

## CITIZEN'S CHARTER NO. FMB-AF-02: SALE OF BIDDING DOCUMENTS

The Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

<b>Office or Division:</b>	Property Unit - Office of the Director
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Business, Citizens, and to Government
<b>Who may avail?</b>	Prospective Bidders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Valid Company Identification Card		Prospective Bidder Company		
PhilGEPS Registration		PhilGEPS – procurement Service, Department of Budget and management		
Sale of Bidding Document (SBDF) Form 1		Bids and Awards Committee Secretariat, Property Unit, Office of the Director, FMB		
Order of Payment (one photocopy with original)		Accounting Unit, Office of the Director, FMB		
Official Receipt (one photocopy with the original)		Cashier Unit, Office of the Director, FMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fill-up the SBDF Form 1 and submit together with the Identification Card and PhilGEPS Registration to BAC Secretariat	Review the contents of the filled-up SBDF Form1 and sign	none	5 minutes	BAC Secretariat, Property Unit, Office of the Director
2. Present signed SBDF Form 1 Accounting Unit	Prepare Order of Payment	none	5 minutes	Accounting Staff Accounting Unit, Office of the Director

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Present order of payment and Pay for Bid Docs	Receive payment and Issue Official Receipt	Please refer to the table below	5 minutes	Cashier Staff Cashier Unit, Office of the Director
4. Present Original and submit copy of Official Receipt as proof of payment	Receive Photocopy the Order of Payment and OR and issue the Bidding Documents	none	5 minutes	BAC Secretariat/ Property Unit, Office of the Director
<b>TOTAL</b>		<b>As advertised on the Invitation to Bid</b>	<b>20 minutes</b>	

\*Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

APPROVED BUDGET FOR THE CONTRACT (PHP)	MAXIMUM COST OF BIDDING DOCUMENTS (PHP)
500, 000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00