

## GUIDE ON HOW TO CREATE AWARD NOTICE IN THE POSTING PORTAL FOR BID OPPORTUNITIES POSTED FROM SEPTEMBER 3-28, 2020.

On **September 3, 2020**, the PhilGEPS established an alternative facility for the posting of project requirements (bid) and awarded contracts (award) by the Procuring Entities.

Relative to the posting of the results of bidding, all Procuring Entities are advised to post the **awarded contracts** for bid opportunities posted in the temporary tool from **September 3-28, 2020**.

For a guide on how to navigate the portal and post the award notices, kindly follow the steps below:

### ACCESS THE NOTICE POSTING PORTAL

1. On the PhilGEPS Website, click on the link [notices.ps-philgeps.gov.ph](https://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

[OPEN OPPORTUNITIES](#)
[AWARD NOTICES](#)

**OPEN OPPORTUNITIES**

*\*Kindly use Google Chrome Browser*

Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publsh Date	Closing Date	Contact Person	Agency/Document Link	Action
31444	MUNICIPALITY OF SANTA FE, CEBU	IMPROVEMENT OF PUBLIC MARKET PHASE 1	Php 3,000,000.00	Public Bidding	Construction Projects	2021-09-16 13:50:00	2021-10-02 16:56:00	JEFFREY F. ZAMORA	mpdcantafe@gmail.com	<a href="#">Awarded</a>
26758	NIA REGIONAL OFFICE 10	Appointment-Based Vaccination Administration (Doctor to visit the Regional Office) Pneumonia Vaccine, Flu Vaccine	Php 371,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Drugs and Medicines	2020-12-16 00:01:00	2020-09-19 10:00:00	ELPIDIO D. LUCERNAS, JR.	http://region10.nia.gov.ph/?q=invitation-to-bids	<a href="#">Awarded</a>
22513	NATIONAL POWER CORPORATION - ADUS 485 HPPC	MA-ASAZO-022 ( STRIPS CHOLESTEROL 30'S + 9 ITEMS )	Php 61,300.00	Shopping	Medical Supplies and Laboratory Instrument	2020-12-09 10:51:00	2020-02-09 10:00:00	NILA A. TIAGO	nilataga_2015@yahoo.com/npcagus45hpcct9@gmail.com	<a href="#">Awarded</a>
30528	LGU-TAPAZ	Procurement of Planting Materials for Bureau of Soil and Water Management (BSWM) Sustainable Land Resource Management Approach (SLRMA) Trust Fund Project, Tapaz, Capiz	Php 923,000.00	Public Bidding	Agricultural Products (Seeds, Seedlings, Plants..)	2020-12-09 07:00:00	2020-07-10 14:00:00	JOCELYN L. RAHOS/09124484370	bac.tapaz@yahoo.com	<a href="#">Create Award</a>
30638	LGU-TAPAZ	Procurement of Production Inputs for Bureau of Soil and Water Management (BSWM) Sustainable Land Resource Management Approach (SLRMA) Trust Fund Project, Tapaz, Capiz	Php 1,048,000.00	Public Bidding	Agricultural Chemicals	2020-12-09 07:00:00	2020-07-10 14:00:00	JOCELYN L. RAHOS/09124484370	bac.tapaz@yahoo.com	<a href="#">Create Award</a>
25293	Dumanguela National High School	Procurement of School/Office Supplies	Php 63,500.00	Local Purchase	Office Equipment Supplies and Consumables	2020-12-09 06:57:00	2020-12-09 06:57:00	Jemileen B. Constantina	09197046961	<a href="#">Create Award</a>

## 2.2. Award Notices Tab

[OPEN OPPORTUNITIES](#)
[AWARD NOTICES](#)

**AWARD NOTICES**

*\*Kindly use Google Chrome Browser*

Award ID	Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publsh Date	Contact Person	Awardee	Contract Amount	Award Date	Agency/Document Link
3867	No BidID or Not yet Awarded	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. GOTTI-AY	IELM CONSTRUCTION	Php 418,441.66	2020-07-23 15:04:00	glendagottay86@gmail.com
1018	No BidID or Not yet Awarded	105THCO(HOSP)13670	REPAIR AND MAINTENANCE OF MOTOR VEHICLES	Php 0.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Vehicle Parts and Accessories	2021-08-20 00:00:00	MAJ EFREN A BANGAYAN QMS PA	SHOP 'N' GO MACHINE AND AUTO REPAIR	Php 134,940.00	0000-00-00 00:00:00	105THCO
6415	No BidID or Not yet Awarded	Camarines Norte State College	Supply and Delivery of Monoblock Chairs and Other Materials	Php 1,621,096.00	Public Bidding	Furniture	2020-12-26 08:00:00	Evangelina L. Sarion	Thesson's Marketing	Php 891,940.00	2020-01-30 08:52:00	vangle_sarion@yahoo.com/09081
11366	26758	NIA REGIONAL OFFICE 10	Appointment-Based Vaccination Administration (Doctor to visit the Regional Office) Pneumonia Vaccine, Flu Vaccine	Php 371,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Financial and Insurance Services	2020-12-16 00:01:00	ELPIDIO D. LUCERNAS, JR.	test	Php 131,423.00	2020-09-30 15:31:00	http://region10.nia.gov.ph/?q=in-to-bids

## CREATE AWARD NOTICE

3. To create an award notice, Procuring Entities must access the *Open Opportunities Tab* to search for the bid opportunity they have previously posted. Users can search by *Bid ID*, *Procuring Entity*, or by the *Bid Title* on the search bar found in the top portion of the page.
4. After the search results are displayed, users must click the **Create Award** button on their respective bid opportunity. The Create Award Notice page will be displayed.

### 4.1 Create Award Notice

### Create Award Notice

\*Kindly use Google Chrome Browser

* Bid ID	* Procuring Entity	* Title
36372	CITY GOVERNMENT OF BAGUIO	1181-20-043) CONSTRUCTION OF BREASTFEEDING ROOM A
* Business Category	* Procurement Mode	
Construction Projects	Public Bidding	
* Approved Budget of Contract (ABC)	* Publish Date	* Contact Person
250000.00	dd/mm/yyyy	MAY GRACE A. PALICDON
* Awardee	* Contract Amount	* Award Date
Input Awardee	Input Contract Amount	dd/mm/yyyy
* Agency Link/Document Link		
I.e. <a href="http://www.agencylink.gov.ph">www.agencylink.gov.ph</a> or <a href="https://drive.google.com/file/d/1xmN_SDQNiIglfmsR6J4qK1ag9zz7uGFX/view?usp=drivesdk">https://drive.google.com/file/d/1xmN_SDQNiIglfmsR6J4qK1ag9zz7uGFX/view?usp=drivesdk</a>		

Note: Please provide the Document Link generated from the Bid Document Uploader

\* All fields are mandatory

- |                          |   |
|--------------------------|---|
| <b>Bid ID</b>            | - The reference number of the posted Bid Notice                       |
| <b>Procuring Entity</b>  | - Agency name of the one posting the Bid Notice or Awarded Contracts. |
| <b>Title</b>             | - Bid Notice Title of the Award being posted                          |
| <b>Business Category</b> | - Business Category of the Award being posted                         |
| <b>Procurement Mode</b>  | - Procurement Mode of the Award being posted                          |

<b>Approved Budget of the Contract</b>	- Budget for the contract duly approved by the HoPE
<b>Publish Date</b>	- Date published of the Award on the Agency's website or newspaper.
<b>Contact Person</b>	- Person in-charge of the Bid Notice being posted
<b>Awardee</b>	- Organization name of the awarded merchant
<b>Contract Amount</b>	- Awarded Contract Amount
<b>Award Date</b>	- Date awarded of the award being posted
<b>Agency Link/ Document Link</b>	- Link generated from the <a href="#">Bid Document Uploader</a>

5. 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.**