

VI. Complex Procedure: Procurement of Consulting Services

Stage	Activity	Fee	Necessary Forms	Required Documents	Maximum Time	Responsible Officer/ Employee	Allowable Extension	Acceptable Reasons
1	Advertisement / Posting of Request for Expression of Interest	None	None	For newspaper publication: • Signed Request for Publication • Signed IB For PhilGEPs posting: • Signed IB	7 calendar days	COBAC Secretariat (CS)	None	N/A
2	Eligibility Check (and Shortlisting)	None	Attendance Sheet, Eligibility checklist	Notice of Meeting, Eligibility Documents of prospective bidders	20 calendar days	COBAC assisted by COBAC Secretariat	None	N/A
3	Issuance and availability of Bidding Documents (BD)							
	Issues Order of Payment	Depends on the fee schedule	Order of Payment	None	5 minutes	Administrative Unit Staff (AUS)	None	N/A
	Receives payment	Depends on the fee schedule	Order of Payment	Accomplished Order of Payment	5 minutes	Cashier	None	N/A
	Issues the BD	None	None	Official Receipt	10 minutes	AUS	None	N/A
4	Conduct of Pre-bid Conference	None	Attendance Sheet	Notice of Meeting, Bidding Documents	1 calendar day	COBAC assisted by COBAC Secretariat	None	N/A
5	Request for Clarification	None	None	Letter from bidder	10 calendar days prior to the /Submission and Opening of Bids	Bidder	None	N/A
6	Issuance of Supplemental/ Bid Bulletin	None	None	Signed Bid Bulletin	7 calendar days prior to the Submission and Opening of Bids	AUS	None	N/A
7	Submission and Receipt of Bids	None	Attendance Sheet, Eligibility Requirement Checklist,	List of bidders who submitted bids, Bid Proposals	1 calendar day (includes opening of bids)	COBAC assisted by COBAC Secretariat	None	N/A

			Abstract of Bids					
8	Submission of Additional Requirements	None	None	Notice to Highest Rated Bidder (HRB), Post-qualification documents	3 calendar days after the Submission and Opening of Bids	HRB	None	N/A
9	Conduct of bid evaluation	None	Attendance Sheet	Notice of Meeting, Bid Proposals	21 calendar days + 2 calendar days for approval of ranking	TWG	None	N/A
10	Notification for negotiation	None	None	Notice to HRB	3 calendar days	COBAC assisted by COBAC Secretariat	None	N/A
11	Negotiation	None	None	Notice of Meeting, Area of negotiation, TWG Report, Bid Proposals	10 calendar days	COBAC assisted by COBAC Secretariat	None	N/A
12	Conduct of Post-qualification evaluation	None	None	Notice of Meeting	30 calendar days	TWG	None	N/A
13	Approval of Resolution and Notice of Award (NOA)	None	None	Bid Proposal of Highest Rated and Responsive Bidder (HRRB), Resolution recommending approval of award, NOA	15 calendar days	Head of the Procuring Entity (HOPE)	None	N/A
14	Issuance of NOA	None	None	Performance Security	5 minutes	AUS	None	N/A
15	Contract preparation and signing	None	Purchase Order (PO)	Approved resolution, NOA, Performance Security, Bid proposal of LCRB	10 calendar days	Contract Management Division Staff (CMDS)	None	N/A
16	Approval of contract by higher authority	None	None	PO with attachments	20 or 30 calendar days	HOPE	None	N/A
17	Issuance of Notice to Proceed (NTP)	None	None	Approved PO and NTP	7 calendar days	AUS	None	N/A

VII. Complex Procedure: Procurement of Goods, Other Related Services and Civil Works/Infrastructure Projects

Stage	Activity	Fee	Necessary Forms	Required Documents	Maximum Time	Responsible Officer/ Employee	Allowable Extension	Acceptable Reasons
1	Advertisement/ Posting of Invitation to Bid (IB)	None	None	For newspaper publication: Signed Request for Publication Signed IB or PhilGEPs posting: Signed IB	7 calendar days	COBAC Secretariat (CS)	None	N/A
2	Issuance and availability of Bidding Documents (BD)							
	Issues Order of Payment	Depends on the fee schedule	Order of Payment	None	5 minutes	Administrative Unit Staff (AUS)	None	N/A
	Receives payment	Depends on the fee schedule	Order of Payment	Accomplished Order of Payment	5 minutes	Cashier	None	N/A
	Issues the BD	None	None	Official Receipt	10 minutes	AUS	None	N/A
3	Conduct of Pre-bid Conference	None	Attendance Sheet	Notice of Meeting, Bidding Documents	1 calendar day	COBAC assisted by COBAC Secretariat	None	N/A
4	Request for Clarification	None	None	Letter from bidder	10 calendar days prior to the /Submission and Opening of Bids	Bidder	None	N/A
5	Issuance of Supplemental/Bid Bulletin	None	None	Signed Bid Bulletin	7 calendar days prior to the Submission and Opening of Bids	AUS	None	N/A
6	Submission and Receipt of Bids	None	Attendance Sheet, Eligibility Requirement	List of bidders who submitted bids, Bid Proposals	1 calendar day (includes opening of bids)	COBAC assisted by COBAC Secretariat	None	N/A

			nt Checklist, Abstract of Bids		and eligibility check)			
7	Submission of Additional Requireme nts	None	None	Notice to Lowest Calculated Bidder (LCB), Post- qualification documents	3 calendar days after the Submission and Opening of Bids	LCB	None	N/A
8	Conduct of Bid Evaluation	None	Attendance Sheet	Notice of Meeting, Bid Proposals	7 calendar days	TWG	None	N/A
9	Conduct of Post- qualificatio n evaluation	None	None	Notice of Meeting	45 calendar days	TWG	None	N/A
10	Approval of Resolution and Notice of Award (NOA)	None	None	Bid Proposal of Lowest Calculated and Responsive Bidder (LCRB), Resolution recommending approval of award, NOA	15 calendar days	Head of the Procuring Entity	None	N/A
11	Issuance of NOA	None	None	Performance Security	5 minutes	AUS	None	N/A
12	Contract Preparation and Signing	None	Purchase Order (PO)	Approved resolution, NOA, Performance Security, Bid proposal of LCRB	10 calendar days	Contract Management Division Staff (CMDs)	None	N/A
13	Approval of contract by higher authority	None	None	PO with attachments	20 or 30 calendar days	HOPE	None	N/A
14	Issuance of Notice to Proceed (NTP)	None	None	Approved PO and NTP	7 calendar days	AUS	None	N/A