

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 | Submission of Performance Security and Contract Preparation and Signing | Ten (10) calendar days) | July 26 to August 5, 2016 |
| 12 | Approval of Contract by Higher Authority | Twenty Five (25) calendar day | August 8 to September 1, 2016 |
| 13 | Issuance of Notice to Proceed | Three (3) calendar day | September 2 - 5, 2016 |

Approved:  **ORLANDO H. HABITAN**
BAC Chairman