

1. Issuance of Bidding Documents and Registration

The Bids and Awards Committee (BAC) shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost. The standard rate for the sale of bidding documents shall be based on the fixed rate on a fixed range approach and shall be applicable in the procurement of goods, consulting services, and the contracting for infrastructure projects by the procuring entity, whether procured by way of public bidding or any of the alternative methods of procurement that utilize processes and procedures in competitive bidding.

The standard rate of bidding documents to regulate its price and to lessen the exercise of discretion of procuring entities so as not to discourage market participation and competition.

Office or Division:	PGSO – Procurement and Warehousing Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Prospective Bidders who are not blacklisted			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PhilGEPS Registration (1 printed copy)		PhilGEPS Website https://www.philgeps.gov.ph/		
DTI / SEC (Photocopy)		DTI /SEC		
Business/Mayor’s Permit for CY Latest (Photocopy)		Licensing Office		
BIR Tax Clearance – Latest (Photocopy)		BIR		
Certificate of Registration (COR) duly authenticated by the BIR		BIR		
Official Receipt for the payment of Accreditation/Registration fee		PTO		
Statement of Accounting/Billing Statement		BIR		
Fill-out Supplier Registration Information Form		BAC Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Accomplish Order of Payment	Fill-up Order of Payment		3 minutes	BAC Secretariat
2. Presents Order of Payment & pay the fee to PTO	Processes payment and issues Official Receipt	<p>Registration Fee - P500.00</p> <p>Cost of Bidding Documents:</p> <p>P500.00 (ABC for the Contract P500,000.00 & below)</p> <p>P1,000.00 (ABC for the Contract P500,000.00 up to 1 million)</p> <p>P5,000.00 (ABC for the Contract P 1million up to 5 million)</p> <p>P10,000.00 (ABC for the Contract P 5 million up to 10 million)</p> <p>P25,000.00 (ABC for the Contract P 10 million up to 50 million)</p> <p>P50,000.00</p>	2 minutes	PTO - LRCO

		(ABC for the Contract P 50 million up to 500 million) P75,000.00 More than 500 million		
3. Presents the original copy of Official Receipt	Validates the Official Receipt and copy of Order of Payment		1 minute	BAC Secretariat
4. Receives Bidding Documents			5 minutes	BAC Secretariat
TOTAL:		Refer to the correspond ABC range as indicated	11 minutes	