



HOW TO PARTICIPATE IN PUBLIC BIDDING

What to Do	Requirement	Where to go / Employee-in-Charge
Visit PhilGEPS website or UP Mindanao website for posting of Invitation to Bid		BAC Secretariat at the Supply and Property Management Office
Get copy of bid documents	1. Order of Payment 2. Payment for bid documents in cash or manager's check	1. BAC Secretariat 2. Cashier's Office
Attend the pre-bid conference	Bid documents	Venue for pre-bid conference
Submit bid	All documents in the checklist of requirements	Bids and Awards Committee; venue is indicated in the bid documents
Check the result of bidding by telephone, personal visit or email		BAC Secretariat
Receive the Notice of Award (for losing bidders, Notice of Result of Bidding)		BAC Secretariat
Winning bidder to submit the Performance Security and other documents	All requirements stated in the Notice of Award: 1. PhilGEPS registration; 2. Tax clearance 3. Other documents	BAC Secretariat
Sign the contract	Performance Security	BAC Chair/BAC Secretariat
Receive the Notice to Proceed	Notarized contract	BAC Secretariat

For inquiries, contact us through telephone number (082)293-0016 loc. 103 /293-0185 or email at spmo@upmin.edu.ph.