



5. Issuance of Bidding Documents

Bidding documents are issued to suppliers, contractors and consultants for the procurement of goods, infrastructure and consultancy services in Accordance with R.A 9184 & its IRR.

Office or Division	Office of the Municipal Engineer - Bids and Awards Committee			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Any Contractors, Suppliers and consultants organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1 original copy and 1 photocopy)		Client		
Pre-Qualification statements (Eligibility, Technical and Legal documents) (1 original copy)		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit Letter of Intent and requirements at the receiving area	1. Receive Letter of Intent and requirements. 1.1 Assess submitted requirements 1.2 If qualified, issue Order of Payment	None None None	10 Minutes	<i>Bids and Awards Committee Secretariat</i> Office of the Municipal Engineer
2. Pay the corresponding fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Depending on ABC -500,000.00 and Below (500.00) -More than 500,000.00 up to 1million (1,000.00) -more than 1million up to 5million (5,000.00) -more than		<i>Bids and Awards Committee Secretariat</i> Office of the Municipal Engineer



		5million up to 10million (10,000.00) -more than 10million up to 50million (25,000.00) -more than 50million up to 500 million (50,000.00) -more than 500 million (75,000.00)		
3. Present Official Receipt to BAC Secretariat and receive the bid documents	3. Release of Bid Documents	None	6 Minutes	<i>Bids and Awards Committee Secretariat Office of the Municipal Planning and Development Coordinator</i>
	TOTAL:	Please refer to Schedule of Fees	19 Minutes	