

Processing of Purchase Request through Competitive (Public) Bidding:

Pursuant to RA 9184 and Its 2016 Implementing Rules and Regulations under Section 10, All Procurement shall be done through Competitive Bidding, except as provided for in Article XVI of this Act.

Office or Division:		Bids and Awards Committee and Its Secretariat		
Classification:		Highly Technical		
Type of Transaction:		Government to Government		
Who may avail:		All Division/Unit/Section/Centers/Residential Care Facilities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4 Original Copies of Purchase Request (approved by Immediate Supervisor)		Concerned D/U/S/C/RCFs		
1 photocopy of PPMP/WFP (Approved by budget Officer and CTC by the End-User)		Concerned D/U/S/C/RCFs		
1 original Copy of Terms of Reference (Approved)		Concerned D/U/S/C/RCFs		
1 Original Copy of Project Proposal (Approved and Earmarked by Budget)		Concerned D/U/S/C/RCFs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of fully accomplished Purchase Request to BAC *Make sure to provide complete attachments of documents and duly signed by the immediate supervisor	1. Receive the Purchase Request from the respective D/S/U/C/RCFs	None	1 minute	<i>Admin Aide IV</i> BAC
	1.1 Track the Purchase Request from respective D/S/U/C/RCFs		1 minute	<i>Admin Aide IV</i> BAC
	1.2 Forward the Purchase Request to concerned BAC staff for Processing/Checking to (PPMP/APP)		10 minutes	<i>Admin Assistant I</i> BAC

	and Numbering.			
	1.3 Purchase Request, if not indicated in PPMP/APP the concerned staff shall prepare a Supplemental APP.		5 minutes	<i>Admin Assistant I</i> BAC
	1.4 Purchase Request, if indicated in PPMP/APP for review and initial of Head BAC Secretariat		5 minutes	<i>Head BAC Secretariat</i>
	1.5 Forward to Head BAC Secretariat for review and initial of Purchase Request		5 minutes	<i>Head BAC Secretariat</i>
	1.6 Data Base encoding for monitoring and control		5 minutes	<i>Admin Assistant I</i> BAC
	1.7 forward the Purchase Request to Head of the Procuring Entity for Approval		5 minutes	<i>Head of the Procuring Entity.</i>
	1.8 Receive, Approved Purchase Request		1 minute	<i>Admin Aide IV</i> BAC
	1.9 Forward Approved		2 minutes	<i>Admin Aide IV</i>

	Purchase Request to person concerned			BAC
	1.10 Preparation of Pre-procurement conference 7 days before the said meeting		5 minutes	<i>Admin Assistant II</i> BAC
	1.11 Conduct Pre-Procurement Conference		2 hrs	<i>BAC member/BAC Secretariat /End-User</i>
	Preparation Minutes of the Meeting		1 hr	<i>Admin Assistant II / Admin Aide IV</i> BAC
	1.12 Preparation of Invitation to Bid and Notice of Meeting		15 minutes	<i>Admin Officer I</i> BAC
	1.13 Conduct Pre-Bidding Conference		2 hrs	<i>BAC member/BAC secretariat/End-User/COA/Observer/TWG/Supplier /Service Provider</i>
	1.14 Preparation Minutes of the Meeting		1 hr	<i>Admin Assistant II / Admin Aide IV</i> BAC
	1.15 Posting of Invitation to bid to DSWD-NCR website, conspicuous place and PhilGEPS website		21 days	<i>Admin Assistant I</i> BAC

	1.16 Facilitate Availability and Sale of bidding documents	(As per R.A 9184, Appendix 8)	21 days	<i>Admin Assistant II</i> BAC
	1.17 Receive Bidding Documents submitted by the Supplier/Service Provider.		3 minutes	<i>Admin Assistant II</i> BAC
	1.18 Bid Opening		2 hrs	<i>BAC member, Head BAC Secretariat, End-User</i>
	1.19 Preparation Minutes of the Meeting		1 hr	<i>Admin Assistant II / Admin Aide IV</i> BAC
	1.20 Schedule Evaluation of Bids		5 minutes	<i>Admin Officer I</i> BAC
	1.21 Preparation of Abstract of Bids		10 minutes	<i>Admin Officer I</i> BAC
	1.22 Forward Abstract of Bids for review of correctness of documents.		2 minutes	<i>Admin Assistant II</i> BAC

	1.23 For signature of Abstract of Bids		30 minutes	<i>Admin Assistant II</i> BAC
	1.24 Preparation of Notice of Post-qualification to Lowest Calculated Bidder (LCB)		5 minutes	<i>Admin Officer I</i> BAC
	1.25 Receive of Post-Qualification Documents of LCB		1 minute	<i>Admin Assistant II</i> BAC
	1.26 Assessment of LCB Bidders Documents		1 hr	<i>BAC members and TWG</i>
	1.27 Preparation of Post Qualification Report		30 minutes	<i>Admin Officer I</i> BAC
	1.28 Review of Post Qualification Report		15 minutes	<i>Head BAC Secretariat</i>
	1.29 Facilitate for Signature of Post		30 minutes	<i>Admin Assistant II</i> BAC

	Qualification Report by BAC members and Technical Working Group (TWG)			
	1.30 Send Regret Letter to the Non-winner bidder on the result of post-qualification		5 minutes	<i>Admin Office I</i> BAC
	1.31 Preparation of draft BAC Resolution to Award , Notice of Award , Notice to Proceed and Contract to Lowest Calculated and Responsive Bidder (LCRB)		1hr	<i>Admin Officer I</i> BAC
	1.32 Forward draft BAC Resolution to Award, Notice of Award, Notice to Proceed and Contract to Lowest Calculated and Responsive Bidder (LCRB) to Head BAC Secretariat for review of correctness of		2 minutes	<i>Admin Assistant II</i> BAC

	details and enhancement.			
	1.33 Facilitate the BAC Resolution of Award , Notice of Award , Notice to Proceed and Contract for signature of BAC members and Head of the Procuring Entity (HOPE).		1 hr	<i>Admin Assistant II</i> BAC
	1.34 Receive Approved BAC resolution of Award, Notice of Award , Notice to Proceed and Contract		1 minute	<i>Admin Aide IV</i> BAC
	1.35 Issuance of Notice of Award to Supplier/Service Provider		15 minutes	<i>Admin Officer I</i> BAC
	1.36 Receive Form of Warranty Security from the Supplier/Service Provider		1 minute	<i>Admin Assistant II</i> BAC

	1.37 Facilitate Contract Signing		10 minutes	<i>BAC Sec, End-User RD Office and Supplier</i>
	1.38 Issuance of Notice to Proceed to Supplier/ Service Provider		15 minutes	<i>Admin Officer I</i> BAC
	1.39 Updating to PhilGEPS		30 minutes	<i>Admin Assistant I</i> BAC
	1.40 Forward complete Bidding Documents to COA in compliance to MC circular 2012-001		15 minutes	<i>Admins Assistant II</i> BAC
	1.41 Safekeeping/Archiving/Scanning of Bidding Documents		2 hrs	<i>Admin Assistant I</i> BAC
	TOTAL:	N/A	21 days 17 hrs 40 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Answer the client feedback form and drop it at the designated drop box in front of the BAC sec Office

	Contact info: 5310-14-34 / dswdncr.bac@gmail.com
How feedbacks are processed	<p>Everyday, the BAC Sec Head opens the drop box and compiles and record all feedback/complaint submitter.</p> <p>Feedback requiring answer are forwarded to the relevant offices/staff and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow ups the clients may contact the following telephone number: 5310-14-34</p>
How to file a complaint	<p>Answer the client Complaint Form and drop it at the designated drop box in front of the BAC Sec office.</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained – Incident – Evidence <p>For inquiries and follow-ups, clients may contact the following telephone number: Contact info: 5310-14-34 / dswdncr.bac@gmail.com</p>
How complaints are processed	<p>The BAC Sec Head opens the complaints drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the BAC Sec Head shall start the investigation and forward the complaint to the relevant office/staff for their explanation. The BAC Sec Head will create a report after the investigation and shall submit it to the Head of Agency/HRD for appropriate action.</p> <p>The BAC Sec Head will give the feedback to the client.</p>
Contact Information of CCB,	For inquiries and follow-ups, client may contact

PCC, ARTA	the following telephone number: Contact info: 5310-14-34 / dswdncr.bac@gmail.com
-----------	--

List of Offices

Office	Address	Contact Information
Bids and Awards Committee 3 rd Floor, Room 301	DSWD-NCR #389 San Rafael St. Cor Legarda , Sampaloc Manila	Tel #: 5310-14-34 3 rd Floor, Room 301