



## CITIZEN'S CHARTER NO. RO-AF-03. SALE OF BIDDING DOCUMENTS

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. 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>	Bids and Awards Committee (BAC) Secretariat, Procurement Services, DENR PENR and Regional Offices			
<b>Classification :</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail :</b>	Prospective Bidder/s			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
1. Letter of intent (1 original)		Requesting Party		
2. Present One (1) Valid Company Identification Card		Prospective Bidder Company		
3. Official Receipt (1 original)		Cashier Unit/Section, DENR PENR or Regional Office		
<b>Additional if client is a representative</b>				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit letter of intent, present original and submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (ITB) for the Bidding Documents.	1. Issue Copy of the Bidding Documents.	Php 500.00 – 75,000.00*	15 minutes	<i>BAC Secretariat Procurement Services</i>



2. Register in the logbook and acknowledge receipt of Bidding Documents.	2. Maintain registry of Bidders who purchased the Bidding Documents.		15 minutes	<i>BAC Secretariat Procurement Services</i>
<b>TOTAL :</b>		<b>Php 500.00 – 75,000.00</b>	<b>30 min.</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.*

<b>Approved Budget for the Contract (Php)</b>	<b>Maximum Cost of Bidding Documents (Php)</b>
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