


BIDS AND AWARDS COMMITTEE (BAC)

Type of Transaction	Required Documents	Fees and Charges	Processing Time	Persons Concerned
Issuance of copy of BAC proceedings	Request was approved by the LCE and upon payment of required fees	Secretarial/Certification Fee	15 minutes	BAC/Staff
Issuance of Bid Documents	Official Receipt from the Treasury Office	None	5 minutes	BAC/TWG/Staff
Receipt of Bid Documents	Properly sealed and signed bid documents for Competitive Bidding projects and filled & signed RFQs for Small Value Procurements	None	10 minutes	BAC/TWG/Staff

Prepared by:


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