

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2ND REVISION: AUGUST 1, 2016)

DEPARTMENT/DIVISION CONCERNED: *GENERAL SERVICES DIVISION*

FRONTLINE SERVICE: APPLICATION TO APPLY FOR ELIGIBILITY AND TO BID

SCHEDULE OF ISSUANCE OF REQUEST FOR QUOTATION (RFQ)/BIDDING DOCUMENTS:

AS PER PURCHASE REQUISITION/ POSTING OF ADVERTISEMENT
TIME: 8:00- 5:00 PM WITH NOON BREAK (WEEKDAYS ONLY)

EXTERNAL CUSTOMERS WHO MAY SECURE RFQ/BIDDING DOCUMENTS:

PROSPECTIVE BIDDERS WHO ARE REGISTERED IN THE PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) OF PROCUREMENT SERVICE, DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM).

REQUIRED DOCUMENTS:

1. CERTIFICATE OF PHILGEPS REGISTRATION
2. CASH (FOR PURCHASE OF BIDDING DOCUMENTS)

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2ND REVISION: AUGUST 1, 2016)

HOW TO AVAIL OF THE SERVICE:

STEP	ACTIVITY		DURATION OF ACTIVITY	PERSON- IN - CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1		<p style="text-align: center;">-</p> POSTS THE RFQ/ INVITATION TO BID IN THE PHILGEPS/TRANSCO WEBSITE/NEWSPAPER ADVERTISEMENT (FOR PB REQUIREMENT AMOUNTING TO PHP2M & ABOVE)	30 MINUTES	AILEEN C. ARGAÑOZA 902-1523 ROGELIO M. MABULAY, JR. 902-1521	NONE	RFQ/INVITATION TO APPLY FOR ELIGIBILITY AND TO BID
2	DOWNLOADS THE RFQ/ INVITATION TO BID IN THE PHILGEPS &/OR TRANSCO WEBSITE		15 MINUTES		NONE	FQ/PHILGEPS GENERATED INVITATION

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2ND REVISION: AUGUST 1, 2016)

3	PURCHASES BIDDING DOCUMENTS	CHECKS/REVIEWS PHILGEPS REGISTRATION AND/OR PCAB LICENSE (FOR PB INFRA PROJECTS) - ISSUES ORDER OF PAYMENT FORM	10 MINUTES	AILEEN C. ARGAÑOZA 902-1523 ROGELIO M. MABULAY, JR. 902-1521	NONE	ORDER OF PAYMENT FORM
4	PAYS BIDDING DOCUMENTS	ISSUES OFFICIAL RECEIPT (OR)	5 MINUTES	RYAN ALFAFARA 902-1500 LOC 1618	500T AND BELOW = P500 P500T TO 1M = P1,000 P1M TO 5M =	OFFICIAL RECEIPT

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2ND REVISION: AUGUST 1, 2016)

					<p>P5,000</p> <p>P5M TO 10M = P10,000</p> <p>P10M TO 50M = P25,000</p> <p>P50M TO 500M = P50,000</p> <p>MORE THAN 500M = P75,000</p>		
5	FILLS-UP SUPPLIER'S ACKNOWLEDGEMENT SHEET (SAS)	ISSUES BIDDING DOCUMENTS	-	5 MINUTES	AILEEN C. ARGAÑOZA 902-1523	NONE	SSAS/BIDDING DOCUMENTS

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2ND REVISION: AUGUST 1, 2016)

				ROGELIO M. MABULAY, JR. 902-1521		
--	--	--	--	--------------------------------------------	--	--