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Pasig City, Philippines 1605

CIRCULAR 06-2017

10 April 2017

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units

SUBJECT : New Facility in Uploading Bidding Documents in the Philippine Government Electronic Procurement System (PhilGEPS)

1.0 Purpose

This Circular is being issued to inform procuring entities of the temporary solution to address the problem on PhilGEPS posting pending PhilGEPS Modernization.

2.0 Coverage

All Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units.

3.0 New Facility in Uploading Bidding Documents in the PhilGEPS

- 3.1 Procuring entities experience delay in the posting of procurement opportunities in the PhilGEPS, which affected the efficiency of their procurement activities.
- 3.2 PhilGEPS Modernization seeks to address the issues being encountered by the procuring entities in posting procurement opportunities in the PhilGEPS by upgrading the system that is responsive to the needs of the procuring entities.
- 3.3 Meantime that the PhilGEPS is undergoing modernization, the Department of Budget and Management – Procurement Service (DBM-PS) – PhilGEPS developed a new facility in uploading Bidding Documents in the PhilGEPS for a more efficient creation of bid notices.
- 3.4 Attached in this Circular is the illustration or guide setting forth the necessary steps in using the new facility in uploading Bidding Documents and revised steps in creating bid notices, which the procuring entities shall adopt to hasten the posting of procurement opportunities in the PhilGEPS.

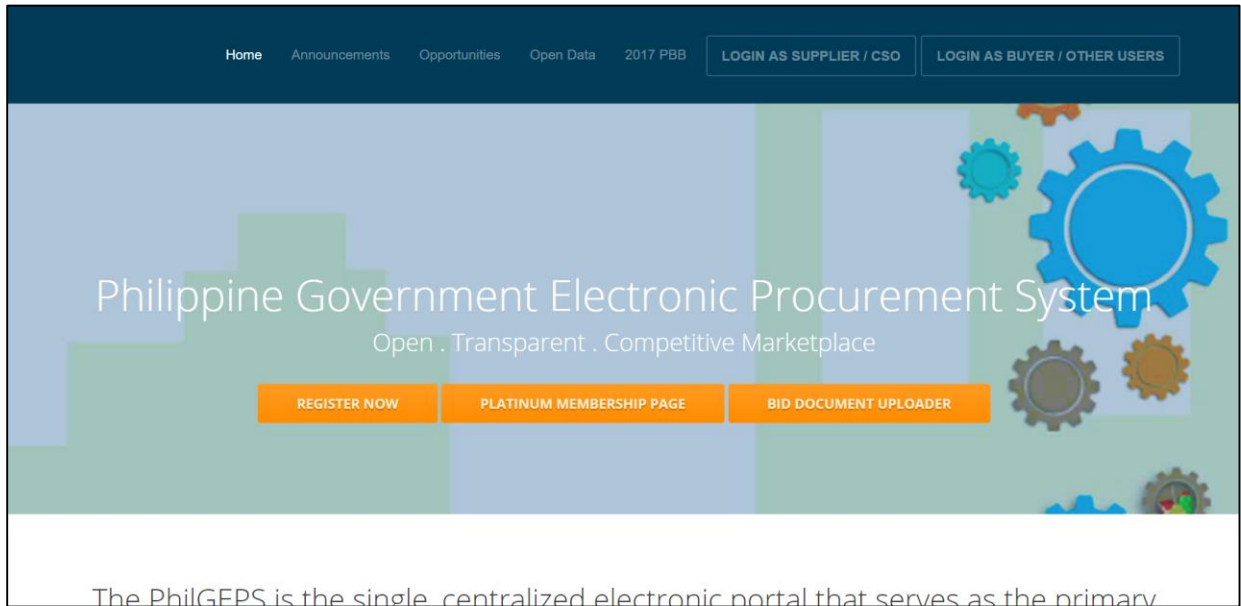
4.0 This Circular shall take effect immediately.

5.0 For guidance and compliance.

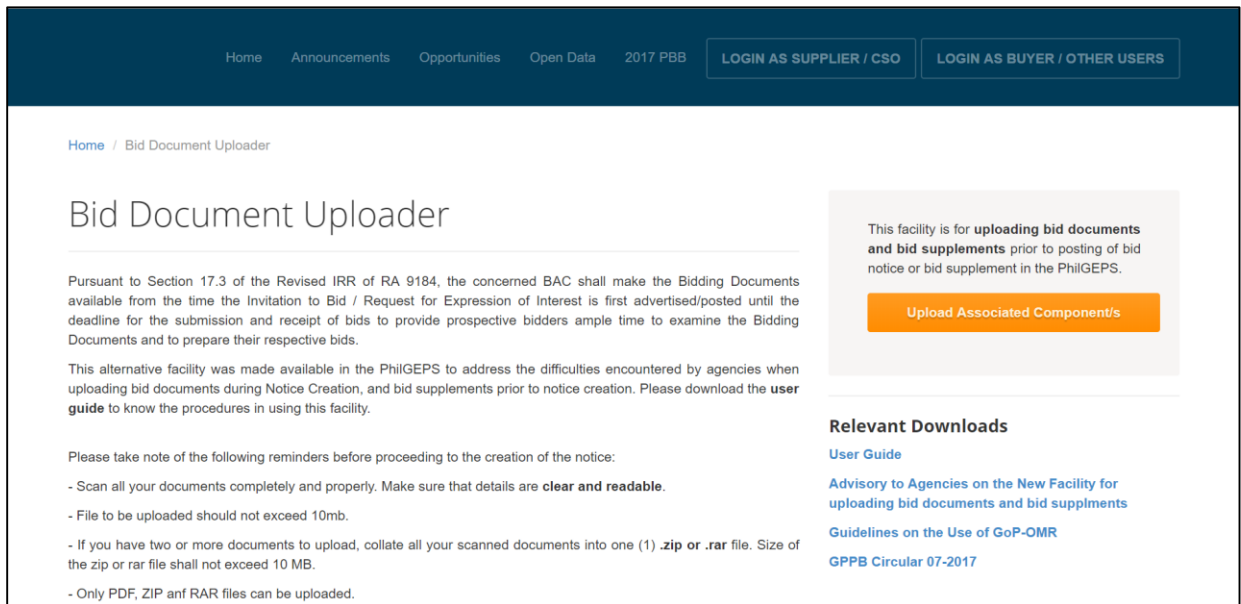
(SGD)
BENJAMIN E. DIOKNO
Chairperson

How to Use the New Facility in Uploading Bidding Documents in PhilGEPS

Step 1: Click the BID DOCUMENT UPLOADER button



Step 2: Click UPLOAD ASSOCIATED COMPONENT/S button



Step 3: Fill out the form, upload the document then click submit button

UPLOAD BIDDING DOCUMENTS FORM

*** Organization Name:**

*** PhilGEPS UserID:**

*** Bid Notice Title:**

Use the button below to upload bidding documents. However, maximum file size should atleast be 10 MB.

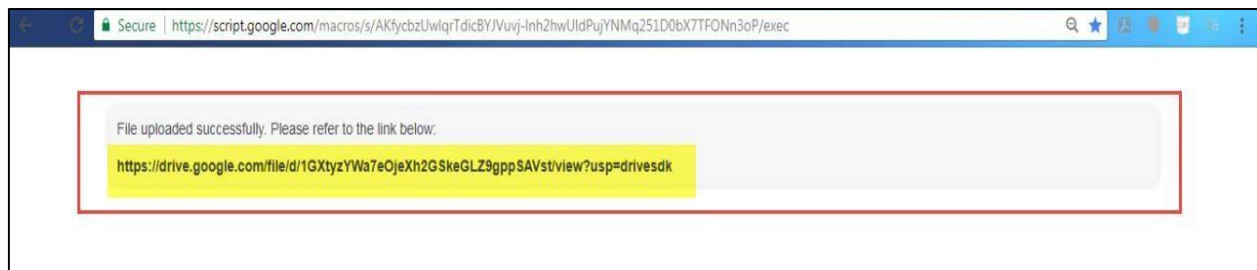
No file selected.

Submit

Notes:

- Maximum size of the file should not exceed 10MB
- Only PDF, ZIP and RAR files can be uploaded. Word, Excel, Powerpoint and image files should be saved as PDF or as ZIP/RAR file.
- Only 1 file can be uploaded per bid notice. If there are 2 or more documents to upload, user should collate all documents into 1 .zip or .rar file. Size of the zip or rar file should not exceed 10MB.

Step 4: System will display the URL or the link of the uploaded file. Copy and save the displayed link.



Revised Steps in Creating a Bid Notice

Step 1: Fill out Basic Information and click continue button

Notice Creation [Use Template](#)

Step 1: Basic Information

Note: Asterisk () indicates mandatory fields*

Classification Civil Works Goods Consulting Services Goods - General Support Services

Solicitation Number*

Notice Type*

Category*

Procurement Mode*

Approved Budget* PHP

Publish Date*

Closing Date / Time* 01 HH 00 MM AM

Area of Delivery

Delivery Period Day/s

Trade Agreement*

Funding Source*

Funding Instrument*

Pre-bid Conference

Date / Time 01 HH 00 MM AM

Venue

Procuring Entity* [Select](#)

Client Agency [Select](#)

Contact Person*

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Step 2: Fill out the Notice Description. **Paste the copied URL on the other information field.**
 continue button.

Notice Creation

Step 2: Notice Description

Title*

Description*

Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Banana Chips Processing Center
 1. The Department of Trade and Industry, through the General Appropriations Act intends to apply the sum of Six Hundred Thousand Pesos (PhP 600,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Banana Chips Processing Center. Bids received in excess of the ABC shall be automatically rejected at bid opening.
 2. The DTI now invites bids for Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Banana Chips Processing Center. Delivery of the Goods is required to be completed within Forty-Five (45) days from receipt of Notice to Proceed. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
 3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138. 4. Interested bidders may obtain further information from DTI and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 AM to 5:00 PM.
 5. A complete set of Bidding Documents may be purchased by interested Bidders

[Line Item](#) (When clicked, allows users to input individual item included in the bid)

Item No	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Mechanical Sheeter	(reversible 520bf220v 1PH, ½ HP standard stand with foot switch. Roller size 88mm x 520mm, conveyor size 500mm x 2000mm. Net weight 160 kilograms. Dimension 210 x 85 x 110 cm)	2	Unit	400,000.00
2	Horizontal Band Sealer	Seal width 6-12mm / Seal speed 0-8m/min./ Single conveyor loading 1 kilogram Power : 220V / 60Hz Dimension: 880 x 420 x 320mm Weight: 37 kilograms	4	Unit	100,000.00
3	Vertical Band Sealer	Seal width 6-12mm / Seal speed 0-8m/min./ Single conveyor loading 1 kilogram Power : 220V / 60Hz Dimension: 880 x 420 x 320mm Weight: 37 kilograms	4	Unit	100,000.00

Other Information

Paste the URL here

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Click

Step 3: Select **Non-Electronic** and fill out the form.

Notice Creation

Step 3: Add Associated Component

Note: Asterisk (*) indicates mandatory fields

Document Type: Electronic Non-Electronic 

Document Name*:

Content*:

Format:

Date Available*:

Collection Contact*: ESTHER IBAY 0921279003

Collection Point*: BUTUBUR SUR
Balaan
La Union
Philippines 2517
63-921-279088

Special Instruction: see OTHER INFORMATION of the Bid Notice Abstract

Attach

This page refreshes every 60 seconds until file is converted successfully, or you may click the Refresh button

Select	Document Name	Document Type	Content	Format	Virus Scan/ PDF conversion status	Accepted
<input type="checkbox"/>	Bidding Documents	Non-Electronic	Main Document	A4	Not Applicable	07/12/2017

Delete Accept

Previous Refresh Done

Note: User need not upload bidding documents on this step provided that the documents have been submitted on the uploader and the URL/link to the uploaded documents have been inserted on the other information field on the previous page.

Step 4: Click Done button and proceed in posting notice. Status of the notice should become pending.

Notices

Search

Notice Status: Open Closed

Search By:

Keyword:

Published Date: To

Procurement Mode

Classification

My Notices Agency Notices

Create Notice Post

S/No	Reference Number	Title	Procurement Mode	Classification	Publish Date	Closing Date	Status
1	342754	Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Banana Chips Processing Center	Public Bidding	Goods	30-Aug-2013	06-Sep-2013 1:00 PM	In-Preparation
2	342756	Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Banana Chips Processing Center	Public Bidding	Goods	30-Aug-2013	06-Sep-2013 1:00 AM	Pending
3	342757	Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Banana Chips Processing Center	Public Bidding	Goods	28-Aug-2013	09-Sep-2013 1:00 AM	Pending
4	342638	No Title	Public Bidding	Goods	24-Aug-2013	06-Sep-2013 1:00 AM	In-Preparation

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