



4. PURCHASE OF BIDDING DOCUMENTS

Purchasing bid documents in a procurement entity provides interested parties with all the necessary information about a project or purchase, including requirements, application procedures, and submission guidelines.

Office or Division:	BIDS & AWARDS COMMITTEE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	Prospective Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent from the prospective bidder		Prospective Bidder		
Order of Payment		BAC Secretariat- Billing Clerk		
Official Receipt		City Treasurer’s Office-City Hall Building or at City Treasurer’s Office Investment Building		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to BAC website as prospective bidder by accessing procurement.gensantos.gov.ph and submit letter of intent online	1. Verify from the website and issue order	Rate of Biddings Documents as per BAC RESOLUTION NO. 735, series of 2011	3 minutes	<i>Admin Aide I</i> <i>Admin Aide II</i> <i>Bookbinder II</i> Administrative Section
2. Present Official Receipt to BAC Office Door 1, Receiving Section at 4 th Floor Investment Center	2. Issue Bidding Documents together with checklist for the bidding to the prospective bidder	None	10 minutes for Goods and Consulting Services	<i>Admin Aide I</i> <i>Admin Aide II</i> Administrative Section
			30 minutes for Infrastructure	<i>Bookbinder II</i> Administrative Section
	TOTAL		13 minutes for Goods and 33 minutes for Infrastructure	<i>Admin Aide I</i> <i>Admin Aide II</i> <i>Bookbinder II</i> Administrative Section

End of Transaction

