

CITIZEN'S CHARTER (Consulting Services)

^[1]One (1) Calendar day is allotted for the BAC to notify the Bidder that it has the Highest Rated Bid (HRB).

OFFICE/PERSON RESPONSIBLE	CLIENT AND LGU ACTION	TIME				Conditions / Remarks
		Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	
BIDS AND AWARDS COMMITTEE END-USER	Pre-Procurement Conference	1 CD	Day 0	Whenever necessary	0	Optional for ABC of ₱1,000,000.00 and below.
BAC SECRETARIAT	Advertisement / Posting of Request for Expression of Interest	7 CDs	Days 1 to 7	7 CDs	Day 1 to 7	Start of Availability of Bidding Documents
BIDS AND AWARDS COMMITTEE	Eligibility Check and Shortlisting	1 CD	Day 8	20 CDs	Day 8 to 27	N/A
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDER	Pre-Bid Conference	1 CD	Day 15	Whenever necessary	Day 34 to 70	<ul style="list-style-type: none"> • Optional for ABC below ₱1,000,000.00 • Not Earlier than 7 CDs from determination of shortlisted consultants. • 12 CDs before Deadline of Submission and Receipt of Bids
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDER	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 27	75 CDs	Day 82	Last day of Availability of Bidding Documents
BIDS AND AWARDS COMMITTEE	Bid Evaluation	1 CD	Day 28	21 CDs	Day 83 to 103	N/A
	Approval of Ranking by the HoPE	1 CD	Day 29	2 CDs	Day 104 to 105	N/A
BAC SECRETARIAT	Notification for Negotiation	1 CD	Day 30	3 CDs	Day 106 to 108	N/A
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDER	Negotiation	1 CD	Day 31	10 CDs	Day 109 to 118	N/A
BIDS AND AWARDS COMMITTEE TECHNICAL WORKING GROUP	Post-Qualification	2 CDs	Day 32 to 33	30 CDs	Day 119 to 148	The bidder must submit all Post-Qualification Requirements within 5 CDs from receipt of notice as the bidder with the HRB in accordance with Sec. 34.2.
BIDS AND AWARDS COMMITTEE	Approval of Resolution/Issuance of Notice of Award	1 CD	Day 34	15 CDs	Day 149 to 163	N/A
BIDS AND AWARDS COMMITTEE	Contract Preparation and Signing	1 CD	Day 35	10 CDs	Day 164 to 173	N/A
HONORABLE CITY MAYOR	Approval of contract by higher authority	1CD	N/A	20 or 30 CDs	N/A	If necessary.
BIDS AND AWARDS COMMITTEE	Issuance of Notice to Proceed	1 CD	Day 36	7 CDs	Day 174 to 180	N/A
TOTAL TIME			36 CDs		180 CDs	Excluding Approval of Higher Authority, if applicable.

CITIZEN'S CHARTER (Infrastructure Projects)

^[1] For Infrastructure Projects ₱50,000,000.00 and below.

^[2] For Infrastructure Projects above ₱50,000,000.00.

^[3] One (1) Calendar day is allotted for the BAC to notify the Bidder that it has the Lowest Calculated Bid (LCB).

OFFICE/PERSON RESPONSIBLE	CLIENT AND LGU ACTION	TIME				Conditions / Remarks
	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational Timeline (Maximum Period Allowed)	
BIDS AND AWARDS COMMITTEE END-USER	Pre-Procurement Conference	1	Day 0	Whenever necessary	0	Optional for ABC of ₱5,000,000.00 and below
BAC SECRETARIAT	Advertisement / Posting of Invitation to Bid	7 CDs	Days 1 to 7	7 CDs	Day 1 to 7	Start of Availability of Bidding Documents
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Pre-Bid Conference	1 CD	Day 8	Whenever necessary	Day 8 to 45 ---- Day 8 to 60	<ul style="list-style-type: none"> • Optional for ABC below ₱1,000,000.00 • Not Earlier than 7 CDs from Advertisement / Posting • 12 CDs before Deadline of Submission and Receipt of Bids
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 20	50 CDs ---- 65 CDs	Day 57 ---- Day 72	Last day of Availability of Bidding Documents
BIDS AND AWARDS COMMITTEE	Bid Evaluation	1 CD	Day 21	7 CDs	Day 58 to 64 ---- Day 73 to 79	N/A
BIDS AND AWARDS COMMITTEE TECHNICAL WORKING GROUP	Post-Qualification	2 CDs	Day 22 to 23	45 CDs	Day 65 to 109 ---- Day 80 to 124	The bidder must submit all Post-Qualification Requirements within 5 CDs from receipt of notice as bidder with LCB in accordance with Sec. 34.2.
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Approval of Resolution/Issuance of Notice of Award	1 CD	Day 24	15 CDs	Day 110 to 124 --- Day 125 to 139	N/A
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Contract Preparation and Signing	1 CD	Day 25	10 CDs	Day 125 to 134 ---- Day 140 to 149	N/A
HONORABLE CITY MAYOR	Approval of contract by higher authority	1CD	N/A	20 or 30 CDs	N/A	If necessary.
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Issuance of Notice to Proceed	1 CD	Day 26	7 CDs	Day 135 to 141 ---- Day 150 to 156	N / A
TOTAL TIME			26 CDs		141 CDs or 156 CDs	Excluding Approval of Higher Authority, if applicable.

CITIZEN'S CHARTER (Goods and Services)

One (1) Calendar day is allotted for the BAC to notify the Bidder that it has the Lowest Calculated Bid (LCB).

OFFICE/PERSON RESPONSIBLE	CLIENT AND LGU ACTION	TIME				Conditions / Remarks
		Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	
BIDS AND AWARDS OFFICE END-USER	Pre-Procurement Conference	1 CD	Day 0	Whenever necessary	0	Optional for ABC of ₱2,000,000.00 and below
BIDS AND AWARDS COMMITTEE	Advertisement / Posting of Invitation to Bid	7 CDs	Days 1 to 7	7 CDs	Day 1 to 7	Start of Availability of Bidding Documents
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Submission and checking of company profile/Eligibility of requirements	N/A	3 CDs	N/A	N/A	Licenses and permits are validated from the issuing agency.
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Pre-Bid Conference	1 CD	Day 8	Whenever necessary	Day 8 to 40	• Optional for ABC below ₱1,000,000.00 • Not Earlier than 7 CDs from Advertisement / Posting • 12 CDs before Deadline of Submission and Receipt of Bids
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Releasing and Purchasing of Bidding Documents	Up to the scheduled Opening of bids	N/A	N/A	N/A	Letter of Intent reflecting items to be bid and respective ABC is required for the Purchase of bidding documents
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 20	45 CDs	Day 52	Last day of Availability of Bidding Documents
BIDS AND AWARDS COMMITTEE	Bid Evaluation	1 CD	Day 21	7 CDs	Day 53 to 59	N/A
BIDS AND AWARDS COMMITTEE TECHNICAL WORKING GROUP	Post-Qualification	2 CDs	Day 22 to 23	45 CDs	Day 60 to 104	The bidder must submit all PostQualification Requirements within 5 CDs from receipt of notice as bidder with LCB in accordance with Sec. 34.2.
BIDS AND AWARDS COMMITTEE PROSPECTIVE BIDDERS	Approval of Resolution/Issuance of Notice of Award	1 CD	Day 24	15 CDs	Day 105 to 119	N/A
BIDS AND AWARDS COMMITTEE	Contract Preparation and Signing	1 CD	Day 25	10 CDs	Day 120 to 129	N/A
HONORABLE CITY MAYOR	Approval of contract by higher authority	1CD		20 or 30 CDs		If necessary.
BIDS AND AWARDS COMMITTEE	Issuance of Notice to Proceed	1 CD	Day 26	7 CDs	Day 130 to 136	N/A
BIDS AND AWARDS COMMITTEE GENERAL SERVICES OFFICE	Transmittal of documents for implementation	N/A	N/A	NA	N/A	Documents are reviewed and corrected before the transmittal to GSO under the provisions of RA 9184
TOTAL TIME			26 CDs		136 CDs	Excluding Approval of Higher Authority, if applicable.