

**TRANSPARENCY SEAL – LIST OF BIDDING PROJECTS PORTAL**

**Description**

The “List of Bidding Projects” portal can be found in PAGCOR’s Transparency Seal page (<http://www.pagcor.ph/pagcor-transparency-page.php>). It lists all the bidding records of PAGCOR from 2012 onwards. Users who have access to the admin side of the portal can create and edit pending information about a specific bidding project. This document shows the step-by-step procedure that will help users to easily manage the information to be posted about a bidding project in the “List of Bidding Projects” portal.

**Definition of Terms**

- **Portal.** The “List of Projects for Bidding” portal is used to manage the bidding records posted in the Transparency Seal page of the PAGCOR.ph website.
- **User.** The authorized personnel given exclusive access to the portal.
- **Record.** The bidding record that is created in the portal. There are two types of records used in the portal:

(a) Pending record which pertains to a record that is created but has not yet been approved by the Procurement Department (PD) for posting; and

(b) Online (or posted) record which has been approved for public viewing in the Transparency Seal page.

- **Posting.** The process of making the record available for public viewing in the Transparency Seal page.

**Accessing the “List of Projects for Bidding” Portal**

Users who are given access to the portal can enter the site by following these procedures:

- Go to <http://www.pagcor.ph/transparency/login.php>. The log-in page will appear as shown in *Illustration 1* (see below).
- Type the username and password and click “Login” button.

NOTE: The user’s access information (username and password) will be provided by the Web Management Section (WMS) of the Corporate Communications Department (CCD).

After logging in, the user will be redirected to the “List of Projects for Bidding –Online” page (see *Illustration 2*) which lists all the posted records created by the user.

**Getting Familiar with the “List of Projects for Bidding” Portal**

The “List of Projects for Bidding – Online” page lists all the bidding records that are posted in the Transparency Seal page for public viewing. The parts of the page are the following:

- **Navigation Menu** provides links to view pending records, create a new record, upload a file (PDF) and log out in the portal.
- **Search Box** provides a way for the user to look for records based on the bidding record’s reference number, ITB number, or project name/title.
- **Page Tabs** enables user to move across pages or groups of records.
- The **List of Bidding Records** shows the list of online records. Among the information found in this portion are the bidding record’s reference number, ITB number, the branch handling the bidding project, date of bid, the project name, notice of awards status/date, status/date of approved contract (or purchase order), status/date of notice to process, and the edit button.

*Page Tabs*

Bidding Record  
Navigation Menu  
Search Box

Users should be familiar with these parts of the pages to easily follow the succeeding instructions in creating and editing records of bidding projects.

**Creating a New Record**

The user creates a new record when information of a new bidding project is available. To create a new record:

- In the navigation menu, click “Add Record” link. The “Add a Record” online form will appear as shown in *Illustration 3* (see below).
- Fill out the fields in the online form as required. Refer to “*Guidelines: Syntax for Online Forms*” section of this document for properly filling out information in the online form.
- Click the “Add” button.

*Illustration 3. Add-A-Record online form.*

The user will be redirected to the “List of Projects for Bidding – Pending” page where the new record is added with a pending status. Sample record is shown in *Illustration 4*.

*Illustration 4. “List of Projects for Bidding – Pending” Page*

**Editing a Record**

A pending record may be edited when necessary. Moreover, the user can update an online record when there is new information to be included or when the information needs to be corrected.

- In the “List of Projects for Bidding – Online” page or the “List of Projects for Bidding – Pending” page, locate the record and click the pencil icon (see *Illustration 5*).
- In the “Edit/Update Record” online form (see *Illustration 6*), edit the record information as required. Refer to “*Guidelines: Syntax for Online Forms*” section of this document for properly filling out information in the online form.
- Click the “Update” button.

*Illustration 6. “Edit/Update Record” online form.*

The user will be redirected to the previous page where the edited record is located.

NOTE: In the “List of Projects for Bidding – Online” page and the “List of Projects for Bidding – Pending” page, the user can only view/edit the records he/she created. The user cannot view/edit the records created by other users.

**Deleting a Record**

A pending record may be deleted when necessary. The user can only delete a pending record he/she created in the “List of Projects for Bidding – Pending” page.

- In the “List of Projects for Bidding – Pending” page, locate the record and click the cross-out icon (see *Illustration 7*).
- Message box appears to confirm the action to delete the record (see *Illustration 8* below). Click the OK button.

*Illustration 8. Message box*

The user will be redirected to the “List of Projects for Bidding – Pending” page, confirming that the deleted record is no longer listed in the list of bidding records.

**Uploading a File**

Most bidding records require the user to upload corresponding PDF file/s. Before uploading a file, however, it is important to rename the file based on the “*Guidelines: Syntax for Online Forms*” section of this document to avoid overwriting existing PDF files in the portal’s server.

- In the navigation menu, click “Upload File” link. The “Upload PDF File” online form will appear as shown in *Illustration 9* (see below).
- Click the “Choose File” button (for Mac users) or “Browse” button (for Window users).
- In the window that will appear, locate the PDF file to be uploaded and click “Choose” button (for Mac users) or “Open” button (for Window users).
- Click the “Add” button in the online form.

*Illustration 9. “Upload PDF File” online form*

The file will be uploaded to the portal’s server. The time of upload will depend on the speed of the Internet connection and the size of the PDF file. The user will be directed back to the “Upload PDF File” online form, to be able to upload another file.

**Guidelines: Syntax for Online Forms**

Users of the portal’s online forms (“Add a Record” online form and the “Edit/Update Record” online form) must be familiar about the syntax required in each field.

Field Name	Format/Syntax
Year	Select from the drop-down box the year the bidding project was created.
Reference Number	Enter the reference number of the bidding project. User may also enter “Continuing Project”, “Cancelled” or “Failed” depending on the status of the bidding project.
ITB Number	Enter the ITB number of the bidding project. If the bidding project is a “branch” bidding project, attach the branch code to the ITB number (e.g., 12-09-2013HYA).
Branch	Select from the drop-down box the code for the branch of the bidding project.
Date of Invite	Enter the date of invite. Format must be MM/DD/YYYY (e.g., 01/03/2013).
Project Name/Title	Enter the project name/title. Avoid using ALL CAPS in typing the project name/title.
Date of Notice of Award	Enter the date of notice of award. Format must be MM/DD/YYYY (e.g., 01/03/2013). You may also enter “Continuing Project”, “Cancelled” or “Failed” depending on the status of the bidding project.
Date of Notice Approved (Purchase Order)	Enter date of notice approved. Format must be MM/DD/YYYY (e.g., 01/03/2013). You may also enter “Continuing Project”, “Cancelled” or “Failed” depending on the status of the bidding project.
Date of Notice to Proceed	Enter date of notice to proceed. Format must be MM/DD/YYYY (e.g., 01/03/2013). You may also enter “Continuing Project”, “Cancelled” or “Failed” depending on the status of the bidding project.
Filename of Notice of Award	Enter the PDF filename of the Notice of Award. Leave it blank if there is no existing file. Format is “<Reference number>_noa_itb_<ITB number>-<branch code>-<lot number>_pdf” (e.g., 1234567_noa_itb_02312013.pdf)
Filename of Notice Approved (Purchase Order)	Enter the PDF filename of the Notice of Approved/Service Contract. Leave it blank if there is no existing file. Format is “<Reference number>_po_itb_<ITB number>-<branch code>-<lot number>_pdf” (e.g., 1234567_po_itb_02312013_lot1.pdf)
Filename of Notice to Proceed	Enter the PDF filename of the Notice to Proceed. Leave it blank if there is no existing file. Format is “<Reference number>_noa_itb_<ITB number>-<branch code>-<lot number>_pdf” (e.g., 1234567_noa_itb_02312013HYA_lot123.pdf)

**How CCD’s Web Management Section Can Help Users**

The Website Management Section (WMS) of the Corporate Communications Department will extend assistance to the users of the portal.

- **Publishing the bidding records.** WMS personnel are the only ones authorized to publish new records created by users after PD has reviewed said records. After checking, PD shall give the WMS the go signal to make the records live for public viewing.
- **Changing passwords of users.** WMS personnel may be allowed to change the user’s password upon request.
- **Backing up of database.** All records created and uploaded in the Transparency Seal page are backed up by WMS from time to time.