

**Bids and Awards Committee Office**  
**(External)**

## 1. Submission of Eligibility Requirements to Bidder for Goods & Infrastructure Project

The following documents shall be required by the BAC for purposes of determining the eligibility.

<b>Office / Division:</b>	OFFICE OF THE BIDS AND AWARDS COMMITTEE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - Client is the transacting public			
<b>Who may avail:</b>	BIDDER/S			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. SEC clearance or registration for corporation of DTI registration for sole proprietorship. 2. Local City or Municipality Business permit.  3. BIR Registration 4. PCAB  5. Tax Clearance		1. Securities and Exchange Commission / Department of Trade 2. Local City of Municipality Business Permit 3. Bureau of Internal Revenue 4. DTI Construction Industry Authority of the Philippines 5. Bureau of Internal Revenue		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirement to the responsible person at office of the Bids and Awards Committee	1. Received the documents and check if it is valid and complete and present the documents to BAC members for evaluation	None	5 minutes	<i>BAC Secretariat</i>  Office of the Bids and Awards Committee
<b>TOTAL</b>		None	5 minutes	

## 2. Sale of Bidding Documents

This service is pursuant to Section 17.4 of the IRR of Republic Act 9184 wherein bidders may be asked to pay for bidding documents to recover the cost of their preparation and development.

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<b>Who may avail:</b>	BIDDER/S			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		

1. Letter of Intent (LOI) 2. SEC / DTI 3. Mayor's Permit 4. PCAB 5. BIR Registration / Tax Clearance		1. Office of the Bids and Awards Committee 2. Securities and Exchange Commission / Department of Trade 3. Bureau of Internal Revenue 4. DTI Construction Industry Authority of the Philippines 5. Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the logbook and submit the requirements.	1. Check the requirements submitted.	None	10 minutes	
2. Request for the issuance of the Invitation to Bid (ITB)	2. Issue the ITB and prepare the bidding documents.	None	5 minutes	<i>BAC Secretariat</i> Bids and Awards Committee member
3. Pay the bid documents to MTO and present the Official Receipt to the BAC Secretariat	3. Photocopy the OR and give the bid documents.	None	15 minutes	Bids and Awards Committee member
<b>TOTAL</b>		None	30 minutes	

### 3. Opening of Bids

This service enable the bidder to witness the process and even make an inspection during the opening of bids being conducted by the BAC member with the presence of the Observer

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<b>Who may avail:</b>	BIDDER/S	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Original and 3 Photocopy of Bid envelopes containing the eligibility, technical and financial documents.		1. Prepared by the respective bidder/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the logbook and submit the bid envelopes	1.1. Received and have it recorded in the logbook and prepare the bid envelopes for the bid opening.	None	5 minutes	<i>BAC Secretariat</i>
2. Observe the manner of the opening of bids.	2. BAC Members together with the Observers and attending bidders conduct the opening of bids verifying its eligibility and technical qualifications and announces the winning bidder after opening of the financial documents.	None	15 minutes	Office of the Bids and Awards Committee
<b>TOTAL</b>		None	20 minutes	

