

**CITIZEN CHARTER
PROCUREMENT MANAGEMENT OFFICE (PMO)**

I. Request for Procurement of Goods and Services

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	End-user or Implementing Units of the Procuring Entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Purchase Request (PR)	End-user
2. Project Procurement Management Plan (PPMP)	End-user
3. Obligation Request (ObR)	City Budget Office
4. Supplies Availability Inquiry (SAI)	Office of General Services
5. Additional documents if Alternative Method of Procurement a. Market study, or b. Justification	End-user

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit all documentary requirements	Receive and check completeness of submitted documents	N/A	15 minutes	Receiving Clerk
		Validate documents submitted Categorize project and assign project number Evaluate price/s based on canvass Prepare and issue Notices to End-user, Bids and Awards Committee (BAC) Members, and the Technical Working Group (TWG) for the Pre-Procurement Conference	N/A	7 calendar days (cd)	PMO - Pre-Procurement Team
2.	Attend the Pre-Procurement Conference <i>The pre-procurement conference shall assess the readiness of the procurement in terms of confirming the certification of availability of funds, as well as reviewing all relevant documents in relation to their adherence to law.</i>	Conduct Pre-Procurement Conference	N/A	4 hours	BAC, TWG, and PMO
		Return PR to End-user - If the PR was not cleared by BAC, the End-user shall revise accordingly. - If the PR was cleared, the End-user shall transmit the same to the City Treasury.	N/A	15 minutes	PMO - Pre-Procurement Team
3.	Transmit PR to City Treasurer's Office (CTO)	Confirm cash availability	N/A	7 cd	City Treasurer's Office

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.	Transmit PR to Head of Procuring Entity (HoPE)	Approve procurement project	N/A	1 cd	Office of the City Mayor
5.	Submit approved PR	Receive and record	N/A	15 minutes	Receiving Clerk
TOTAL:			N/A	15 cd, 4 hours, 45 minutes	

II. Procurement Process

A. Public Bidding of Goods and Services

This refers to a method of procurement which is open to participation by any interested party, and applies to all items, supplies, materials and general support services, except consulting services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether equipment, furniture, stationery, materials for construction, or personal property of any kind.

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Suppliers/Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Bidding Documents	PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.		Prepare Bidding Documents	N/A	5 cd	BAC and PMO
		Advertise and post the Invitation to Bid in a conspicuous place, PhilGEPS website, and the Pasig City website	N/A	7 cd <i>Start of availability of Bidding Documents</i>	PMO – PB Team
2.	Get a copy of the Bidding Documents by downloading the same from the PhilGEPS and/or Pasig City websites and pay the fee at CTO for the Bidding Documents upon submission of their bids, <u>OR</u> Secure hard copy from PMO and pay the fee at CTO	Distribute and sell Bidding Documents	₱500.00 – ₱75,000.00, depending on the approved budget for the contract (ABC)	1 hour	PMO – PB Team City Treasurer's Office
3.	Attend Pre-Bid Conference	Conduct Pre-Bid Conference	N/A	1 cd	BAC, PMO, TWG, and End-users
4.		Draft Supplemental Bid Bulletin/s, if needed	N/A	1 cd	PMO – PB Team

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit written request for clarification, if needed	Review and approve Supplemental Bid Bulletin/s Post Supplemental Bid Bulletin/s on PhilGEPS and Pasig City websites		1 cd 1 cd 7 cd before deadline of submission of bids	BAC PMO – PB Team
5.	Submit Bid, including Bid Security, in consonance with the requirements stated in the Bidding Documents <i>The Technical and Financial Bids must each be contained in separate sealed bid envelopes.</i>	Receive bid envelopes at the time, date, and place specified in the Bidding Documents Open first bid envelope/s to determine each Bidder's compliance with the eligibility and technical requirements (Eligibility Check) <ul style="list-style-type: none"> - Inquire from ineligible bidders whether or not they intend to file a Request for Reconsideration - Return "failed" bid envelopes upon submission of a written waiver of their right to file a request for reconsideration Open the Second Bid Envelope of each remaining qualified bidder whose First Bid Envelope was rated "passed" Post Abstract of Bids as read	N/A	1 cd	BAC and PMO
6.		Issue Notice of Failure of Bidding, if necessary Prepare the Minutes of the Bid Opening	N/A	3 cd	BAC and PMO
7.	No Contact Rule <i>Members of the BAC, PMO, and TWG are prohibited from making/accepting any communication with any bidder regarding the evaluation of their bids from bid submission until issuance of NOA; Provided, the BAC,</i>	Conduct Detailed Bid Evaluation to determine the bidder with the Lowest Calculated Bid (LCB) Prepare the Abstract of Bids, as calculated Issue Notice to bidder with LCB	N/A	7 cd	BAC and PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>through PMO, may request in writing bidders for clarification of its bid in writing.</i>				
8.	Submit documentary requirements for Post-qualification within 5 cd from receipt of notice as bidder with LCB	Receive documents for post-qualification	N/A	1 hour	PMO
Transmit documents to TWG		N/A	1 day	PMO	
Conduct Post-qualification upon receipt of documents and prepare report		N/A	12 cd	TWG	
9.	File a Request for Reconsideration within 3 cd from receipt of Notice of Post-disqualification, if necessary	<p>Declare bidder with the Lowest Calculated and Responsive Bid (LCRB)/Single Calculated and Responsive Bid (SCR)</p> <ul style="list-style-type: none"> - If the bidder is post-disqualified, issue a Notice of Post-disqualification and proceed to initiate and complete the post-qualification of the bidder with the second LCB - If all eligible bidders fail post-qualification, declare a failure of bidding <p>Issue a Resolution declaring the LCRB and the corresponding Notice of Post-qualification</p>	N/A	3 cd	BAC
TOTAL:			P500.00 – P75,000.00	50 cd, 2 hours	

B. Alternative Methods of Procurement of Goods and Services

Alternative Methods of Procurement (AMP) may be adopted upon approval of the HOPE, after favorable recommendation from the BAC that all of the conditions in resorting to any of the alternative modalities are complied with.

The requirements and procedure laid down below may vary depending on the actual modality resorted to.

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Suppliers

CHECKLIST OF REQUIREMENTS (Varies depending on Alternative Method of Procurement)		WHERE TO SECURE
1. Mayor's/Business Permit		Local Government Unit
2. PhilGEPS Registration		PhilGEPS
3. Income and Business Tax Returns with proof of payment		Bureau of Internal Revenue
4. Omnibus Sworn Statement		PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.		Prepare and send Request for Quotation (RFQ) or Request for Proposal (RFP)	N/A	3 cd	PMO – AMP Team
2.		Post RFQ/RFP in the PhilGEPS website, Pasig City website, and at any conspicuous place, if applicable	N/A	3 cd	PMO – AMP Team
3.	Submit quotations/proposals	Receive, open, and rate quotations/proposals Conduct negotiations to ensure legal, technical, and financial capability of supplier, if needed	N/A	1 cd	BAC and PMO
TOTAL:			N/A	7 cd*	

*May be extended depending on the modality resorted to.

III. Documentation, Award, and Implementation of the Contract

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Winning Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Award, Contract/Purchase Order, Notice to Proceed	PMO
Performance Security	Banks, surety or insurance company, whichever is applicable

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Issue a Resolution recommending to the HOPE to award the contract to the bidder with the LCRB at its submitted bid price or its calculated bid price, whichever is lower	N/A	5 cd	BAC and PMO
		Act on recommendation by the BAC	N/A	5 cd	Office of the City Mayor
1.	Accept the Notice of Award (NOA)	Issue the NOA to the successful bidder	N/A	1 cd	BAC and PMO

		Notify all losing bidders of the decision Post the NOA at the PhilGEPS website, Pasig City website, and any conspicuous place	N/A	2 cd	PMO
2.	Post Performance Security <i>May not be required depending on alternative method of procurement</i>	Accept the performance security and provide appropriate documentation	N/A	1 cd	PMO
		Draft contract/purchase order	N/A	5 cd	PMO
		Review and approve contract/purchase order	N/A	3 cd	BAC
3.	Sign the contract	Transmit the contract documents to HOPE for signature	N/A	1 cd	PMO
		Review and sign the contract documents	N/A	6 cd	Office of the City Mayor / Office of the City Administrator
4.	Receive the Notice to Proceed (NTP)	Issue NTP together with copy/ies of the contract documents	N/A	1 cd	PMO
		Scan and reproduce procurement documents for archival and transmittal to Commission on Audit and Office of General Services	N/A	4 cd	PMO
TOTAL:			N/A	34 cd	

**CITIZEN CHARTER
PROCUREMENT MANAGEMENT OFFICE (PMO)**

I. Request for Procurement of Consulting Services

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	End-user or Implementing Units of the Procuring Entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Purchase Request (PR)	End-user
2. Project Procurement Management Plan (PPMP)	End-user
3. Obligation Request (ObR)	City Budget Office
4. Terms of Reference (TOR)	End-user
5. Additional documents if Alternative Method of Procurement a. Market study, or b. Justification	End-user

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit all documentary requirements	Receive and check completeness of submitted documents	N/A	15 minutes	Receiving Clerk
		Validate documents submitted Categorize project and assign project number Evaluate price/s based on canvass Prepare and issue Notices to End-user, Bids and Awards Committee (BAC) Members, and the Technical Working Group (TWG) for the Pre-Procurement Conference	N/A	7 calendar days (cd)	PMO - Pre-Procurement Team
2.	Attend the Pre-Procurement Conference <i>The pre-procurement conference shall assess the readiness of the procurement in terms of confirming the certification of availability of funds, as well as reviewing all relevant documents in relation to their adherence to law.</i>	Conduct Pre-Procurement Conference	N/A	4 hours	BAC, TWG, and PMO
		Return PR to End-user - If the PR was not cleared by BAC, the End-user shall revise accordingly. - If the PR was cleared, the End-user shall transmit the same to the City Treasury.	N/A	15 minutes	PMO - Pre-Procurement Team
3.	Transmit PR to City Treasurer's Office (CTO)	Confirm cash availability	N/A	7 cd	City Treasurer's Office
4.	Transmit PR to Head of Procuring Entity (HoPE)	Approve procurement project	N/A	1 cd	Office of the City Mayor

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.	Submit approved PR	Receive and record	N/A	15 minutes	Receiving Clerk
TOTAL:			N/A	15 cd, 4 hours, 45 minutes	

II. Procurement Process

A. Public Bidding of Consulting Services

This refers to a method of procurement which is open to participation by any interested party and applies to projects or activities requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the government.

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Consultants/Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Bidding Documents	PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.		Prepare Bidding Documents	N/A	5 cd	BAC and PMO
		Advertise and post the Request for Expression of Interest (REI) in a conspicuous place, PhilGEPS website, and the Pasig City website	N/A	7 cd <i>Start of availability of Bidding Documents</i>	PMO – PB Team
2.	Submit Eligibility Documents	Examine each prospective bidder's eligibility requirements or statements Declare prospective bidders as either "eligible" or "ineligible" <ul style="list-style-type: none"> - Inquire from ineligible bidders whether or not they intend to file a Request for Reconsideration - Return "failed" bid envelopes upon submission of a written waiver of their right to file a request for reconsideration 	N/A	1 cd	PMO – PB Team
		Issue a Notice of Eligibility or Ineligibility	N/A	3 cd	BAC and PMO
		Conduct Shortlisting of eligible consultants	N/A	5 cd	BAC, TWG, PMO
		Recommend the shortlist of consultants to the HOPE for consideration and approval	N/A	2 cd	BAC and PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Act on the shortlist of consultants	N/A	3 cd	OCM/OCA
		Inform the shortlisted consultants about the results of the shortlisting process	N/A	1 cd	PMO
3.	Secure Bidding Documents and pay for relevant fees	Issue Bidding Documents to shortlisted consultants	₱500.00 – ₱75,000.00	5 cd	PMO
4.	Attend Pre-Bid Conference	Conduct Pre-Bid Conference	N/A	1 cd	BAC, PMO, TWG, and End-users
5.	Submit written request for clarification, if needed	Draft Supplemental Bid Bulletin/s, if needed	N/A	1 cd	PMO – PB Team
		Review and approve Supplemental Bid Bulletin/s	N/A	1 cd	BAC
		Post Supplemental Bid Bulletin/s on PhilGEPS and Pasig City websites	N/A	1 cd 7 cd before deadline of submission of bids	PMO – PB Team
6.	Submit Bid, including Bid Security, in consonance with the requirements stated in the Bidding Documents <i>The Technical and Financial Bids must each be contained in separate sealed bid envelopes.</i>	Receive bid envelopes at the time, date, and place specified in the Bidding Documents Open first bid envelope/s to determine each Bidder's compliance with the technical requirements Rank the consultants and identify the Highest Rated Bid (HRB)	N/A	1 cd	BAC and PMO
7.		Recommend the bidder with the HRB to the HOPE for consideration and approval	N/A	2 cd	BAC and PMO
		Approve or disapprove the recommendations of the BAC	N/A	2 cd	OCM/OCA
8.		Notify and invite the consultant with the HRB for the opening of financial proposal and for negotiations	N/A	3 cd	BAC and PMO
9.	Attend Negotiation	Open the financial proposal of the bidder with the HRB	N/A	1 cd	BAC and PMO
8.	Submit documentary requirements for Post-qualification within 5 cd from receipt of notice as bidder with HRB	Receive documents for post-qualification	N/A	1 hour	PMO
		Transmit documents to TWG	N/A	1 day	PMO
		Conduct Post-qualification upon receipt of documents and prepare report	N/A	12 cd	TWG

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9.	File a Request for Reconsideration within 3 cd from receipt of Notice of Post-disqualification, if necessary	Declare bidder with Highest Rated Responsive Bid (HRRB)/Single Rated and Responsive Bid (SRRB) <ul style="list-style-type: none"> - If the bidder is post-disqualified, issue a Notice of Post-disqualification and proceed to initiate and complete the post-qualification of the bidder with the second HRB - If all eligible bidders fail post-qualification, declare a failure of bidding Issue a Resolution declaring the HRRB/SRRB and the corresponding Notice of Post-qualification	N/A	3 cd	BAC
TOTAL:			P500.00 – P75,000.00	68 cd, 1 hour	

B. Alternative Methods of Procurement of Consulting Services

Alternative Methods of Procurement (AMP) may be adopted upon approval of the HOPE, after favorable recommendation from the BAC that all of the conditions in resorting to any of the alternative modalities are complied with.

The requirements and procedure laid down below may vary depending on the actual modality resorted to.

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Suppliers

CHECKLIST OF REQUIREMENTS (Varies depending on Alternative Method of Procurement)	WHERE TO SECURE
1. Mayor's/Business Permit	Local Government Unit
2. PhilGEPS Registration	PhilGEPS
3. Income and Business Tax Returns with proof of payment	Bureau of Internal Revenue
4. Omnibus Sworn Statement	PMO
5. Professional License, if applicable	Relevant Government Authority
6. Curriculum Vitae	N/A

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.		Prepare and send Request for Quotation (RFQ) or Request for Proposal (RFP)	N/A	3 cd	PMO – AMP Team
2.		Post RFQ/RFP in the PhilGEPS website, Pasig City website, and at any	N/A	3 cd	PMO – AMP Team

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		conspicuous place, if applicable			
3.	Submit quotations/proposals	Receive, open, and rate quotations/proposals Conduct negotiations to ensure legal, technical, and financial capability of supplier, if needed	N/A	1 cd	BAC and PMO
TOTAL:			N/A	7 cd*	

*May be extended depending on the modality resorted to.

III. Documentation, Award, and Implementation of the Contract

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Winning Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Award, Contract/Purchase Order, Notice to Proceed	PMO
Performance Security	Banks, surety or insurance company, whichever is applicable

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Issue a Resolution recommending to the HOPE to award the contract to the bidder with the HRRB/SRRB	N/A	5 cd	BAC and PMO
		Act on recommendation by the BAC	N/A	7 cd	Office of the City Mayor
1.	Accept the Notice of Award (NOA)	Issue the NOA to the successful bidder	N/A	1 cd	BAC and PMO
		Notify all losing bidders of the decision	N/A	2 cd	PMO
		Post the NOA at the PhilGEPS website, Pasig City website, and any conspicuous place			
2.	Post Performance Security	Accept the performance security and provide appropriate documentation	N/A	1 cd	PMO
	<i>May not be required depending on alternative method of procurement</i>	Draft contract	N/A	3 cd	PMO
		Review and approve contract	N/A	3 cd	BAC
3.	Sign the contract	Transmit the contract documents to HOPE for signature	N/A	1 cd	PMO
		Review and sign the contract documents	N/A	7 cd	Office of the City Mayor /

					Office of the City Administrator
4.	Receive the Notice to Proceed (NTP)	Issue NTP together with copy/ies of the contract documents	N/A	1 cd	PMO
		Scan and reproduce procurement documents for archival and transmittal to Commission on Audit and Office of General Services	N/A	4 cd	PMO
TOTAL:			N/A	35 cd	

**CITIZEN CHARTER
PROCUREMENT MANAGEMENT OFFICE (PMO)**

I. Request for Procurement of Infrastructure Projects

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	End-user or Implementing Units of the Procuring Entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Program of Works (POW), Approved Plans, List of Key Personnel and Equipment	City Engineering Department
2. Project Procurement Management Plan (PPMP)	End-user
3. Obligation Request (ObR)	City Budget Office
4. Terms of Reference (TOR)	End-user

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit all documentary requirements	Receive and check completeness of submitted documents	N/A	15 minutes	Receiving Clerk
		Validate documents submitted Categorize project and assign project number Evaluate price/s based on canvass Prepare and issue Notices to End-user, Bids and Awards Committee (BAC) Members, and the Technical Working Group (TWG) for the Pre-Procurement Conference	N/A	7 calendar days (cd)	PMO - Infra Team
2.	Attend the Pre-Procurement Conference <i>The pre-procurement conference shall assess the readiness of the procurement in terms of confirming the certification of availability of funds, as well as reviewing all relevant documents in relation to their adherence to law.</i>	Conduct Pre-Procurement Conference	N/A	4 hours	BAC, TWG, and PMO
		Return PR to End-user - If the POW was not cleared by BAC, the End-user shall revise accordingly. - If the POW was cleared, the End-user shall transmit the same to HOPE.	N/A	15 minutes	PMO - Infra Team
3.	Transmit PR to Head of Procuring Entity (HoPE)	Approve procurement project	N/A	1 cd	Office of the City Mayor
4.	Submit approved PR	Receive and record	N/A	15 minutes	Receiving Clerk
TOTAL:			N/A	8 cd, 4 hours, 45 minutes	

II. Procurement Process

A. Public Bidding of Infrastructure Projects

This refers to a method of procurement which is open to participation by any interested party, and includes the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings and other related construction projects of the government.

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Suppliers/Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Bidding Documents	PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.		Prepare Bidding Documents	N/A	5 cd	BAC and PMO
		Advertise and post the Invitation to Bid in a conspicuous place, PhilGEPS website, and the Pasig City website	N/A	7 cd <i>Start of availability of Bidding Documents</i>	PMO – Infra Team
2.	Get a copy of the Bidding Documents by downloading the same from the PhilGEPS and/or Pasig City websites and pay the fee at CTO for the Bidding Documents upon submission of their bids, <u>OR</u> Secure hard copy from PMO and pay the fee at CTO	Distribute and sell Bidding Documents	₱500.00 – ₱75,000.00, depending on the approved budget for the contract (ABC)	1 hour	PMO – Infra Team City Treasurer's Office
3.	Attend Pre-Bid Conference	Conduct Pre-Bid Conference	N/A	1 cd	BAC, PMO, TWG, and End-users
4.	Submit written request for clarification, if needed	Draft Supplemental Bid Bulletin/s, if needed	N/A	1 cd	PMO – Infra Team
		Review and approve Supplemental Bid Bulletin/s		1 cd	BAC
		Post Supplemental Bid Bulletin/s on PhilGEPS and Pasig City websites		1 cd 7 cd before deadline of submission of bids	PMO – Infra Team

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.	<p>Submit Bid, including Bid Security, in consonance with the requirements stated in the Bidding Documents</p> <p><i>The Technical and Financial Bids must each be contained in separate sealed bid envelopes.</i></p>	<p>Receive bid envelopes at the time, date, and place specified in the Bidding Documents</p> <p>Open first bid envelope/s to determine each Bidder's compliance with the eligibility and technical requirements (Eligibility Check)</p> <ul style="list-style-type: none"> - Inquire from ineligible bidders whether or not they intend to file a Request for Reconsideration - Return "failed" bid envelopes upon submission of a written waiver of their right to file a request for reconsideration <p>Open the Second Bid Envelope of each remaining qualified bidder whose First Bid Envelope was rated "passed"</p> <p>Post Abstract of Bids as read</p>	N/A	1 cd	BAC and PMO
6.		<p>Issue Notice of Failure of Bidding, if necessary</p> <p>Prepare the Minutes of the Bid Opening</p>	N/A	3 cd	BAC and PMO
7.	<p>No Contact Rule</p> <p><i>Members of the BAC, PMO, and TWG are prohibited from making/accepting any communication with any bidder regarding the evaluation of their bids from bid submission until issuance of NOA; Provided, the BAC, through PMO, may request in writing bidders for clarification of its bid in writing.</i></p>	<p>Conduct Detailed Bid Evaluation to determine the bidder with the Lowest Calculated Bid (LCB)</p> <p>Prepare the Abstract of Bids, as calculated</p> <p>Issue Notice to bidder with LCB</p>	N/A	7 cd	BAC and PMO
8.	Submit documentary requirements for Post-qualification within 5 cd from	Receive documents for post-qualification	N/A	1 hour	PMO
		Transmit documents to TWG	N/A	1 day	PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	receipt of notice as bidder with LCB	Conduct Post-qualification upon receipt of documents and prepare report	N/A	45 cd	TWG
9.	File a Request for Reconsideration within 3 cd from receipt of Notice of Post-disqualification, if necessary	Declare bidder with the Lowest Calculated and Responsive Bid (LCRB)/Single Calculated and Responsive Bid (SCRB) <ul style="list-style-type: none"> - If the bidder is post-disqualified, issue a Notice of Post-disqualification and proceed to initiate and complete the post-qualification of the bidder with the second LCB - If all eligible bidders fail post-qualification, declare a failure of bidding Issue a Resolution declaring the LCRB and the corresponding Notice of Post-qualification	N/A	3 cd	BAC
TOTAL:			P500.00 – P75,000.00	83 cd, 2 hours	

B. Alternative Methods of Procurement of Infrastructure Projects

Alternative Methods of Procurement (AMP) may be adopted upon approval of the HOPE, after favorable recommendation from the BAC that all of the conditions in resorting to any of the alternative modalities are complied with.

The requirements and procedure laid down below may vary depending on the actual modality resorted to.

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Suppliers

CHECKLIST OF REQUIREMENTS (Varies depending on Alternative Method of Procurement)	WHERE TO SECURE
1. Mayor's/Business Permit	Local Government Unit
2. PhilGEPS Registration	PhilGEPS
3. Income and Business Tax Returns with proof of payment	Bureau of Internal Revenue
4. Omnibus Sworn Statement	PMO
5. PCAB License	PCAB
6. Net Financial Contracting Capacity (NFCC)	PMO

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.		Prepare and send Request for Quotation (RFQ) or Request for Proposal (RFP)	N/A	3 cd	PMO – Infra Team
2.		Post RFQ/RFP in the PhilGEPS website, Pasig City website, and at any conspicuous place, if applicable Send the RFQ/RFP to at least three (3) contractors of known qualifications	N/A	3 cd	PMO – Infra Team
3.	Submit quotations/proposals	Receive, open, and rate quotations/proposals Conduct negotiations to ensure legal, technical, and financial capability of supplier, if needed Prepare an Abstract of Quotations/Ratings	N/A	1 cd	BAC and PMO
TOTAL:			N/A	7 cd*	

*May be extended depending on the modality resorted to.

III. Documentation, Award, and Implementation of the Contract

Office or Division:	Procurement Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Winning Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Award, Contract/Purchase Order, Notice to Proceed	PMO
Performance Security	Banks, surety or insurance company, whichever is applicable

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Issue a Resolution recommending to the HOPE to award the contract to the bidder with the LCRB at its submitted bid price or its calculated bid price, whichever is lower	N/A	3 cd	BAC and PMO
		Act on recommendation by the BAC	N/A	2 cd	OCM
1.	Accept the Notice of Award (NOA)	Issue the NOA to the successful bidder	N/A	1 cd	BAC and PMO

		Notify all losing bidders of the decision Post the NOA at the PhilGEPS website, Pasig City website, and any conspicuous place	N/A	2 cd	PMO
2.	Post Performance Security <i>May not be required depending on alternative method of procurement</i>	Accept the performance security and provide appropriate documentation	N/A	1 cd	PMO
		Draft contract	N/A	5 cd	PMO
		Review and approve contract	N/A	3 cd	BAC
3.	Sign the contract	Transmit the contract documents to City Engineer, Budget Officer, City Accountant, and City Treasurer for signature	N/A	10 cd	PMO
		Review and sign the contract documents	N/A		City Engineering Office, Budget Office, Accounting Office, City Treasurer's Office
		Transmit the contract documents to HOPE for signature	N/A	1 cd	PMO
		Review and sign the contract documents	N/A	3 cd	OCM/OCA
4.	Receive the Notice to Proceed (NTP)	Issue NTP together with copy/ies of the contract documents	N/A	1 cd	PMO
		Scan and reproduce procurement documents for archival and transmittal to Commission on Audit and Office of General Services	N/A	4 cd	PMO
TOTAL:			N/A	36 cd	

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Citizens may send an email through ugnayan@pasigcity.gov.ph or message them through their facebook page: https://www.facebook.com/OfficialUgnayanSaPasig/
How feedback is processed	The Ugnayan Office compiles and records all the feedback from individuals and forwarded to the concerned offices. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen.
How to file a complaint	File a complaint through email address ugnayan@pasigcity.gov.ph or message them through their facebook page: https://www.facebook.com/OfficialUgnayanSaPasig/
How complaints are processed	Complaint/s received shall be referred or forwarded to Office of the City Mayor or Office of the City Administrator who shall act on the complaint and provide feedback to the client on the action taken.
Contact Information	Call 643-1111 loc. 203 or send your feedback through email address mayoroffice@pasigcity.gov.ph or vicosotto@outlook.com