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Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS **CENTRAL OFFICE** Manila

June 11, 2018



FOR / TO : Undersecretaries Assistant Secretaries Service Directors Bureau Directors Regional Directors Heads of UPMOs District Engineers This Department

For information and guidance, attached is a copy of **GPPB CIRCULAR No. 06-2017**, re: **NEW FACILITY IN UPLOADING BIDDING DOCUMENTS IN THE PHILIPPINE** GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS)."

A copy of said Resolution may also be downloaded from the **DPWH website:** <u>http://dpwhweb</u>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

**B. ELIZABETH E. YAP, Ph. D., CESO II** Assistant Secretary for Support Services

Encl: GPPB Circular No. 06-2017

Cc: Office of the Secretary

12.1.1 CGSC/EDY/MVSG



#### **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

Home				LOGIN AS SUPPLIER / CSO	LOGIN AS BUYER / OTHER USERS
Philippin	e Govern Open register now	Ment Ele . Transparent .	C <b>CTTON</b> Competiti	ic Procurer ve Marketplace bid document uplo	nent System
The PhilGEPS	S is the single	centralized e	electroni	<u>c portal that ser</u>	ves as the primary

# Step 2: Click UPLOAD ASSOCIATED COMPONENT/S button

Home Announcements Opportunities Open Data 2017 PBB	PPLIER / CSO LOGIN AS BUYER / OTHER USERS		
Home / Bid Document Uploader Bid Document Uploader	This facility is far uplanding hid desurports		
Pursuant to Section 17.3 of the Revised IRR of RA 9184, the concerned BAC shall make the Bidding Documents available from the time the Invitation to Bid / Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids to provide prospective bidders ample time to examine the Bidding Documents and to prepare their respective bids. This alternative facility was made available in the PhilGEPS to address the difficulties encountered by agencies when	and bid supplements prior to posting of bid notice or bid supplement in the PhilGEPS. Upload Associated Component/s		
uploading bid documents during Notice Creation, and bid supplements prior to notice creation. Please download the user guide to know the procedures in using this facility.	Relevant Downloads		
Please take note of the following reminders before proceeding to the creation of the notice:	Advisory to Agencies on the New Escility for		
- Scan all your documents completely and properly, make sure that details are clear and readable.	Advisory to Agencies on the New Facility for uploading bid documents and bid supplments		
- File to be uploaded should not exceed 10mb.	Guidelines on the Use of GoP-OMR		
- If you have two or more documents to upload, collate all your scanned documents into one (1) .zip or .rar file. Size of the zip or rar file shall not exceed 10 MB.	GPPB Circular 07-2017		
- Only PDF, ZIP anf RAR files can be uploaded.			

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

UPLOAD BIDDING DOCUMENTS FORM
* Organization Name:
Input agency name in PhilGEPS
* PhilGEPS UserID:
Input userid in PhilGEPS
* Bid Notice Title:
Input Bid Notice Title here
Use the button below to upload bidding documents. However, maximum file size should atleast be 10 MB.
Browse 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.

File upl	oaded successfully. Please refer to the link below:	
https://	drive.google.com/file/d/1GXtvzYWa7eOjeXh2GSkeGLZ9gppSAVst/view?usp=drivesdk	

# Revised Steps in Creating a Bid Notice

Step	) 1: Fill	out	Basic	Informatic	n and	click	continue	button
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<b>Notice Creation</b>	Use Template	
Step 1: Basic Informati	on	
Note: Asterisk (*) indicates n	nandatory fields	
Classification	<ul> <li>Civil Works</li> <li>Consulting Services</li> <li>Goods - General Support Services</li> </ul>	
Solicitation Number*		
Notice Type*	Please Select	
Category*	Please Select	
Procurement Mode*	Please Select	
Approved Budget*	PhP	
Publish Date*		
Closing Date / Time*	01 V HH 00 V MM AM V	
Area of Delivery	Abra Agusan Del Norte Agusan Del Sur	
Delivery Period	Day/s 💌	
Trade Agreement *	Please Select	
Funding Source*	Government of the Philippines (GOP) Asian Development Bank (ADB) Japan Bank for International Cooperation (JBIC) World Bank (WB)	
Funding Instrument*	Budget for the Contract Approved by the Sanggunian Corporate Budget for the Contract Approved by the Board General Appropriations Act Loans / Grants	
Pre-bid Conference		
Date / Time	01 - HH 00 - MM AM -	
Venue		
	//	
Procuring Entity*	PROCUREMENT SERVICE - DEPARTMENT OF BUDGET & MANAGEMEN	
Client Agency	Select	
Contact Person*	Teresita J Dela Cruz Chief, PTSSD PS Complex, RR Road Cristobal St. Manila Metro Manila Philippines 63-2-5639397 philgeps@gmail.com	
		<b>&amp;</b>
		Continue
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Step 2: Fill out the Notice Description. **Paste the copied URL on the other information field.** continue button.

Noti	ce Creatio	n			
Step 2	: Notice Descr	iption			
itle*	4	upply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Bana	ana Chips I	roces	sing Center
Descript	tion*	Supply and Delivery of Mechanical Sheeter and Band Sealer For Sweetened Ban Center 1. The Department of Trade and Industry, through the General Appropriations Ac sum of Six Hundred Thousand Pesos (PhP 600,000.00) being the Approved Budg (ABC) to payments under the contract Supply and Delivery of Mechanical Sheete	ana Chips t intends t at for the ( r and Ban	Proce o appl Contra d Seal	y the ct er For
		2. The DTI now invites bids for Supply and Delivery of Mechanical Sheeter and B Sweetened Banana Chips Processing Center. Delivery of the Goods is required to Forty-Five (45) days from receipt of Notice to Proceed. Bidders should have com years from the date of submission and receipt of bids, a contract similar to the P of an eligible bidder is contained in the Bidding Documents, particularly, in Sectio Bidders.	and Sealer be compl pleted, with roject. The n II. Instru	For eted v nin thr descr	vithin ee (3) iption s to
		3. Bidding will be conducted through open competitive bidding procedures using a 'pass/fail'' criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Governme Procurement Reform Act". Bidding is restricted to Filipino citizens/sole proprietors organizations with at least sixty percent (60%) interest or outstanding capital sto 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 bidder information from DTI and inspect theBidding Documents at the address given be Friday, 8:00 AM to 5:00 PM. 5. A complete set of Bidding Documents may be purchased by interested Bidders	a nondiscre nt ships, partr ck belongin s may obt low from M	etionar nershi ng to c ain fur onday	Ƴ ps, or :itizens 'to 
<u>ine Ite</u> Item	m (When clicked, Product/Serv	allows users to input individual item included in the bid) ice Description	Quantity	UOM	Budget
1	Mechanical Shee	ter (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 $\times$ 420 $\times$ 320mm Weight: 37 kilograms	4	Unit	100,000.00
Other Ir	nformation	Paste the URL here			
		Previous Save as T Continue			
© 20	04-2013 DBM Pro	curement Service. All rights reserved. Help	Contac	t Us	Sitemap

Click

Notice Ci	reation							
Step 3: Add	Associated Compo	nent						
Note: Asterisk (*	) indicates mandatory fie	lds						
Document Type	C	Electronic	Non-Electronic					
Document Name	*							
Content*	-	-Please Select		~				
Format	-	-Please Select		~				
Date Available*	1	5-Dec-2017						
Collection Contac	t* E	STHER IBAY 09212	2790003	_	28			
Collection Point*	B B P On S	UTUBUR SUR alaoan a Union hilippines 2517 3-921-279088 ee OTHER INFORM	IATION of the Bid Notice Abstr	act	Atta	ħ		
This page refresh	nes every 60 seconds unti	il file is converted s	successfully, or you may click	the Refresh b	outton			
Select	Document Nam	ie !	Document Type	Con	tent	Format	Virus Scan/ PDF conversion status	Accepted
	Bidding Documents	1	Non-Electronic	Main Do	ocument	A4	Not Applicable	07/12/2017
Delete Acc	ept			P	revious Ref	resh Done		

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

Note: User need not upload bidding documents on this step provided that t he 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.

Search	«	My Notic	es Agency N	lotices					
Notice Status: 🛛 Open 📃 Closed									O Create Notice 🗐 Pos
- Status-	[	S/No	Reference Number	Title	Procurement Mode	Classification	Publish Date 👻	Closing Date	Status
Search By: Please Select Y	[	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
Published Date: To To	3	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
Classification		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	<u>No Title</u>	Public Bidding	Goods	24-Aug-2013	06-Sep-2013 1:00 AM	In-Preparation