

## PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

Name of Project: \_\_\_\_\_

<b>Stage</b>	<b>Activities</b>	<b>Deadline</b>	<b>Schedule</b>
1	Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	Seven (7) calendar days	
2	Eligibility Check	Refer to Stage 5	
3	Issuance and availability of Bidding Documents	From 1 <sup>st</sup> day of Stage 1 until Stage 5	
4	Pre-Bid Conference	Twelve (12) calendar days before Stage 5	
	Request for clarification	Ten (10) calendar days before Stage 5	
	Supplemental / Bid Bulletin	Seven (7) calendar days before Stage 5	
5	Submission and Receipt of Bids (includes opening of bids and eligibility check)	Forty-Five (45) calendar days from last day of Stage 1	
	Submission of additional requirements	Three (3) calendar days after Stage 5	
6	Bid Evaluation	Seven (7) calendar days	
7	Post-qualification	Thirty (30) calendar days	
8	Approval of Resolution / Issuance of Notice of Award	Seven (7) calendar days	
9	Contract preparation and signing	Ten (10) calendar days	
10	Approval of Contract by higher authority	Fifteen (15) calendar days	
11	Issuance of Notice to Proceed	Three (3) calendar days	

**NOTE: LATEST ALLOWABLE TIME FOR GOODS**