

ANNEX “C”

PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

Stage	Activities	Deadline	Estimated Maximum Period		
			Goods	Civil Works	Consulting Services
1	Advertisement		14 cd	14 cd	14 cd
2	Letter of Intent	within 7 cd after last day of ad	does not apply to procurement of goods	7 cd	7 cd
3	Eligibility Check for civil works and consulting services/Short-listing for consultants		refer to stage 6	15 cd	30 cd
4	Preparation of Bids		30 cd	45 cd	60 cd
5	Pre Bid Conference (Note: For the procurement of goods, the pre-bid conference shall be conducted prior to the eligibility check.)	12 days before deadline of submission of bids	1 cd	1 cd	1 cd
	Request for Clarification	10 days before deadline of submission of bids			
	Modification thru Bid Bulletin	7 days before deadline of submission of bids			
6	Submission and Opening of Bids		1 cd (includes eligibility check)	1 cd	1 cd
	Evaluation/Determination of Lowest Calculated Bid/Highest Rated Bid		15 cd	15 cd	21 cd + 2 cd for approval of ranking
	Negotiation with Highest Rated Bid		n/a	n/a	14 cd
7	Post-qualification and Determination of LCRB/HRRB		7 cd	7 cd	7cd
8	Approval of Resolution of Award / Notice of Award		15 cd	15 cd	15 cd
9	Contract of Preparation and Signing		10 cd	10 cd	10 cd
10	Approval of Contract		20 cd	20 cd	20 cd
	Issuance of Notice to Proceed		7 cd	7 cd	7 cd
	Estimated Minimum Period		10 weeks	16 weeks	14 weeks
	Estimated Maximum Period		120 cd = 17 weeks	157 cd = 22 weeks	210 cd = 30 weeks

Note: The process from opening of bids up to award of contract (stage 6-10) shall not exceed three (3) months, or a shorter period to be determined by the agency head concerned.