



CITIZEN'S CHARTER NO. RO-AF-03. SALE OF BIDDING DOCUMENTS

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services, consultancy and infrastructure. The Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC Secretariat / Procurement Section shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

Office or Division :	Procurement Section - Administrative Division DENR National Capital Region			
Classification :	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail :	Prospective Bidder/s			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Official Receipt (1 original)		Cashier Unit/Section, DENR-NCR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Present original and submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (ITB) for the Bidding Documents.	1. Receive copy of Official Receipt and Issue Copy of the Bidding Documents (hard or softcopy, may also be downloaded through the DENR-NCR website).	Please refer to the table fees below*	10 minutes	<i>BAC Secretariat</i> Procurement Section
2. Register copy of Bidding Documents, register in the logbook and acknowledge receipt of Bidding Documents.	2. Maintain registry of Bidders who purchased the Bidding Documents.		10 minutes	<i>BAC Secretariat</i> Procurement Section
TOTAL :		Please refer to the table fees below	20 min.	

*Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.



Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500, 000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00