



## SSB-02. Request for Bidding Documents and Canvass Proposal

### A. Request for Bidding Documents

This service refers to the purchase of bidding documents which are issued by NAMRIA as bases for bids.

<b>Office or Division:</b>	Property and Supply Management Section (PSMS), Administrative Division (AD), Support Services Branch (SSB), NAMRIA			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Supplier/Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Client Request Form (one copy)		PSMS Office (Printed Form)		
Order of Payment (four copies)		PSMS Office (Printed Form)		
Official Receipt (one copy)		Cashier Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request bidding documents and fill out the logbook for Supplier/Contractor information	1. Verify name of project and prepare the Order of Payment	Maximum Cost of Bidding Documents: - Php 1,000.00 (More than 500,000 up to 1 Million Approved Budget for the Contract [ABC])  -Php 5,000.00 (More than 1 Million up to 5 Million ABC)  -Php 10,000.00 (More than 5	5 minutes	<i>Project Development Assistant I</i> SSB-PSMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>Million up to 50 Million ABC)</p> <p>-Php 25,000.00 (More than 10 Million up to 50 Million ABC)</p> <p>-Php 50,000.00 (More than 50 Million up to 500 Million ABC)</p> <p>-Php 75,000.00 (More than 500 Million ABC)</p>		
	1.1 Prepare the ECRF to be given to the client			<i>Administrative Officer III (Supply Officer II)</i> SSB-PSMS
2. Proceed to the Accounting Section for Order of Payment (OP) control number	2. Issue control number	None	2 minutes	<i>Account Officer III</i> SSB-Accounting Office
3. Pay for the bidding documents	3. Issue Official Receipt (OR)	None	6 minutes	<i>Cashier III</i> or <i>SN3</i> or <i>Administrative Officer III (Cashier II)</i> or <i>Administrative</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Officer I (Cashier I)  SSB-Cashier Section
4. Provide OR and OP	4. Verify and photocopy the Official Receipt and Order of Payment	None	5 minutes	Project Development Assistant I SSB-PSMS
	4.1 Provide the bidding documents and ECRF to the client for feedback	None	5 minutes	Administrative Officer III (Supply Officer II) SSB-PSMS
5. Receive the bidding documents from the receiving personnel and fill-out the ECRF Feedback/ Suggestion Details	5. File the OR, OP, and ECRF	None	5 minutes	Project Development Assistant I SSB-PSMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																		
	<b>TOTAL</b>	<table><tr><th colspan="2">STANDARD RATES</th></tr><tr><td>Approved Budget for the Contract</td><td>Maximum Cost of Bidding Documents ( in Philippine Peso)</td></tr><tr><td>500,000 and below</td><td>500.00</td></tr><tr><td>More than 500,000 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.000</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table>	STANDARD RATES		Approved Budget for the Contract	Maximum Cost of Bidding Documents ( in Philippine Peso)	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	5,000.000	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	<b>28 minutes per transaction</b>	
STANDARD RATES																						
Approved Budget for the Contract	Maximum Cost of Bidding Documents ( in Philippine Peso)																					
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	5,000.000																					
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																					



## B. Request for Canvass Proposal Slip

This service refers to the issuance of Canvass Proposal Slip Form for Goods, whether supplies and materials (CPF-1) or Labor and Materials (CPF-2).

Canvass Proposal Form 1 (CPF-1) is the form used by an accredited supplier in submitting quotations for the procurement of goods. It is accompanied by the supplier and submitted to the Bids and Awards Committee (BAC) in a sealed envelope or through electronic mail.

Canvass Proposal Form 2 (CPF-2) is the form used by an accredited supplier in submitting quotations for the procurement of services. It is accomplished by the supplier and submitted to BAC in a sealed envelope or through electronic mail.

<b>Office or Division:</b>	Property and Supply Management Section (PSMS), Administrative Division (AD), Support Services Branch (SSB), NAMRIA			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	Supplier/Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Client Request Form (one copy)		<a href="http://www.namria.gov.ph/forms.php">www.namria.gov.ph/forms.php</a> (to download form for offline use) or PSMS Office (Printed Form)		
ITB/Canvass Proposal Slip		<a href="http://www.namria.gov.ph/forms.php">www.namria.gov.ph/forms.php</a> (to download form for offline use) or PSMS Office (printed form)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Canvass Proposal Slip - Goods (CPF-1) - Labor and Materials (CPF-2)	1.1 Receive the request and prepare the Canvass Proposal Slip	None	10 minutes	Administrative Officer I (Supply Officer I) SSB-PSMS
	1.2 Advise the			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	client to submit the Canvass Proposal Slip and within three working days and fill-up the ECRF Feedback/Suggestion Details.			Administrative Officer I (Supply Officer I) SSB-PSMS
	1.3 The deadline for submission may be extended if no or less than the required number of price quotations (at least three) are received.			
2. Accomplish Canvass Proposal Slip	2. Inspect the duly accomplished Canvass Proposal Slip form and submit the sealed bid to the Bids Awards Committee	None	5 minutes	
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	