

PROVINCE OF MISAMIS OCCIDENTAL

Bids and Awards Committee (BAC)

Name of Office

CITIZEN'S CHARTER

FRONTLINE SERVICE: Issuance/Renewal of Accreditation to Bidders for Infrastructure Projects, Goods and Services

Schedule of Availability of Service: MONDAY TO FRIDAY
8:00 AM to 5:00 PM without noon break

Who may avail of the Service: 1. Any licensed private supplier/contractor

What are the Requirements:

a. Infrastructure

1. Letter request for accreditation/renewal
2. SEC clearance or registration for corporations or DTI registration for sole proprietorship
3. Local city or municipal business permit
4. BIR registration
5. PCAB
6. SSS clearance/certificate
7. Tax clearance

b. Goods/Services

1. Letter request for accreditation/renewal
2. SEC clearance or registration for corporations or DTI registration for sole proprietorship
3. Local city or municipal business permit
4. BIR registration
5. SSS clearance/certificate
6. Tax clearance
7. For suppliers/bidders engaged in the supply of various medicines , drugs, medical supplies and other medical related items, equipment included, in addition to the above requirements, the following documents must also be submitted:
 - a. License to operate as Drug distributor/Importer/Exporter issued by BFAD
 - b. Certificate of simplified supplier's registration for goods and services
 - c. Drugs supplies must be accompanied by a Certificate of Product Registration issued by the BFAD
 - d. Certificate of Registration issued by the Department of Budget and Management/PhilGEPS
 - e. Certificate of Good Manufacturing Practice

Duration:

6 days and 13 minutes

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under normal circumstances)	Person In Charge	Fees	Forms
1	Fill up the visitor's logbook and present requirements	Check if the requirements submitted are valid and complete	10 minutes	Ms. Josefina C. Sumohid		
2	Wait for BAC findings and recommendations	Present the documents to the BAC members for evaluation Issuance of BAC resolution on the supplier's accreditation	5 working days	Mr. Cezarito NJ. Chiong and BAC members		
3	Receive the notice from BAC on the accreditation application status	Give notice of advice to the concern supplier or bidder with the result of the BAC evaluation	1 day	Honey Pearl B. Omay		
4	If approved: Payment of accreditation fee at PTO Present the OR to BAC secretariat	Issue accreditation certificate	3 minutes	Ms. Josefina C. Sumohid	P2,100.00 (new) P1,800.00 (old)	OR Certificate of Accreditation
5	Received the Accreditation Certificate	Record and Release the Accreditation Certificate	3 minutes	Ms. Anna Marie M. Abaña		
END OF TRANSACTION						

Transaction 2: Sale of Bidding Documents to Accredited Supplier/Bidder

Schedule of Availability of Service: MONDAY TO FRIDAY
8:00 AM to 5:00 PM without noon break

Who may avail of the Service: 1. All Accredited Supplier/Bidder

What are the Requirements: 1. Letter of Intent (LOI)
2. Certificate of Accreditation

Duration: 22 minutes

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under normal circumstances)	Person In Charge	Fees	Forms
1	Fill up the visitor's logbook and present the requirements.	Check the requirements submitted if those are appropriate and in order.	3 minutes	Mr. Salome D. Dungog Jr.		
2	Wait for the issuance of invitation to bid (ITB) for the payment of bid documents.	Issue an ITB to the participating bidder/supplier and give the bidding documents.	3 minutes	Mr. Salome D. Dungog Jr.		
3	Receive the note from the BAC and pay the bid documents at the PTO.	Prepare the bidding documents while waiting for the official receipt from the PTO.	10 minutes	Mr. Salome D. Dungog Jr.		OR
4	Present the OR to BAC secretariat	Photocopy the OR and give the bidding documents to the participating bidder/supplier.	3 minutes	Mr. Roger Cromwell O. Vicente/Mr. Salome D. Dungog Jr.	Rates provided by the GPPB.	
5	Received the Bidding Documents.	Record the sale of bidding documents.	3 minutes	Ms. Ana Marie M. Ablaña		
END OF TRANSACTION						

Transaction 3: Bidding Proper**Schedule of Availability of Service:** Schedule may vary in accordance with the date of public bidding.**Who may avail of the Service:** All Accredited bidders who purchased bidding documents.**What are the Requirements:** Bid offer for the particular project to be bid.**Duration:** 12 days, 1 hr and 34 minutes**HOW TO AVAIL OF THE SERVICE:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under normal circumstances)	Person In Charge	Fees	Forms
1	Fill up the visitor's logbook and present its bid offer.	Accept the bid offer and record the same in the bidder's logbook.	3 minutes	Mr. Gregorio V. Cenal		Bid documents
2	Sign the bidder's logbook manifesting its submission of their bid offer.	Stamp "received" the bid offer and signs the same as to date and time received.	3 minutes	Ms. Ana Marie M. Abaña/Mr. Gregorio V. Cenal.		
3	Wait for the findings and recommendation of the BAC members.	Prepare for the BAC conference.	15 minutes	BAC Secretariat		
4		Opening of Bids of the bid offer/s from the participating bidders.	1 hour	BAC Secretariat/ BAC Members.		
5		Pronouncement of the winning bidder.	3 minutes	BAC Secretariat/ BAC Members.		
6		Conduct Post-Qualification on the winning bidder.	1 day	BAC TWG		

7		Issuance of Notice of Post-Qualification to the winning bidder.	1 day	BAC Chairman/BAC Secretariat.		
8	Received the Notice of Post Qualification from the BAC and signed the same.	Prepare the Notice of Award and the Contract Agreement to be signed by the Head of the Procuring Entity.	5 days	BAC Secretariat/ HOPE		
9	Received the "signed" Notice of Award and Contract Agreement and furnished the BAC with the Performance Security.	Received the Performance Security and Prepare the corresponding Notice to Proceed.	5 days	BAC Secretariat/HOPE		
End of Transaction						