

PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

Name of Project: _____

Stage	Activities	Deadline	Schedule
1	Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	Seven (7) calendar days	
2	Eligibility Check and Shortlisting	Twenty (20) calendar days	
3	Issuance and availability of Bidding Documents	From 1 st 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)	Seventy-Five (75) calendar days from last day of Stage 1	
	Submission of additional requirements	Three (3) calendar days after Stage 5	
6	Bid Evaluation	Twenty-One (21) calendar days plus Two (2) calendar days for approval of ranking	
7	Notification for Negotiation	Three (3) calendar days	
8	Negotiation	Ten (10) calendar days	
9	Post-qualification	Thirty (30) calendar days	
10	Approval of Resolution / Issuance of Notice of Award	Seven (7) calendar days	
11	Contract preparation and signing	Ten (10) calendar days	
12	Approval of Contract by higher authority	Fifteen (15) calendar days	
13	Issuance of Notice to Proceed	Three (3) calendar days	

NOTE: LATEST ALLOWABLE TIME FOR CONSULTING SERVICES