

## HOW TO REQUEST ACCESS TO PCC E-BID SUBMISSION SYSTEM

**Pre-requisite:** Please read through first the E-BID Submission guidelines [Link Here].

1. Go to [www.phcc.gov.ph](http://www.phcc.gov.ph), hover over **About > We are Looking For Suppliers > E-Bid Submission** and fill out the request form.

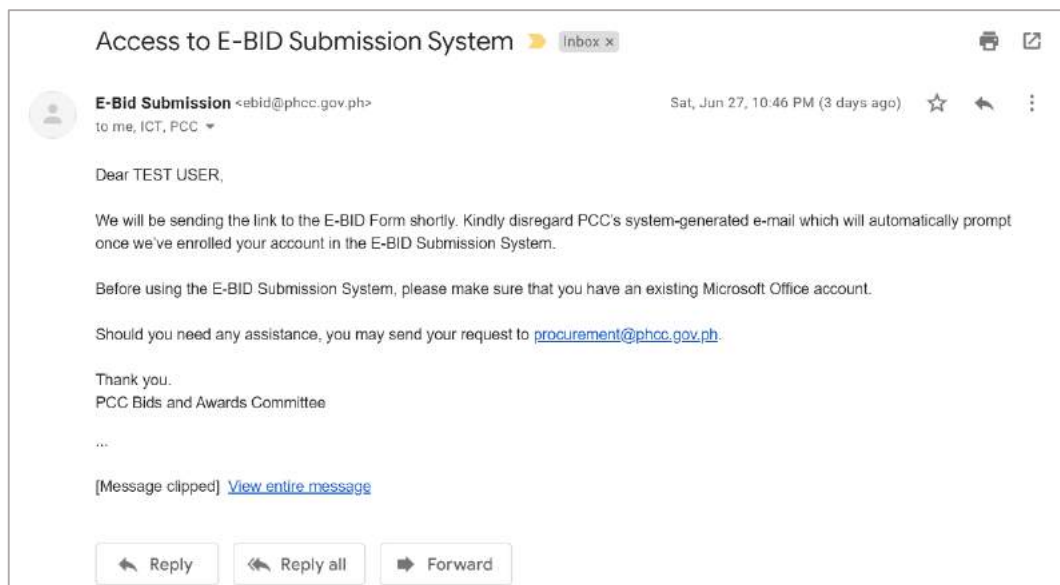
**Note:**

*If the Type of Submission selected is Technical and Financial Components (Goods and Infrastructure), payment details such as OR Number*

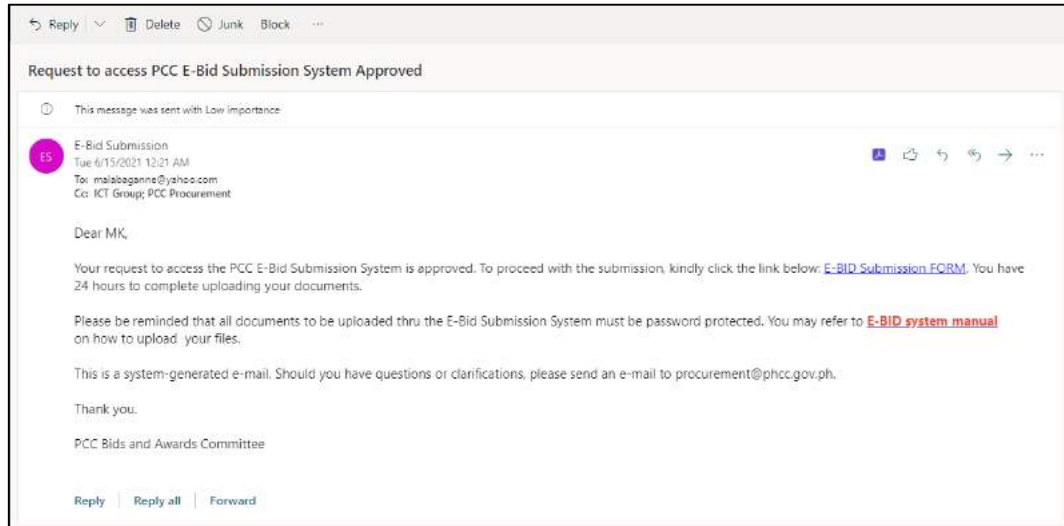
2. Supplier/Contractor/Provider will receive an automated email message stating that the request was successfully submitted.



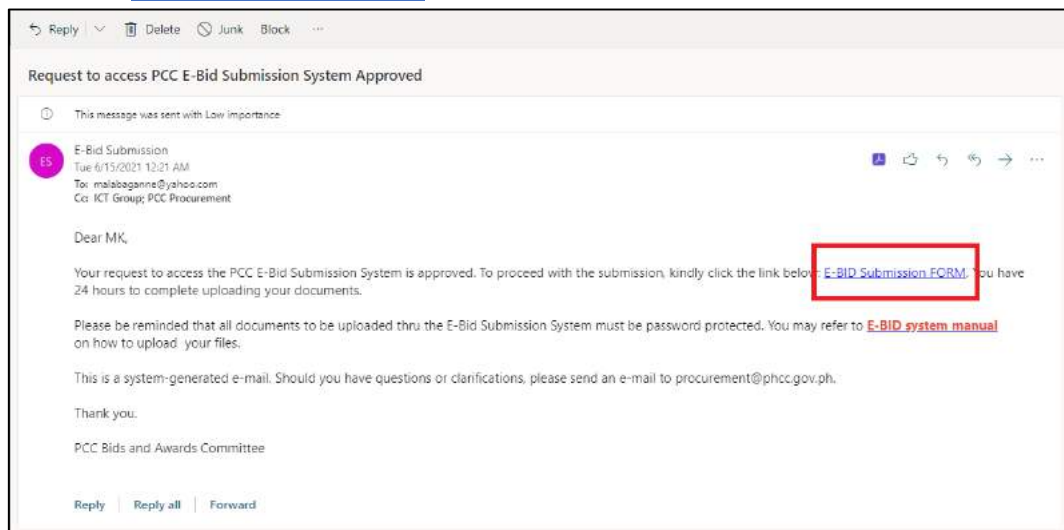
3. The BAC Secretariat will review and validate the request details. After validation, BAC Secretariat will endorse the request to ICTD for the enrollment. Supplier/Contractor/Provider will receive an automated email stating that the request is being processed.



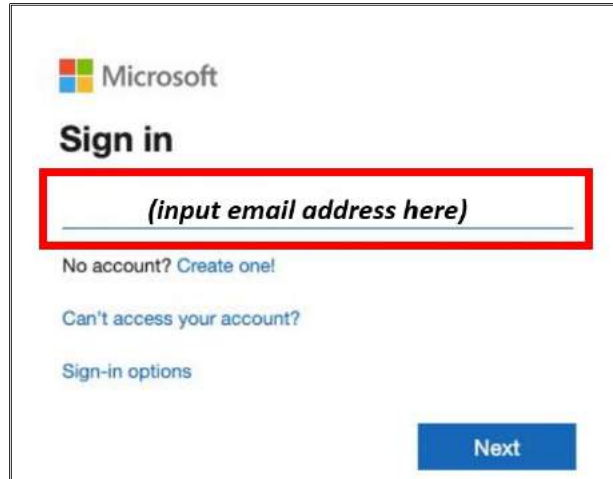
4. Upon approval of request, Supplier/Contractor/Provider will receive an automated response email stating that the request was approved with reminders and attached instructions on how to upload documents.



Click on the [E-BID Submission FORM](#) link in the email.



5. Sign-in using your inputted email address on the form, and you will be redirected to the E-BID Submission SharePoint site.

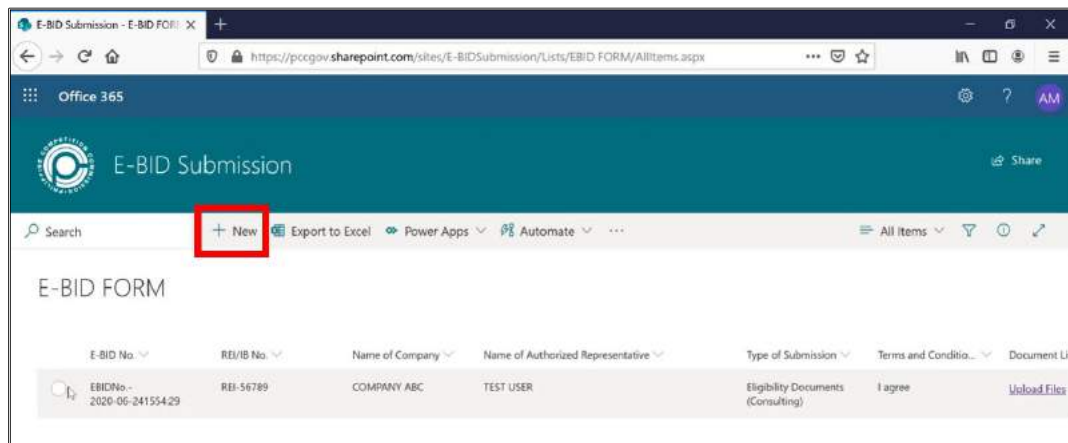


The image shows a Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". A red rectangular box highlights the email input field, which contains the placeholder text "(input email address here)". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue "Next" button.

**Note:**

Before using the E-BID Submission System, please ensure that your e-mail account has an existing Microsoft account.  
Register for a Microsoft Account [here](#). Please note that there is no need to create a new Microsoft Account if your existing e-mail address is currently linked to a Microsoft account.

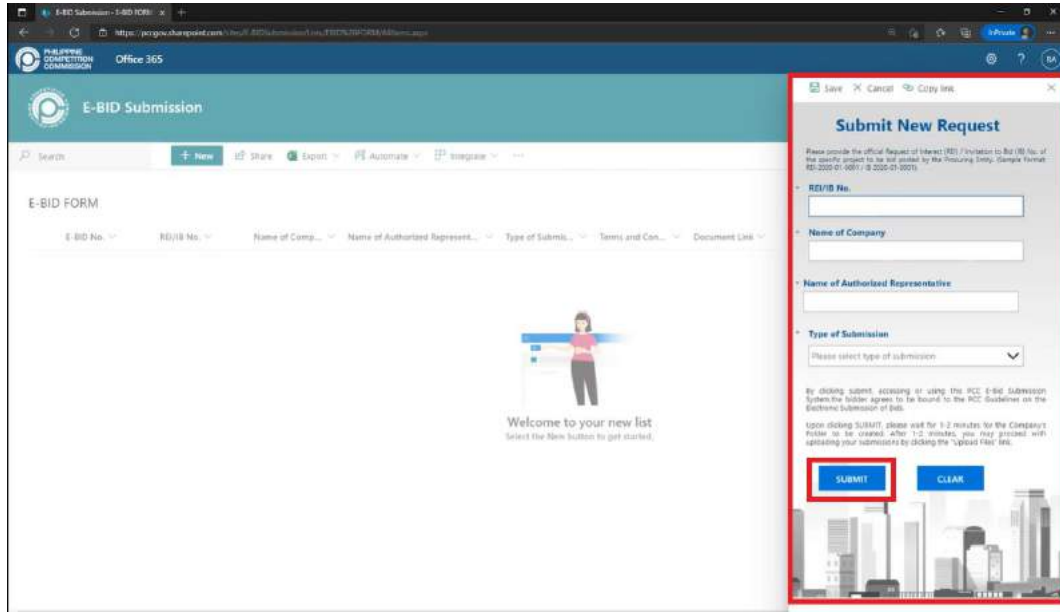
6. Click **New**.



The image shows a screenshot of a SharePoint site titled "E-BID Submission". The browser address bar shows the URL: https://pccgov.sharepoint.com/sites/E-BIDSubmission/Lists/EBID\_FORM/AllItems.aspx. The Office 365 header is visible. In the top navigation bar, the "+ New" button is highlighted with a red box. Below the navigation bar, the page title "E-BID FORM" is displayed. A table with the following data is shown:

E-BID No.	RE/IB No.	Name of Company	Name of Authorized Representative	Type of Submission	Terms and Condition	Document U
EBIDNo - 2020-06-24155429	REI-56789	COMPANY ABC	TEST USER	Eligibility Documents (Consulting)	I agree	Upload Files

7. The **New Item** pane will show, fill up the following fields and click **Submit**. Please take note of the validation and format requirements.



**Submit New Request**

Please provide the official Request of Interest (ROI) / Invitation to Bid (ITB) file of the client project to be bid posted by the Procuring Entity. Sample Form: ROI-2020-01-0001 / ITB-2020-01-0001

**RE/IB No.**

**Name of Company**

**Name of Authorized Representative**

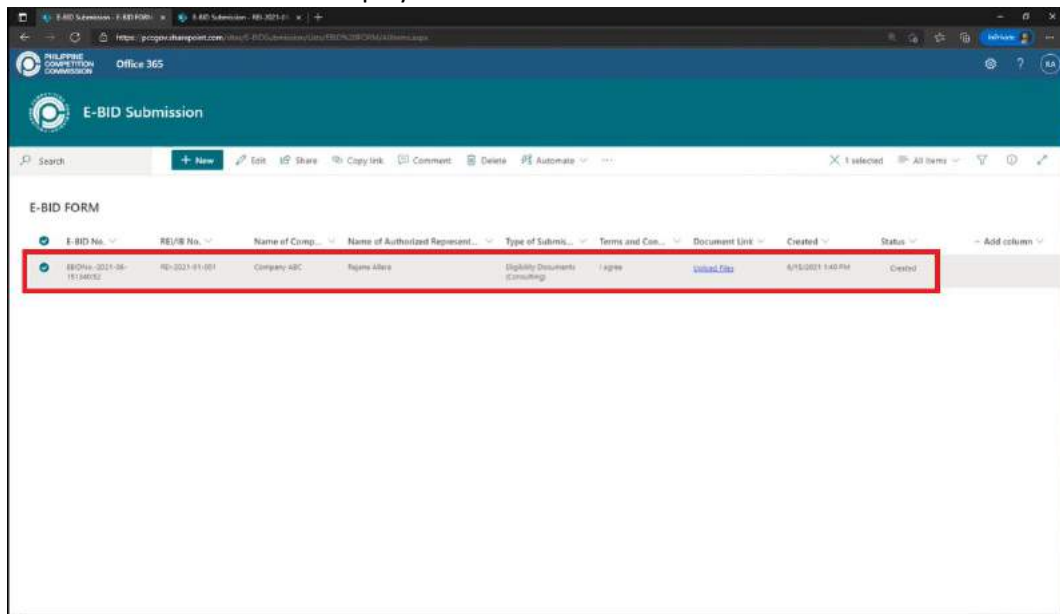
**Type of Submission**  
Please select type of submission

By clicking submit, accessing or using the PCC E-Bid Submission System, the bidder agrees to be bound to the PCC Guidelines on the Electronic Submission of Bids.

Upon clicking **SUBMIT**, please wait for 3-2 minutes for the Captcha's picture to be created. After 1-2 minutes, you may proceed with uploading your submission by clicking the "Upload File" link.

**SUBMIT** **CLEAR**

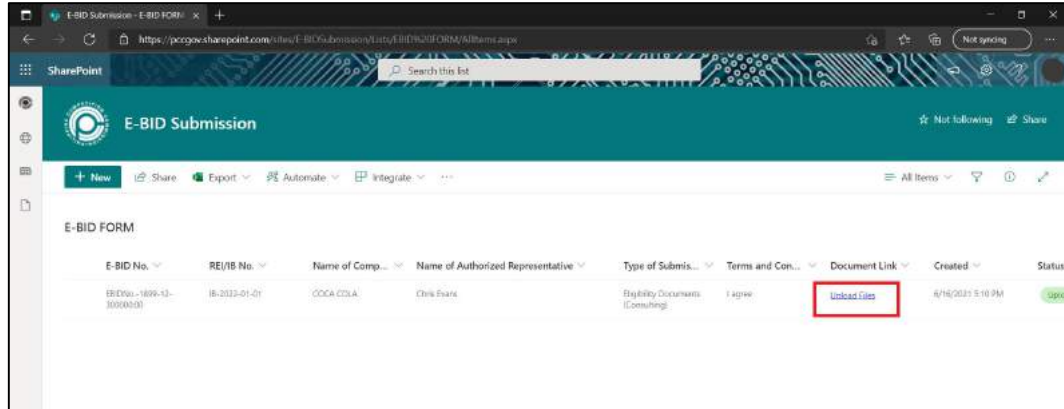
Your new submission will be displayed.



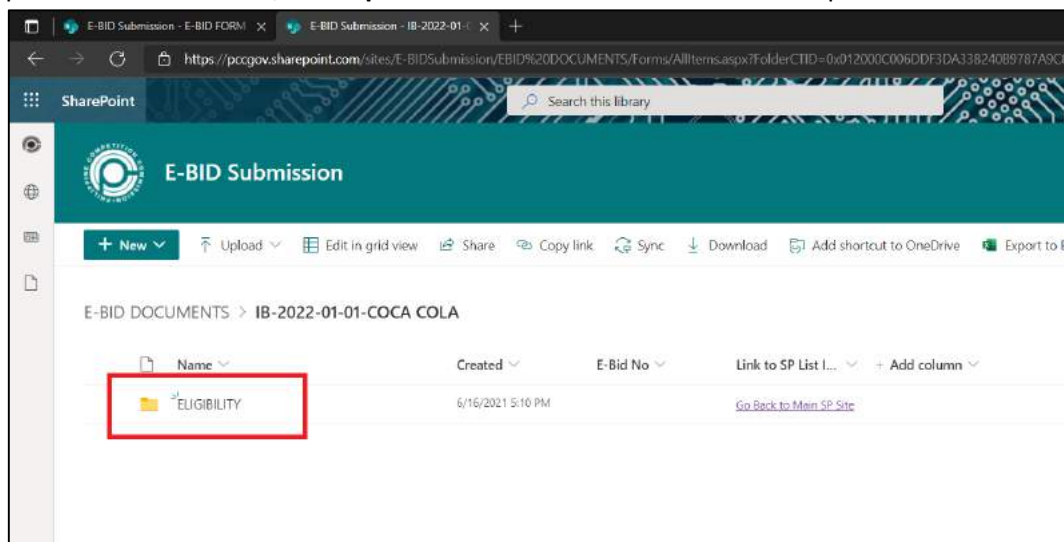
**E-BID FORM**

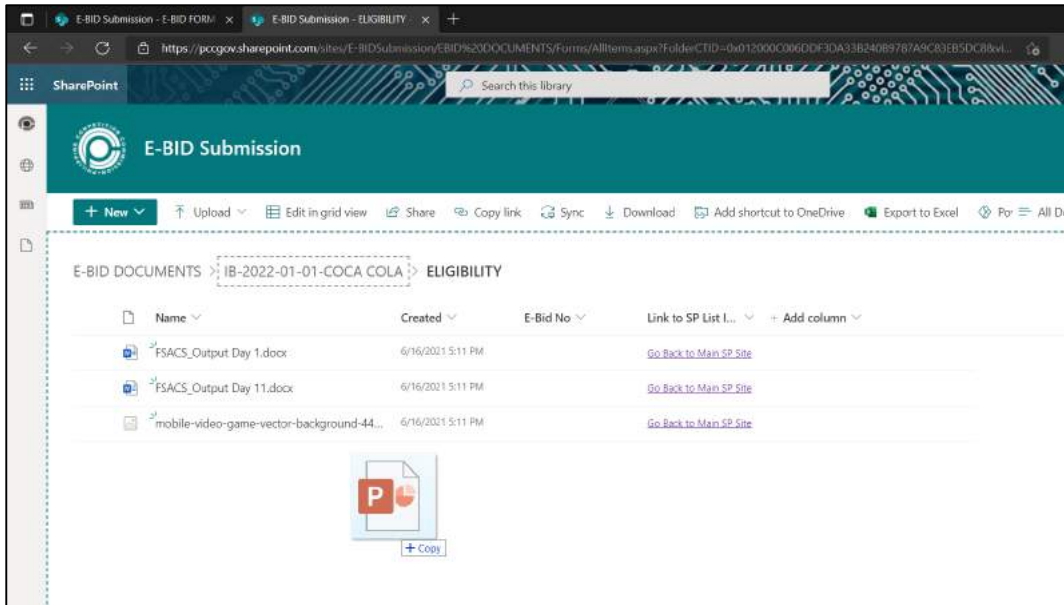
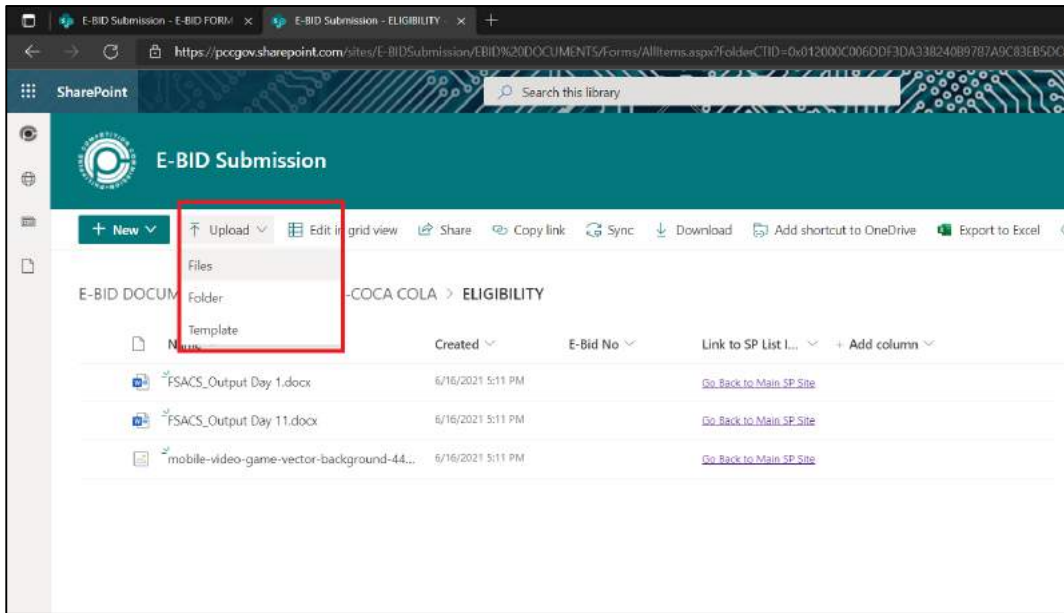
E-BID No.	RE/IB No.	Name of Comp...	Name of Authorized Represent...	Type of Submis...	Terms and Con...	Document link	Created	Status
EBIDNo-2021-06-19154002	RP-2021-01-001	Company ABC	Ngene Abay	Diligibility Documents (Consulting)	I agree	<a href="#">Upload File</a>	6/15/2021 1:40 PM	Created

- Click on the **Upload Files** link, a new tab will be opened with the folders created according to the type of submission selected.

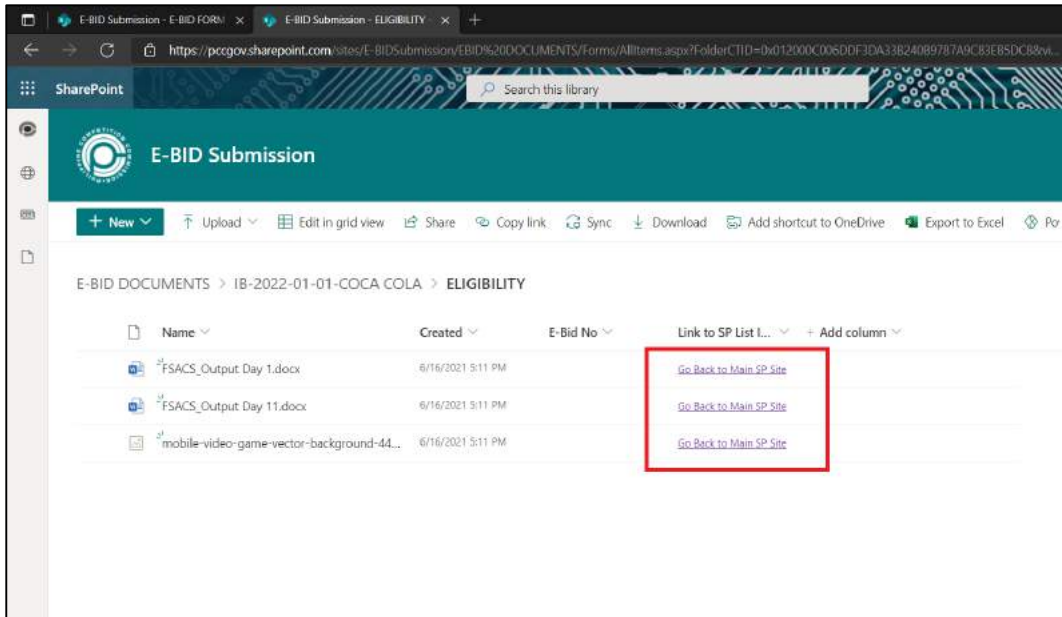


- Open the folder created, click **Upload** and select the document to be uploaded.

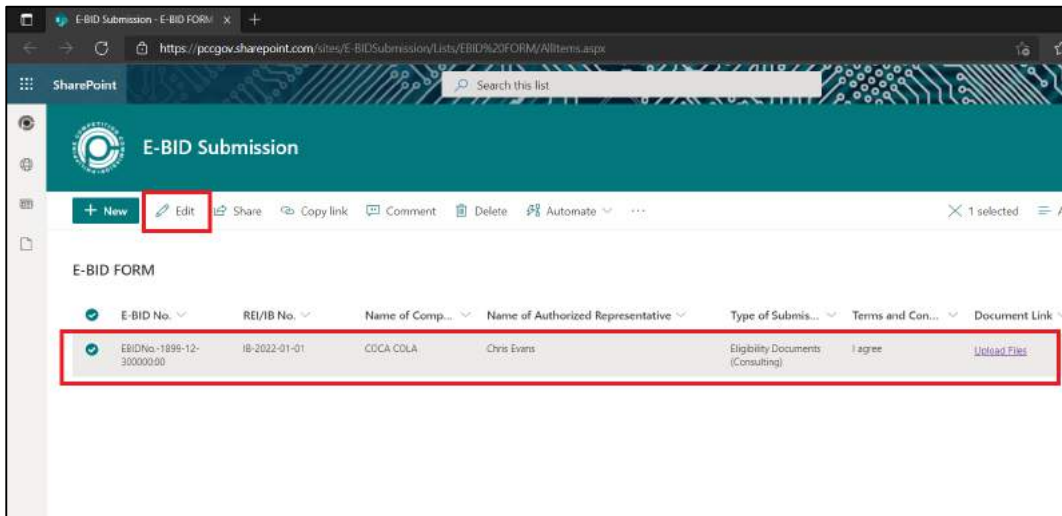




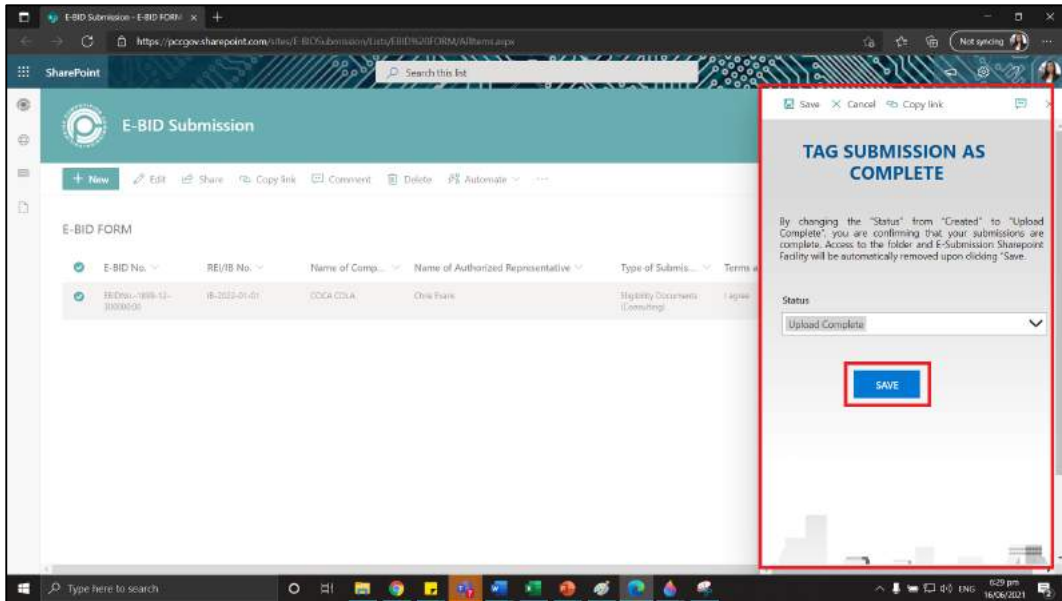
10. After uploading all necessary files, select **Go back to the Main SP Site**.



Select your submission item, click **Edit**.



The **Edit Item Pane** will show, change the status to **Upload Complete**, then click **Save**.

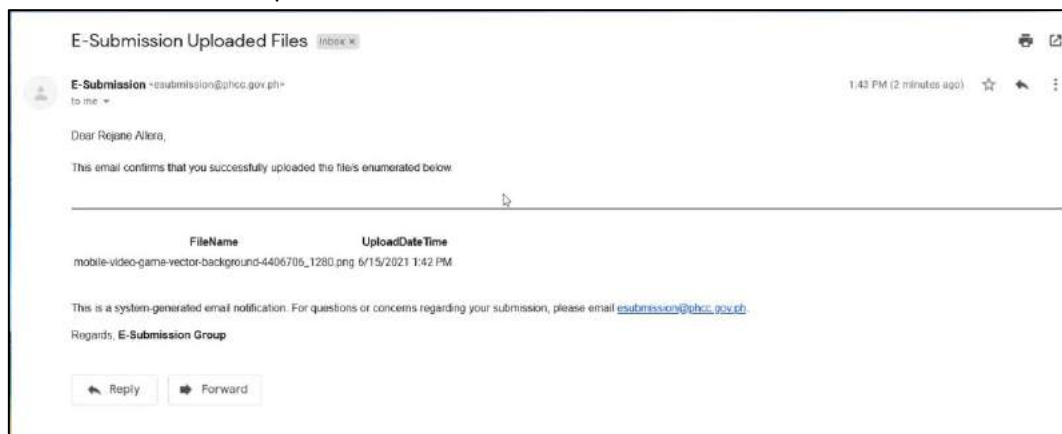


**Note:**

*Make sure that you have already uploaded all necessary files before doing Step No. 11, because you will no longer have access to your uploaded documents after changing the status to "Upload Complete".*

11. An automated e-mail will be sent with the following details:

- a. List of the name of files
- b. Date and time upload.



12. Sign out to E-BID Submission System.

13. End of process.