



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

<b>Office or Division:</b>	Procurement Division, DENR NCR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
	C2G - Citizen to Government			
<b>Who my avail:</b>	Prospective Bidders			
<b>CHECK LIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Invitation to Bid/Proposal (for Goods and Infrastructure Projects)			RBAC Secretariat	
Request for Expression of Interest (for Consulting Services)			RBAC Secretariat	
Order of Payment			Accounting Section, DENR NCR	
Official Receipt			Cashier Section, DENR NCR	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure Order of Payment	Issue/Approve Order of Payment		5 minutes	Chief, Accounting Section
Pay corresponding amount	Receive payment and issue Official Receipt	As published/ advertised/ notified	5 minutes	Administrative Officer 1
Submit Official Receipt	Record Official Receipt and issue Bid Documents		10 minutes	Administrative Officer 1
Receive Bidding Documents				