



Citizen's CHARTER

BIDS AND AWARDS COMMITTEE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday – Friday

8:00 AM – 12:00NN, 12:30 PM to 4:30 PM

WHO MAY AVAIL THE SERVICE

Contractor and Suppliers or representative joining the procurement proceedings in the Province of Guimaras

REQUIREMENTS

Approved Order of Payment from BAC Office

DURATION

3 minutes

How to avail the service:

STEP	Applicant / CLIENT	Service provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Present Order of Payment	Validate Order of Payment	1 minute	Local revenue Collection Officer/ Revenue Collection Clerk		
2		Receive payment and issue official receipt	2 minutes	Local revenue Collection Officer/ Revenue Collection Clerk	Reproduction Cost = 30.00 Bidding Document Fees = rates vary from depending on the budget ceiling and nature of work (see attached standard rate) Performance Security = 5% of the Total Cost of the Approved Purchase Order	
3	Receive and present OR to the BAC					
END OF TRANSACTION						