

7. Issuance of Infrastructure Plan for Bidding

Provision of copies of infrastructure plan to would be bidders of provincial infrastructure projects as basis for their preparation of cost estimate (quotation).

Office or Division:	Provincial Engineer's Office (PEO) – Planning, Designing, Programming and Monitoring (PDPM) Division			
Classification:	Simple			
Type of Transaction:	G2B – Government-to-Business			
Who may avail:	Contractors, Bidders, Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bidding Documents (1 photocopy)		Bids and Awards Committee (BAC) Secretariat - Provincial General Services Office (PGSO)		
Official Receipt (O.R.) (1 original)		Provincial Treasurer's Office (PTO) - Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Bidding Documents and Official Receipt (O.R.).	1.1. Verify documents and note approval for release of Infrastructure Plan.	None	3 Minutes	<i>Supervising Administrative Officer</i> PEO - Supply Management and Administrative Division (SMAD)
2. Present note of approval for release of Infrastructure Plan.	2.1. Check note and identify the needed Infrastructure Plan.	None	5 Minutes	<i>Admin. Assistant III</i> PEO - Planning, Designing, Programming and Monitoring (PDPM) Division
	2.2. Photocopy/print needed plan and pictorial documentation of inspection.	None	7 Minutes	<i>Admin. Assistant III</i> PEO - PDPM Division
3. Receive requested plan.				<i>Supervising Administrative Officer</i> PEO - SMAD
TOTAL:		None	15 Minutes	