



**Regional Welfare Office VII**  
Tel No. 032-254-3199

**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 the Period May 1, 2025 – December 31, 2025**  
**PB-01-2025**

**APPROVED BUDGET FOR THE CONTRACT – **Php2,000,000.00****

ACTIVITIES	Recommended Earliest Possible Time		PLACE	RESPONSIBILITY CENTERS
1. Pre-Procurement Conference		March 10, 2025 10:00 am Monday	OWWA 7 Office	BAC & TWG
2. Advertisement	Days 1 to 7	March 10 - 17, 2025	OWWA website, GEPS website, and OWWA bulletin board	Secretariat
3. Issuance of Bidding Documents	Day 8 to 18	March 18-28, 2025 Tuesday	OWWA 7 Office (Machay Building, Gorordo Avenue, Cebu City) or thru courier or email	Secretariat
4. Pre-Bid Conference	Day 8	March 18, 2025 02:00 pm Tuesday	OWWA 7 Office	BAC & TWG
5. Deadline of Submission of Eligibility & Bid Envelopes	Day 18	March 28, 2025 11:00 am Friday	OWWA 7 Office	BAC & TWG
6. Eligibility Check and Bid Opening	Day 18	March 28, 2025 02:00 pm Friday	OWWA 7 Office	BAC & TWG
7. Evaluation of Bids and Determination of LCB	Day 20	March 31, 2025 01:00 pm Monday	OWWA 7 Office	BAC & TWG
8. Bid Evaluation and Post-Qualification of LCB	Day 21 to 22	April 1-2, 2025	TWG	TWG
9. Report on the result of Bid Evaluation and Post-Qualification of LCB	Day 23	April 3, 2025 10:00 am Thursday	OWWA 7 Office	BAC & TWG
10. Approval of the Resolution	Day 24	April 4, 2025	Office of the Regional Director	OWWA 7 Regional Director
11. Issuance of Notice of Award	Day 27	April 7, 2025	Office of the Regional Director	OWWA 7 Regional Director
12. Contract Preparation & Signing	Day 28-30	April 8-10, 2025	Regional Procurement Unit	BAC / TWG / Secretariat
13. Approval of Contract	Day 31	April 11, 2025	Office of the Regional Director	OWWA 7 Regional Director
14. Issuance of Notice to Proceed	Day 34	April 14, 2025	Regional Procurement Unit	BAC / Secretariat
15. Effective Date of Contract		May 1, 2025	Office of the Regional Director	