

BAC SECRETARIAT

G/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
 SECRETARIAT HEAD: AL. EMIL "VICE" CASAIS
 TEL. NO. 646-16-26
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MAIN SUPPORT UNIT OF THE BIDS AND AWARDS COMMITTEE

1. PROCESS MATRIX SERVICE: ANNUAL PROCUREMENT PLAN (APP)

	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Receiving of PPMPs from end users	BAC Secretariat	G/F CITY HALL	annually
2	Consolidation of PPMPs to APP	BAC Secretariat	G/F CITY HALL	
3	Transmittal of APP for approval	BAC Secretariat	G/F CITY HALL	
4	Transmittal of Approved APP to COA	BAC Secretariat	G/F CITY HALL	

Requirements:

1. Approved PPMPs pursuant to approved annual budget

2. PROCESS MATRIX SERVICE: DETERMINATION OF THE MODE OF PROCUREMENT

	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Receiving of approved PR with ABC or APP as the case maybe at Window 15 bar coding.	GSO - Records Div.	G/F CITY HALL	5 Minutes
2	Transmittal of PR to BAC Sec.	BAC Secretariat	G/F CITY HALL	Daily
3	Holding of pre-procurement meeting	BAC/ BAC Secretariat.	G/F CITY HALL	as the need arises

Requirements:

1. Approved PR with relevant attachments (ABC and/or APP)
2. Budget (Blocking) Certification

3. PROCESS MATRIX SERVICE: PUBLIC BIDDING

	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Posting/Advertisement/Request for Expression of Interest	BAC Secretariat	G/F CITY HALL	As the need arises
2	Issuance of Bid Documents	BAC Secretariat	G/F CITY HALL	At least 10 days
3	Pre-Bid Conference	BAC/ BAC Secretariat	G/F CITY HALL	As the need arises
4	Public Bidding	BAC/ BAC Secretariat	G/F CITY HALL	Every Wednesday
5	Bid Evaluation and Post Qualification	BAC/ BAC Secretariat	G/F CITY HALL	Earliest possible time 28 days
6	Promulgation of the BAC Resolution	BAC Secretariat	G/F CITY HALL	
7	Approval of the BAC Resolution	BAC Secretariat	G/F CITY HALL	
8	Notice of Award	BAC Secretariat	G/F CITY HALL	
9	Contract Preparation	BAC Secretariat	G/F CITY HALL	
10	Contract Approval	BAC Secretariat	G/F CITY HALL	
11	Notice to Proceed	BAC Secretariat	G/F CITY HALL	

Requirements:

1. Bidding Documents and samples of the items/goods
2. Post qualification documents and other relevant requirements

4. PROCESS MATRIX SERVICE: ALTERNATIVE MODE OF PROCUREMENT

	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Receiving of approved PR with ABC or APP as the case maybe at Window 15 for bar coding.	GSO – Records Div.	G/F CITY HALL	5 Minutes
2	Transmittal of PR to BAC Sec.	BAC Secretariat	G/F CITY HALL	Daily
3	Request for quotations, exclusive distributorship, copyrights as the case maybe	BAC Secretariat	G/F CITY HALL	Daily

4	Promulgation of BAC Resolution	BAC Secretariat	G/F CITY HALL	12 days/ one transaction
5	Approval of the BAC Resolution	BAC Secretariat	G/F CITY HALL	
6	Notice of Award	BAC Secretariat	G/F CITY HALL	
7	Contract Preparation	BAC Secretariat	G/F CITY HALL	
8	Contract Approval	BAC Secretariat	G/F CITY HALL	

Requirements:

1. Approved PR with relevant attachments (ABC and/or APP)
2. Budget Blocking Certification.
3. Three quotations, exclusive distributorship or copyright as the case maybe and other relevant documents

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.