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| **BAC SECRETARIAT** |  |  |  |  |  |
| **Activity/Transaction** | **Process/Steps** | **Responsible Person** | **Timeline/Duration** | **Documentary Reqts/Fees** | **Location** |
| 1.Advertising /Posting of Invitation to Bid | Posts the Invitation to Bid (ITB) in the Department’s website, PHILGEPS, and in a conspicuous place within the premises of the Department reserved for the purpose.  \*Suppliers may request for clarification to bidding documents which must be responded to | BAC Secretariat  BAC Secretariat/ BAC | 7 -14 days continuous posting  Suppliers have at least 10 days before Opening of Bids while BAC must reply at least 7 days before the deadline/Opening of Bids | Complete Bidding Documents  Supplemental/Bid Bulletins | Agency website, PhilGeps, conspicuous space in agency premises |
| 2. Pre-Bid Conference | Reproduces sufficient number of copies of bid documents for sale and dissemination to prospective bidders. | BAC Secretariat, Financial Mgt Service | Simultaneous with advertisement and posting of ITB | Eligibility Reqts for Pre-Evaluation  Bid Documents  (Fee Amt depends on Fee Schedule) | BAC Secretariat  FMS/Cash Division |
|  | Sends out invitation letters to prospective observers. | BAC Secretariat |  | Invitation Letters, Notice of Meeting for Pre-Bid Conference | Email/mail |
|  | Conduct of Pre-Bid Conference which is mandatory for contracts w/ budget 1M of above | BAC Secretariat/BAC | At least 12 days before deadline/Opening of Bids | Terms of Reference (TOR), Scope of Work, Technical Specifications | DSWD premises |
| 3.Receipt/Opening of Bids | Receive Bid Proposals w/ bid securities on set deadline and conduct eligibility check  \*Those found Ineligible may request for  Reconsideration;  Issue Notice of Ineligibility and return bid proposals of those ineligible suppliers who are not filing for reconsideration | BAC, BAC Secretariat, COA, Observers | Within 15-90 days  \*usually conducted w/n 30 days from posting/advertisement  Ineligible suppliers may file for reconsideration w/n 7 calendar days | Bid Proposals including eligibility reqts (legal/technical/financial) and posting of  Bid Security (Form and Amts prescribed acc to RA 9184 IRR) | BAC Secretariat  FMS/Cash |
|  | Conduct Bid Opening and take down Minutes of Mtg | BAC Secretariat/BAC | Minutes of Mtg must be sent out to all parties within 3 days after bid opening | Minutes of Mtg, Notice of Ineligibility |  |
|  | Conduct of Bid Evaluation and preparation of Abstract of Bids | BAC Secretariat/BAC/End-User | Evaluation shld not be more than 15 days for goods and infrastructure projects, and not more than 21 calendar days for consulting services | Abstract of Bids, BAC Resolution |  |
| 4.Post-Qualification | Bidder undergoes further verification/validation if indeed all reqts/conditions are complied with  \*Disqualified suppliers may file for reconsideration w/n 7 days from notice | BAC/TWG/EndUser | w/n 7 calendar days from determination of Lowest Calculated Responsive Bid | Post-Qualification Reqts as stated in RA 9184 IRR, Post-Qualification Report | BAC Secretariat |
| 5.Notice and Execution of Award | Issuance of a Notice of Award (NOA) and ensure posting of Performance Security | BAC secretariat/BAC | Within 90 days from opening of bids;  Performance security must be posted/payable w/in 10 days from receipt of NOA | Notice of Award, BAC Reso, Performance Security as stated in RA 9184 IRR as to form and amount | BAC Secretariat  FMS/Cash |