

GUIDE ON HOW TO CREATE BID AND AWARD NOTICE IN THE POSTING PORTAL

Effective September 3, 2020, the PhilGEPS has come up with an alternative facility for posting of project requirements (bid) and awarded contracts (award). All procuring entities are advised to post their procurement projects and awards through this portal.

For a guide on how to navigate the portal, kindly follow the steps below:

ACCESS THE NOTICE POSTING PORTAL

1. On the PhilGEPS Website, click on the link notices.ps-philgeps.gov.ph as shown below;



2. Users will be redirected to the Posting Portal. There are two (2) tabs that contain the posted notices — Open Opportunities and Award Notices.

2.1. Open Opportunities Tab

PhilGEPS
Philippine Government Electronic Procurement System

OPEN OPPORTUNITIES
AWARD NOTICES
Create Notice

OPEN OPPORTUNITIES

*Kindly use Google Chrome Browser

--Select Business Category--

Search Clear

Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publish Date	Closing Date	Contact Person	Agency Link
37172	Barangay malibago	Brgy. Improvement Project (Construction of Brgy concrete bleacher)	Php 30,000.00	Public Bidding	Construction Materials and Supplies	2029-09-17 10:15:00	2020-09-30 12:00:00	Nizhel L. Nantes	09453660954
31355	MUNICIPALITY OF SANTA FE, CEBU	PROCUREMENT OF HEAVY EQUIPMENT-BACKHOE LOADER	Php 6,000,000.00	Public Bidding	Construction Equipment	2021-10-16 13:35:00	2021-10-02 16:35:00	JEFFREY F. ZAMORA	mpdcsantafe@gmail.com
31444	MUNICIPALITY OF SANTA FE,	IMPROVEMENT OF PUBLIC MARKET PHASE I	Php 3,000,000.00	Public Bidding	Construction Projects	2021-09-16	2021-10-02	JEFFREY F. ZAMORA	mpdcsantafe@gmail.com

2.2. Award Notices Tab

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OPEN OPPORTUNITIES
AWARD NOTICES
Create Notice

AWARD NOTICES

*Kindly use Google Chrome Browser

--Select Business Category--

Search Clear

Award ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publish Date	Contact Person	Awardee	Contract Amount	Award Date	Agency Link
3867	Department of Agriculture RFO 8, Tacloban City	NLP20-07-13-0301 Supply labor & Materials for the repair of 3-units lambing houses at San Miguel Experiment Station,	Php 450,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Construction Management Services	2929-09-09 11:18:00	GLENDIA L. GOTI-AY	JELM CONSTRUCTION	Php 418,441.66	2020-07-23 15:04:00	glendagotiy86@gmail.com

CREATE NOTICE

3. To create notice, users may click the **Create Notice** button at the upper right portion of the page. The Create Notice page will be displayed.
4. Users may then select on the Notice Type dropdown whether Bid Notice or Award Notice. Then, relative to the selected Notice Type, users may fill-up the information needed on each field based on the field description below.

4.1. Create Bid Notice

Create Notice

*Kindly use Google Chrome Browser

Create Notice
Bid Notice

* Procuring Entity * Title

* Business Category * Procurement Mode

* Publish Date * Closing Date * Approved Budget of Contract (ABC)

* Contact Person * Agency Link/Document Link Note: If no Agency Link/Document Link, provide contact number or email Example:
address of the contact person www.agencylink.gov.ph / www.agencylink.com

** All fields are mandatory*

- Procuring Entity** - Agency name of the one posting the Bid Notice or Awarded Contracts.
- Title** - Bid Notice Title of the opportunity being posted.
- Procurement Mode** - Procurement Mode of the Bid Notice being posted.
- Business Category** - Business Category of the Bid Notice being posted.
- Approved Budget of the Contract** - Budget for the contract duly approved by the HoPE
- Publish Date** - Date published of the Bid Notice on the Agency's website or newspaper.
- Closing Date** - End date for the submission of Bid Proposals for the Bid Notice being posted.
- Contact Person** - Person in-charge of the Bid Notice being posted.
- Document Link** - Link generated from the [Bid Document Uploader](#).

REMARKS: If "Document Link" is clicked, the government agencies as well as the merchants will be redirected to the uploaded file with an option to download.

4.2. Create Award Notice

Create Notice

*Kindly use Google Chrome Browser

Create Notice
Bid Notice

* Procuring Entity * Title

* Business Category * Procurement Mode

* Publish Date * Closing Date * Approved Budget of Contract (ABC)

* Contact Person * Agency Link/Document Link Note: If no Agency Link/Document Link, provide contact number or email Example:
address of the contact person www.agencylink.gov.ph / www.agencylink.com

** All fields are mandatory*

- | | |
|--|---|
| Procuring Entity | - Agency name of the one posting the Bid Notice or Awarded Contracts. |
| Title | - Bid Notice Title of the Award being posted. |
| Procurement Mode | - Procurement Mode of the Award being posted. |
| Business Category | - Business Category of the Award being posted. |
| Approved Budget of the Contract | - Budget for the contract duly approved by the HoPE |
| Publish Date | - Date published of the Award on the Agency's website or newspaper. |
| Contact Person | - Person in-charge of the Bid Notice being posted. |
| Awardee | - Organization name of the awarded merchant. |
| Contract Amount | - Awarded Contract Amount |
| Award Date | - Date awarded of the award being posted. |
| Document Link | - Link generated from the Bid Document Uploader . |

- After accomplishing the form, users may click the **Submit** button to process the provided information; then, a confirmation message will be shown. Once confirmed, all the provided details are considered final and can no longer be updated

SEARCH NOTICES AND EXTRACT REPORT

- To search for posted notices, users may click the pagination to navigate through the records or use the **Search** function by filling out any or combination of the criteria as listed below:

6.1. Open Opportunities

- Bid ID
- Procuring Entity
- Notice Title
- Business Category
- Publish Date

6.2. Award Notices

- Award ID
- Procuring Entity
- Notice Title
- Business Category
- Publish Date

- The page will then display the search result based from the provided criteria; then, users may opt to download it by clicking the **Export to Excel** button as shown below;

OPEN OPPORTUNITIES

**Kindly use Google Chrome Browser*

Input Bid ID: Input Title:

--Select Bussiness Category--

Publish Date:

[Click here](#)

Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publish Date	Closing Date	Contact Person	Agency Link
306	DPWH - QUIRINO DISTRICT ENGINEERING OFFICE	20M0057 - Purchase of Office Equipment for use in	Php 0.00	Shopping	Office Equipment	2020-09-04 08:00:00	2020-09-07 10:00:00	ENGINEER RUSELL LOZANO	https://www.dpwh.gov.ph/dpwh/business/procurement/gs/advertisement?data_2=All&data=All&data_1=20M005
497	DPWH - QUIRINO DISTRICT ENGINEERING OFFICE	20M0059 - Purchase of Rain Coat and Boots for use	Php 0.00	Negotiated Procurement - Small Value Procurement (Construction Equipment	2020-09-04 01:01:00	2020-09-07 10:00:00	ENGINEER RUSELL LOZANO	https://www.dpwh.gov.ph/dpwh/business/procurement/gs/advertisement?data_2=All&data=All&data_1=20M005

NOTE: If there are erroneous entries, agencies are advised to post another notice as erratum.