

PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

Name of Project: **FILE SERVER**

Stage	Activities	Deadline	Schedule
1	Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	Seven (7) calendar days	June 16, 2016 to June 27, 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	June 16, 2016
4	Pre-Bid Conference	Twelve (12) calendar days before Stage 5	June 20, 2016 @ 10:00 A.M.
	Request for clarification	Ten (10) calendar days before Stage 5	June 30, 2016
	Supplemental / Bid Bulletin	Seven (7) calendar days before Stage 5	July 1, 2016
5	Submission and Receipt of Bids (includes Opening of Bids & Eligibility Checking)	One (1) calendar day	July 11, 2016 until 12:00NN only - Opening @ 2:00 P.M.
	Submission of additional requirements	Three (3) calendar days after Stage 5	July 14, 2016
6	Bid Evaluation	One (1) calendar day plus One (1) calendar day for approval of ranking	July 15 - 18, 2016
7	Notification for Negotiation	One (1) calendar day	July 19, 2016
8	Negotiation	One (1) calendar day	July 20, 2016
9	Post-qualification	One (1) calendar day	July 21, 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)	July 22 to 25, 2016
11	Contract preparation and signing	Two (2) calendar days (one (1) calendar day for Contract preparation and one (1) calendar day for Contract signing)	July 26 to 27, 2016
12	Approval of Contract by Higher Authority	One (1) calendar day	July 28, 2016
13	Issuance of Notice to Proceed	One (1) calendar day	July 29, 2016

NOTE: EARLIEST POSSIBLE TIME FOR THE PROCUREMENT OF GOODS

Approved: ORLANDO H. HABITAN
BAC Chairman