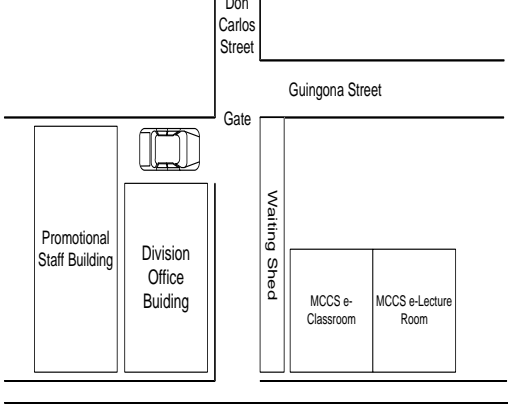
	Payment of Bid Documents, Contractor's Registration and Protest Fee		
	Department	Department of Education	
	Division	Division of Malaybalay City	
	Department Head	Edilberto L. Oplenaria	
Contact No's	(088) 813-2894 / 221-4597		
SERVICE DESCRIPTION			<p>Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City</p>
<p>This transaction includes payment of bid documents, contractor's registration, and protest fee. Bid documents are sold to interested and qualified bidders in the procurement of goods and infrastructure of the Division, which payment varies depending on the approved budget for the contract (ABC).</p>			

CLIENT GROUP	Suppliers and Contractors
SERVICE SCHEDULE	Monday – Friday (8:00 AM – 12:00 Noon to 1:00 PM – 5:00 PM)
TOTAL PROCESSING TIME	10 minutes
TOTAL FEES	<p>Sale of Bidding Documents: ABC above PhP 500,000 to PhP 1M – PhP 2,500.00 ABC above PhP 1M to 2M – PhP 5,000.00 ABC above PhP 2M to PhP 5M – PhP 10,000.00 ABC above PhP 5M to PhP 10M – PhP 20,000.00</p> <p>Contactors' registration: PhP 1,000/year Protest Fee: One percent (1%) of ABC</p>
REQUIREMENTS	Order of Payment from BAC Secretariat

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Fills up form as provided by BAC Secretariat and forwards to Cashiering Unit for payment of bid documents	Receives and records form	5mins.	Administrative Assistant II/Disbursing Officer II	None	Order of Payment from BAC Secretariat
2	Pay fees and issued with Official Receipt	Receives payment and issues official receipt	5 mins.	Administrative Officer III/Cashier II	Refer to total fees for the amount of payment	Official Receipt

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)