

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	Three (3) calendar days (one (1) calendar day for eligibility, one (1) calendar day for shortlisting, one (1) calendar day for notice)	
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)	One (1) calendar day	
	Submission of additional requirements	Three (3) calendar days after Stage 5	
6	Bid Evaluation	One (1) calendar day plus One (1) calendar day for approval of ranking	
7	Notification for Negotiation	One (1) calendar day	
8	Negotiation	One (1) calendar day	
9	Post-qualification	One (1) calendar day	
10	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)	
11	Contract preparation and signing	Two (2) calendar days (one (1) calendar day for Contract preparation and one (1) calendar day for Contract signing)	
12	Approval of Contract by higher authority	One (1) calendar day	
13	Issuance of Notice to Proceed	One (1) calendar day	

NOTE: EARLIEST POSSIBLE TIME FOR CONSULTING SERVICES