

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 | Refer to Stage 5 | |
| 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 and eligibility check) | One (1) calendar day | |
| | Submission of additional requirements | Three (3) calendar days after Stage 5 | |
| 6 | Bid Evaluation | One (1) calendar day | |
| 7 | Post-qualification | One (1) calendar day | |
| 8 | Approval of Resolution / Issuance of Notice of Award | Two (2) calendar days (one (1) calendar day for Resolution and one (1) calendar day for Notice of Award) | |
| 9 | Contract preparation and signing | Two (2) calendar days (one (1) calendar day for Contract preparation and one (1) calendar day for Contract signing) | |
| 10 | Approval of Contract by higher authority | One (1) calendar day | |
| 11 | Issuance of Notice to Proceed | One (1) calendar day | |

NOTE: EARLIEST POSSIBLE TIME FOR GOODS