


## PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

Name of Project: **Procurement of Consultancy Service for Conduct of Customer Satisfaction Survey**

<b>Stage</b>	<b>Activities</b>	<b>Deadline</b>	<b>Schedule</b>
1	Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	Seven (7) calendar days	June 27 – July 4, 2016
2	Eligibility Check and Shortlisting	Three (3) calendar days (one (1) calendar day for eligibility, one (1) calendar day for shortlisting, one (1) calendar day for notice)	July 5 -7, 2016
3	Issuance and availability of Bidding Documents	From 1 <sup>st</sup> day of Stage 1 until Stage 5	July 8, 2016
4	Pre-Bid Conference	Twelve (12) calendar days before Stage 5	July 12, 2016
	Request for clarification	Ten (10) calendar days before Stage 5	July 15, 2016
	Supplemental / Bid Bulletin	Seven (7) calendar days before Stage 5	July 18, 2016
5	Submission and Receipt of Bids (includes opening of bids)	One (1) calendar day	July 25, 2016 @ 12:00 noon
	Submission of additional requirements	Three (3) calendar days after Stage 5	July 26-28, 2016
6	Bid Evaluation	One (1) calendar day plus One (1) calendar day for approval of ranking	August 1-2, 2016 @ 2:30PM
7	Notification for Negotiation	Three (3) calendar days	August 5, 2016
8	Negotiation	Ten (10) calendar days	August 8-11, 2016
9	Post-qualification	Maximum of Thirty (30) calendar day	August 12-18, 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)	August 19-22, 2016
11	Contract preparation, signing, And Approval of Contract by higher authority	Maximum of Twenty Five (25) calendar days (maximum allowable schedule for Stage 11-10 cd and 12 – 15 cd)	August 23 to September 16, 2016
12			
13	Issuance of Notice to Proceed	One (1) calendar day	September 19, 2016

Approved by:

  
**IRMA S. LAPPAY**  
 Chairperson, Bids and Awards Committee