



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.

| Office or Division : | Bids and Awards Committee (BAC) Secretariat, Procurement Section/Unit, DENR PENR and Regional Offices | | |
|--|---|--|--|
| Classification : | Simple | | |
| Type of Transaction: | G2B - Government to Business | | |
| Who may avail : | Prospective Bidder/s | | |
| CHECKLIST OF REQUIREMENT | | WHERE TO SECURE | |
| 1. Present One (1) Valid Company Identification Card | | Prospective Bidder Company | |
| 2. Official Receipt (1 original) | | Cashier Unit/Section, DENR PENR or Regional Office | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|---|--|--|-----------------|--|
| 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. Receive copy of Official Receipt and issue copy of the Bidding Documents. | Please refer to the table of fees below. | 15 minutes | <i>BAC Secretariat</i> Procurement Section/Unit |
| 2. Receive copy of Bidding Documents, 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</i> Procurement Section/Unit |



| CLIENT STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|--------------|----------------|--|-----------------|---------------------|
| | TOTAL : | Please refer to the table of fees below. | 30 min. | |

**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 |