

EXTERNAL SERVICES

Bids and Awards Committee

1. Public Bidding



APO PRODUCTION UNIT, INC.

Who may avail?

All Prospective Bidders

Office in-charge

BAC Secretariat

Type of Transaction

**G2B - Government to Business Transaction
(Highly technical transaction)**

Checklist of requirements

Bid Proposal

- 1) Original copy**
- 2) Duplicate copy**

Total Time Duration

Maximum period allowed by RA 9184:

- Goods: 136 cd**
- Infrastructure: 156 cd**
- Consulting services: 180 cd**

TABLE I - Applicable Fees for Bidding Documents

| Approved Budget for the Contract (ABC) | Maximum Cost of Bidding Documents (in Philippine Pesos) |
|--|---|
| 500,000 and below | 500.00 |
| More than 500,000 up to 1 Million | 1,000.00 |
| More than 1 Million up to 5 Million | 5,000.00 |
| More than 5 Million to 10 Million | 10,000.00 |
| More than 10 Million up to 50 Million | 25,000.00 |
| More than 50 Million up to 500 Million | 50,000.00 |
| More than 500 Million | 75,000.00 |

CITIZEN'S CHARTER

Competitive or Public Bidding

Procedure for Goods & Services, Infrastructure/Civil Works, and Consulting Services

| Steps | Action Taken | Fees to be Paid | Processing Time | Person/Office Responsible |
|---|---|------------------|---|--|
| 1) Invitation for possible bidders. | 1.1) Advertise/post an invitation to BID at PhilGEPS website, APO website and at APO's conspicuous places | None | 7 calendar days | BAC Secretariat |
| 2) Purchase Bidding Documents at APO-BAC Secretariat Office | 2.1) Issuance of bidding documents | Refer to Table I | 1 calendar day | BAC Secretariat |
| | 2.2) Issuance of Official Receipt | | | Cashier/APO Treasury Department Official Receipt |
| 3) Attend Pre-bid Conference at APO | 3.1) Conduct of pre-bid conference | None | 1 calendar day (7 CD after advertisement of the invitation to bid) | APO-BAC and TWG |
| 4) Submit Bid at the APO Office | 4.1) Opening of Bids | None | 1 calendar day (12 CD after pre-bid conference) | APO-BAC Secretariat |
| | 4.2) Acceptance of Bids | None | | APO-BAC and TWG |
| 5) Evaluation of ranking of bids. | 5.1) APO-BAC and TWG evaluates and rank bids from lowest to highest bids. | None | <p>For Goods and Infrastructure: 7 calendar days. The single bid or the lowest bid proposal shall be considered the Lowest calculated Bid as read.</p> <p>For Consulting Services: The entire evaluation process, including the submission of the results to the HOPE for approval, shall be completed in not more than twenty one (21) calendar days after the deadline for receipt of proposals. The proposals with the highest score shall be identified as the Highest Rated Bid.</p> | APO-BAC and TWG |



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| More than 500 Million | 75,000.00 |

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|--|---|-----------------|---|---|
| 6) Submit post-qualification documents to the BAC Secretariat Office | 6.1) The TWG proceeds to the post-qualification process | None | To be completed in not more than 12 calendar days from the determination of the lowest calculated bid/highest responsive bid. In exceptional cases, the post qualification period may be extended by the HOPE, but in no case shall the aggregate period exceed 45 calendar days for goods and infrastructure project, or for 30 days for consultancy services. | APO-BAC and TWG |
| 7) Approval of the recommendation of the BAC to award the project. | 7.1) After the TWG submits the findings of the post-qualification, the BAC recommends the winning bidder to the HOPE. | None | 15 calendar days (from the determination of the lowest calculated and responsive bid/highest rated and responsive bid recommended by BAC). | APO HOPE (Board of Trustees) |
| 8) Issuance of the Notice of Award (NOA) | 8.1) The winning bidder is informed by issuing the NOA. | None | 1 calendar day | BAC Secretariat |
| 9) Sign the Contract | 9.1) Contract preparation and signing | None | 10 calendar days from the receipt of NOA | The officer authorized by APO HOPE (Board of Trustees) to sign the contract; APO-BAC Secretariat (preparation). |
| 10) N/A | 10.1) Issuance of Notice to proceed (NTP) | None | 7 calendar days from the date of the approval of the contract | The officer authorized by APO HOPE (Board of Trustees) to sign the NTP |