Official Receipt issued	Verification and Processing of request for refund	BAC Sec	Within the day

### Response/Action to Motion for Reconsideration

STEP	CLIENT ACTION	NECESSARY FORMS/DOCUMENTS	ACTIVITIES/PROCESS	STAFF INCHARGE	DURATION
Approval of Motion for Reconsideration	Submit Motion for Reconsideration Letter	Letter/Correspondence	- Verify completeness of documents attached and timeliness of submission of the MR	BAC Sec	Within the day
			- BAC members discuss/review/appropriate action	BAC	1 day
			- Serve/issue the decision of the Bids and Awards Committee (BAC)	BAC Sec	1 day



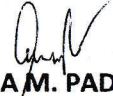
**PROCUREMENT OF GOODS AND SERVICES**  
**SMALL VALUE PROCUREMENT**

STEP	CLIENT ACTION	NECESSARY FORMS/DOCUMENTS	ACTIVITIES/PROCESS	STAFF INCHARGE	DURATION
1 Preparation of Canvass	Search/View Bid Notice posted to PhilGEPS	Canvass Form	Prepares canvass form, invite supplier to participate in the procurement of the item (PhilGEPS Posting)	BAC Sec	10 minutes
2 Acceptance of Bid Proposal	Submit Request for Quotation (RFQ)	Quotation/Proposal	Receive quotation/bids form suppliers	BAC Sec	3 days
3 Evaluation of Bid RFQ/Proposal	Await for the notification from the Supply & procurement Unit	Abstract of Quotation	Preparation & Evaluation of the LCRB	BAC Sec	5 minutes
4 Approval of Prototype	Submit sample/prototype	Sample/Prototype	Approval of the item from the End-User	End User	Within a day
5 Preparation of NOA & PO	Await for the notification from the Supply & Procurement Unit	NOA & PO	Prepares Notice of Award & Purchase Order	Procurement Staff	Within a day
6 Issuance of NOA & PO	Receive NOA & NTP	NOA & PO	Issuance of signed Notice of Award & Purchase Order to Supplier for the delivery of the item	Procurement Staff	1 day
7 Payment processing	Delivery of Goods	DV	Prepares Disbursement Voucher and forwarded to the Accounting Section for payment processing	Procurement Staff	Within a day


**PROCUREMENT OF GOODS AND SERVICES  
DIRECT CONTRACTING / LEASE OF VENUE, ETC.)**

STEP	CLIENT ACTION	NECESSARY FORMS/DOCUMENTS	ACTIVITIES/PROCESS	STAFF INCHARGE	DURATION
1  Preparation of BAC Resolution (Direct Contracting)	Submit Proposal/RFQ with Certification of Exclusive Distributorship, Mayor's Permit, DTI/SEC, BIR 2303 & PhilGEPS Registration	Request for Quotation	- Presents request & other documents to the BAC and prepares BAC Resolution (for Direct Contracting /Lease of Venue)	BAC Sec	Within a day
2  Preparation of NOA & PO	Await for the notification from the Supply & Procurement Unit	NOA & PO	- Prepares Notice of Award & Purchase Order/Contract	Procurement Staff	Within a day
3  Issuance of NOA & PO	Receive NOA & NTP	NOA & PO	- Issuance of signed Notice of Award & Purchase Order to Supplier for the delivery of the item	Procurement Staff	1 day
4  Payment processing	Delivery of Goods	DV	- Prepares Disbursement Voucher and forwarded to the Accounting Section for payment processing	Procurement Staff	Within a day

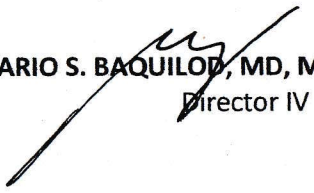
Prepared by:

  
**DONNA M. PADUA** &  
Administrative Officer V  
Supply & Procurement Unit

Noted by:

  
**JOSEITO M. PADUA, RN, MAN**  
Chief Administrative Officer

Approved by:

  
**MARIO S. BAQUILOD, MD, MPH, CESO IV**  
Director IV