



BIDS AND AWARDS COMMITTEE

Schedule of Procurement Activities

**PROJECT TO BE BIDDED – Bidding for the Provision of Janitorial and Other Support Services
for OWWA Region 7 for CY 2024
PB-01-2024**

APPROVED BUDGET FOR THE CONTRACT – Php1,975,497.10

ACTIVITIES	Recommended Earliest Possible Time		PLACE	RESPONSIBILITY CENTERS
1. Pre-Procurement Conference		March 1, 2024 3:00 pm Friday	OWWA 7 Office	BAC & TWG
2. Advertisement	Days 1 to 7	March 7, 2024 Thursday	OWWA website, GEPS website and OWWA bulletin board	Secretariat
3. Issuance of Bidding Documents	Day 8 to 20	March 11, 2024 Monday	OWWA 7 Office (Machay Building, Gorordo Avenue, Cebu City) or thru courier or email	Secretariat
4. Pre-Bid Conference	Day 8	March 11, 2024 02:00 pm Monday	OWWA 7 Office	BAC & TWG
5. Deadline of Submission of Eligibility & Bid Envelopes	Day 20	March 25, 2024 11:00 am Monday	OWWA 7 Office	BAC & TWG
6. Eligibility Check and Bid Opening	Day 20	March 25, 2024 02:00 pm Monday	OWWA 7 Office	BAC & TWG
7. Evaluation of Bids and Determination of LCB	Day 20	March 25, 2024 02:00 pm Monday	OWWA 7 Office	BAC & TWG
8. Bid Evaluation and Post-Qualification of LCB	Day 21 to 22	March 26-27, 2024	TWG	TWG
9. Report on the result of Bid Evaluation and Post-Qualification of LCB	Day 23	April 1, 2024 10:00 am Monday	OWWA 7 Office	BAC & TWG
10. Approval of the Resolution	Day 24	April 2, 2024	Office of the Regional Director	OWWA 7 Regional Director
11. Issuance of Notice of Award	Day 24	April 2, 2024	Office of the Regional Director	OWWA 7 Regional Director
12. Contract Preparation & Signing	Day 25	April 3-4, 2024	Regional Procurement Unit	BAC / TWG / Secretariat
13. Approval of Contract	Day 25	April 4, 2024	Office of the Regional Director	OWWA 7 Regional Director
14. Issuance of Notice to Proceed	Day 26	April 5, 2024	Regional Procurement Unit	BAC / Secretariat
15. Effective Date of Contract		April 16, 2024	Office of the Regional Director	