

PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

Name of Project: **LAPTOP with EXTERNAL OPTICAL DRIVE**

Stage	Activities	Deadline	Schedule
1	Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	Seven (7) calendar days	March 7, 2016 to March 14, 2016
2	Eligibility Check and Bids Opening	Three (3) calendar days (one (1) calendar day for eligibility, one (1) calendar day for shortlisting, one (1) calendar day for notice)	Refer to stage 5
3	Issuance and availability of Bidding Documents	From 1 st day of Stage 1 until Stage 5	March 7, 2016
4	Pre-Bid Conference	Twelve (12) calendar days before Stage 5	March 16, 2016 @ 1:30 P.M.
	Request for clarification	Ten (10) calendar days before Stage 5	March 18, 2016
	Supplemental / Bid Bulletin	Seven (7) calendar days before Stage 5	March 22, 2016
5	Submission and Receipt of Bids (includes Opening of Bids & Eligibility Checking)	One (1) calendar day	March 29, 2016 until 12:00NN only - Opening @ 2:00 P.M.
6	Bid Evaluation	One (1) calendar day plus One (1) calendar day for approval of ranking	March 31, 2016 @ 1:30 PM
7	Notification for Negotiation	One (1) calendar day	N/A
8	Negotiation	One (1) calendar day	N/A
9	Post-qualification	One (1) calendar day	April 5, 2016
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)	April 6-12 2016
11	Issuance of Purchase Order	Two (2) calendar days (one (1) calendar day for Contract preparation and one (1) calendar day for Contract signing)	April 13-14, 2016
12	Approval of Contract by Higher Authority	One (1) calendar day	April 15, 2016
13	Issuance of Notice to Proceed	One (1) calendar day	April 18, 2016

NOTE: EARLIEST POSSIBLE TIME FOR THE PROCUREMENT OF GOODS