



**SERVICE: FACILITATE PROCUREMENT OF GOODS, SERVICES AND INFRASTRUCTURE FOR THE PROVINCIAL GOVERNMENT OF NORTHERN SAMAR (Competitive Bidding)**

**Schedule of Availability of Service: Monday – Friday 8:00AM to 5:00PM**

**Who may avail of service: PGNS Officials and Employees**

**What are the requirements: Approved Purchase Request**

Step No.	ACTIVITIES	DURATION	RESPONSIBLE PERSONNEL	FEE
1	Receive approved Purchase Request from end-user	5 mins	Riza M. Flores	None
2	Review the attached documentary requirements of the PR	30 mins	Riza M. Flores Jacquilyn Joyce P. Castillo Kathleen Joy E. Mendoza	None
3	<u>Complete documents:</u>  Include the item in the agenda for start of procurement process  <u>Incomplete Documents:</u>  Return to PGSO all documents and advise end-user to comply lacking requirements	30 mins to 1 hour  30 mins	Riza M. Flores  Abram Cristian Pacle Markyn A. Espinola	None
4	Pre-Procurement Conference	1 cd*	BAC Committee and TWG	None
5	Issuance of Invitation to Bid and posting of bid opportunity on PhilGEPs	30 mins	Oliver Ted Orsolino	None
6	Sale of Bid Docs and printing of Bid Docs	From 1 <sup>st</sup> day of posting of bid opportunity up to before bid opening	Oliver Ted Orsolino Mailyn V. Balleta Provincial Treasurer's Office	Refer to Sec. 5, Appendix 8, 2016 IRR of RA 9184, Standard Rates See BAC Disclosure Board
7	Pre-Bid	1 cd*	BAC, TWG and Secretariat	None
8	Bid opening	1 cd*	BAC, TWG and Secretariat	None
9	Evaluation	1 cd to 7 cds*	BAC TWG and Secretariat	None
10	Post Qualification	2 cds to 45 cds*	BAC TWG and Secretariat	None
11	Issuance of Notice of Award	1 cd to 15 cds*	Diocela Remedillo Kay-Anne B. Sosa HoPE	None
12	Issuance of Contract	1 cd to 30 cds*	Diocela Remedillo Kay-Anne B. Sosa HoPE	None
13	Issuance of Notice To Proceed	1 cd to 7 cds*	Diocela Remedillo Kay-Anne B. Sosa HoPE	None
14	Transmittal of complete procurement documents to PGSO	1 cd	Diocela Remedillo Kay-Anne B. Sosa HoPE	None

\* in accordance with Annex C, 2016 IRR of RA 9184



**SERVICE: FACILITATE PROCUREMENT OF GOODS, SERVICES AND INFRASTRUCTURE FOR THE PROVINCIAL GOVERNMENT OF NORTHERN SAMAR (Alternative Mode of Procurement)**

**Schedule of Availability of Service: Monday – Friday 8:00AM to 5:00PM**

**Who may avail of service: PGNS Officials and Employees**

**What are the requirements: Approved Purchase Request**

Step No.	ACTIVITIES	DURATION	RESPONSIBLE PERSONNEL	FEE
1	Receive approved Purchase Request from end-user	5 mins	Riza M. Flores	None
2	Review the attached documentary requirements of the PR	30 mins	Riza M. Flores Jacquilyn Joyce P. Castillo Kathleen Joy E. Mendoza	None
3	Complete documents:  Prepare agenda for start of procurement process  Incomplete Documents: Return to PGSO all documents and advise end-user to comply lacking requirements	30 mins to 1 hour  30 mins	Riza M. Flores  Abram Cristian Pacle Markyn A. Espinola	None
4	Send-out of Request for Quotation	3 days	Bernalyn C. Lozano Joy Horcasitas Luzviminda B. Miano	None
5	Issuance of Notice of Award	2 days	Jenette M. Atencio Erika E. Plaza HoPE	None
6	Issuance of Purchase Order	2 days	Mary Rose Herrera HoPE	None
7	Transmittal of complete procurement documents to PGSO	1 day	Jacquilyn Joyce P. Castillo Kathleen Joy E. Mendoza	None

**Feedback and Redress Mechanism:** Please let us know how we can serve you better by doing the following:

1. Accomplish the Customer Feedback Form and drop in the Suggestion Box
2. Written or verbal communications will be entertained via: call at office phone no. (055) 500-2342 or email address at [pgnsbac1@gmail.com](mailto:pgnsbac1@gmail.com) or address your concerns to :

**Edwin Marino C. Ongchuan**

Governor

Office of the Governor

New Capitol Building, Brgy. Dalakit, Catarman, N. Samar 6400

Thru: **DR. JOSE LUIS ACOMPÁÑADO, BAC Chairperson**

Thank you for helping us continuously serving you better