

## 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)	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 INFRASTRUCTURE PROJECTS**