PHILIPPINE COMPETITION COMMISSION

Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center I,
North Avenue, Quezon City 1105
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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, hover over **About** > **We are Looking For Suppliers** > **E-Bid Submission** and fill out the request form.
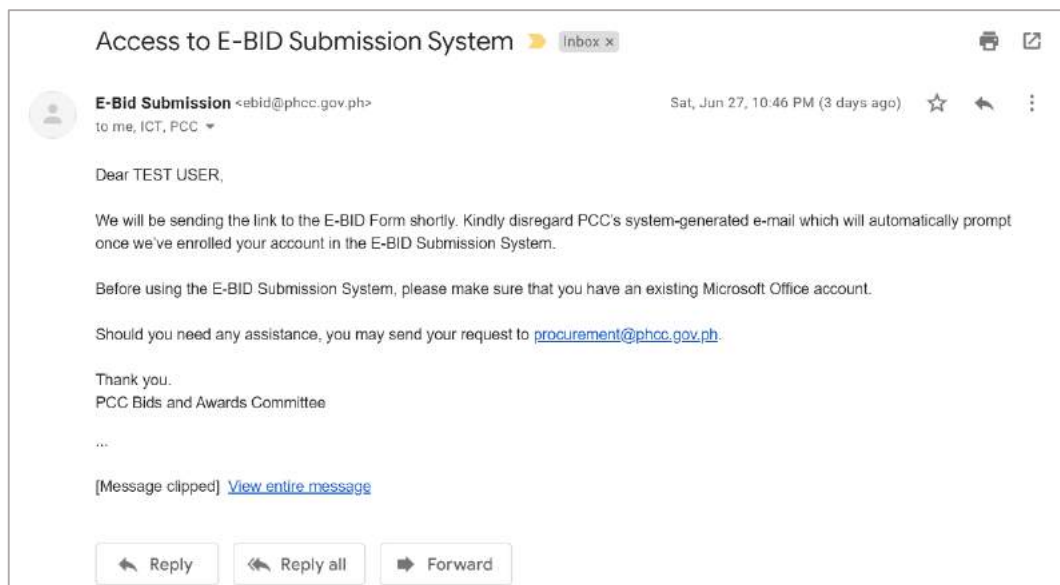
   > *Note*:
   > *If the Type of Submission selected is Technical and Financial Components (Goods and Infrastructure), payment details such as OR Number*
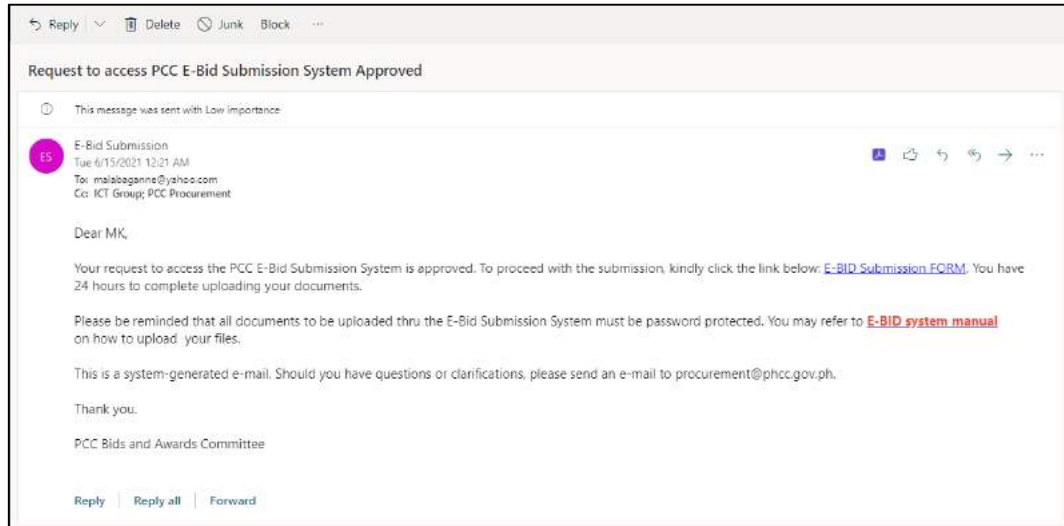
2. Supplier/Contractor/Provider will receive an automated email message stating that the request was successfully submitted.
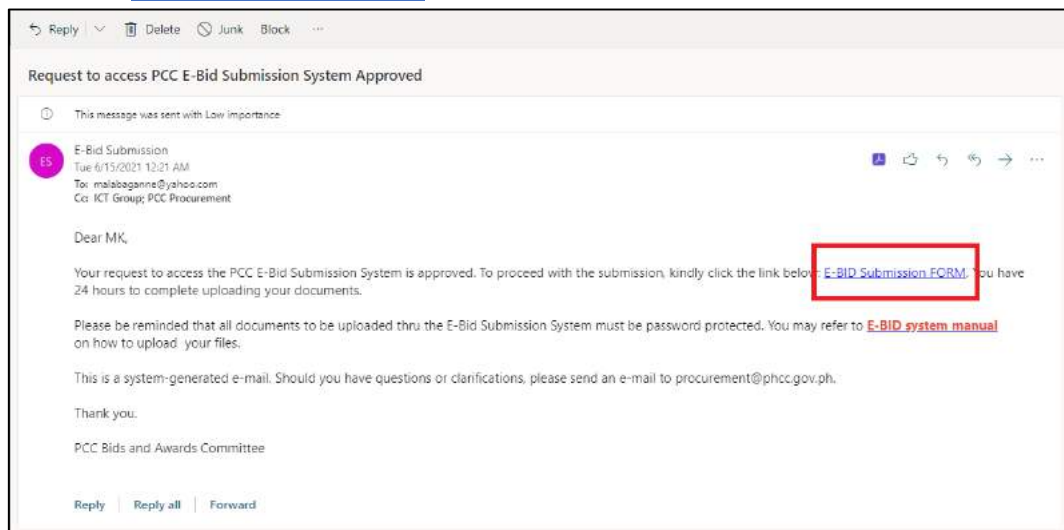

3. The BAC Secretariat will review and validate the request details. After validation, BAC Secretariat will endorse the request to ICTD for the enrollment.
   Supplier/Contractor/Provider will receive an automated email stating that the request is being processed.

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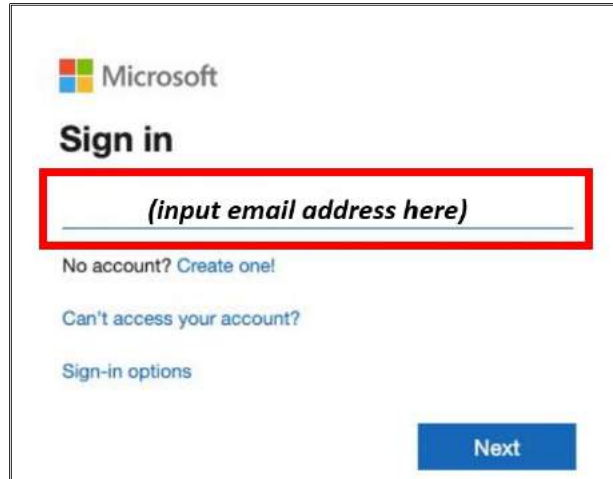(+632) 8771 9722
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4. Upon approval of request, Supplier/Contractor/Provider will receive an automated response email stating that the request was approved with reminders and attached instructions on how to upload documents.

Click on the **E-BID Submission FORM** link in the email.

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5. Sign-in using your inputted email address on the form, and you will be redirected to the E-BID Submission SharePoint site.
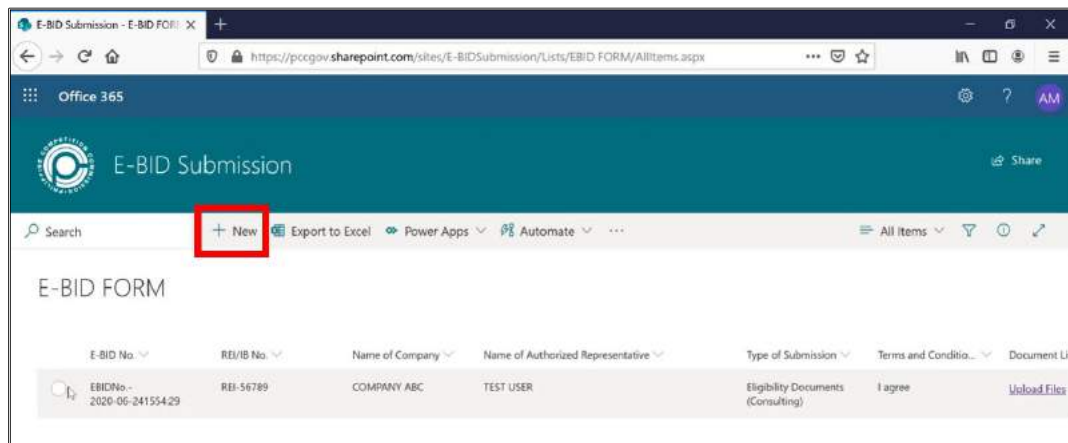
> **Note**:
> Before using the E-BID Submission System, please ensure that your e-mail account has an existing Microsoft account.
> Register for a Microsoft Account **here**. Please note that there is no need to create a new Microsoft Account if your existing e-mail address is currently linked to a Microsoft account.

6. Click **New**.

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

Your new submission will be displayed.

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8. Click on the **Upload Files** link, a new tab will be opened with the folders created according to the type of submission selected.
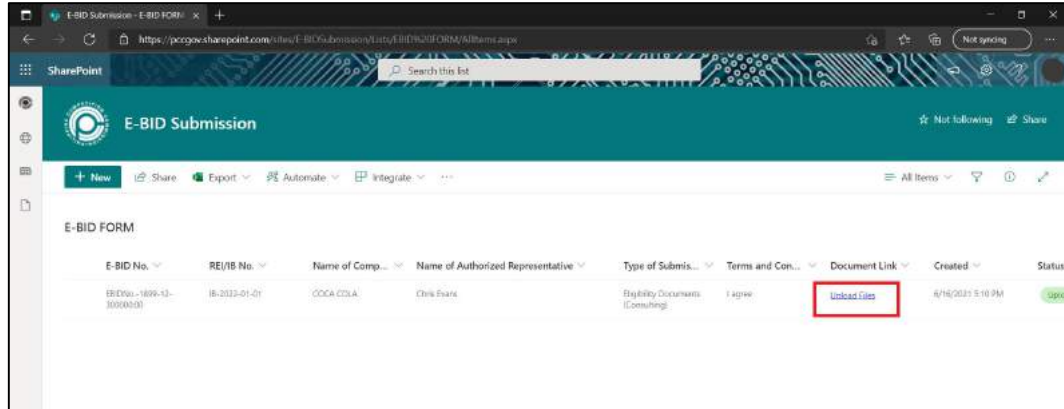
9. Open the folder created, click **Upload** and select the document to be uploaded.

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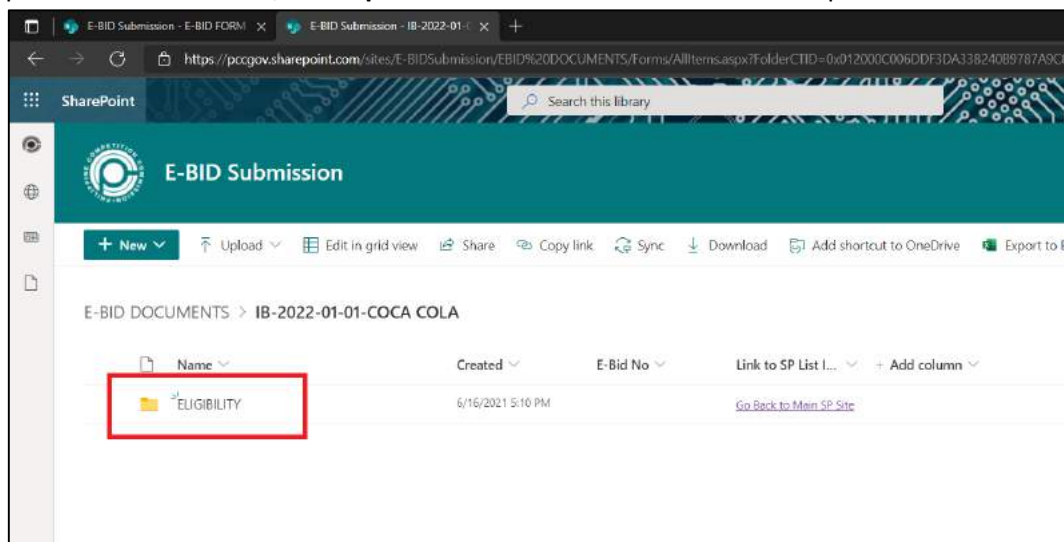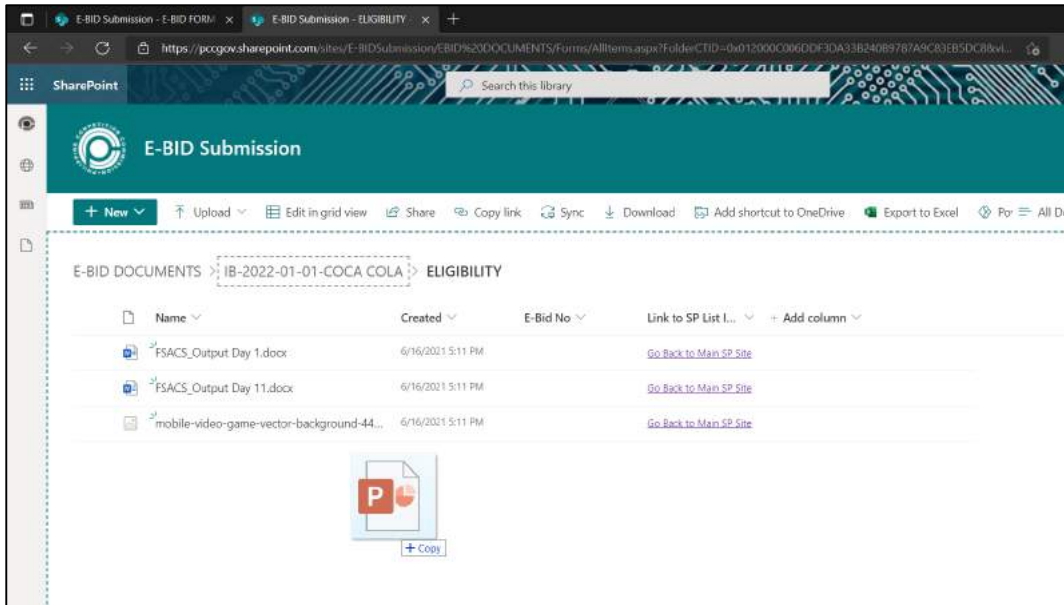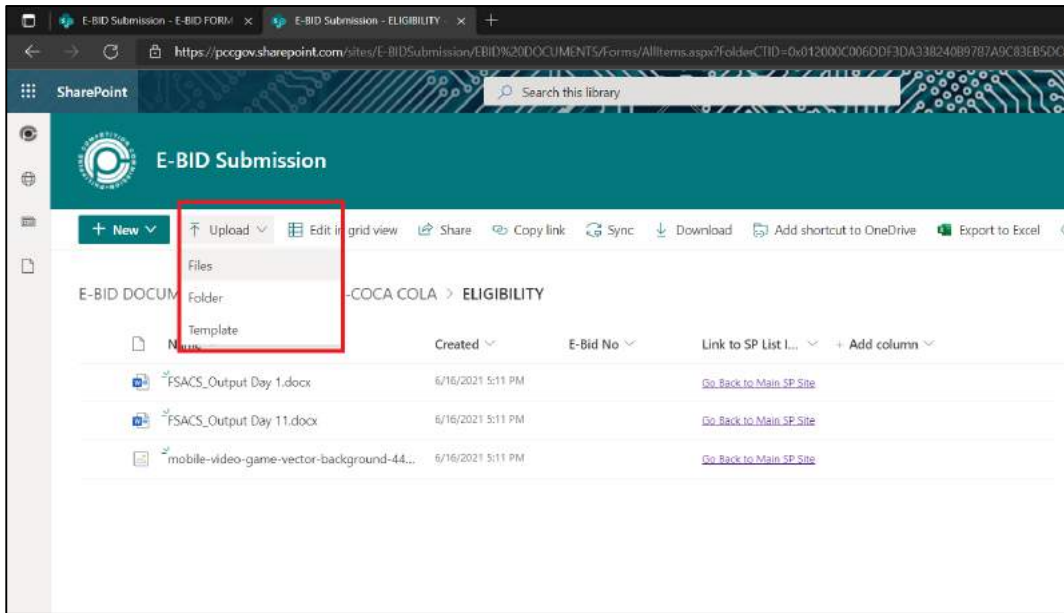
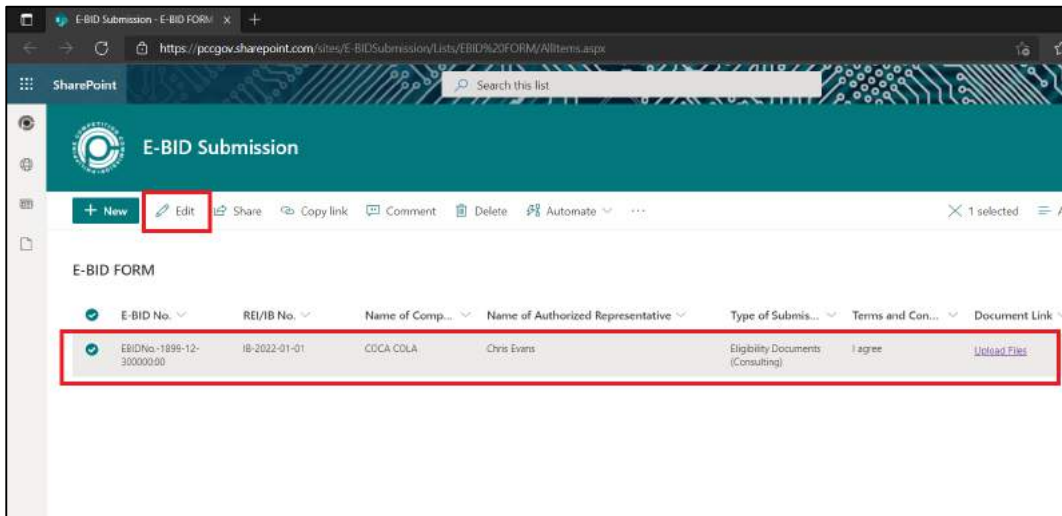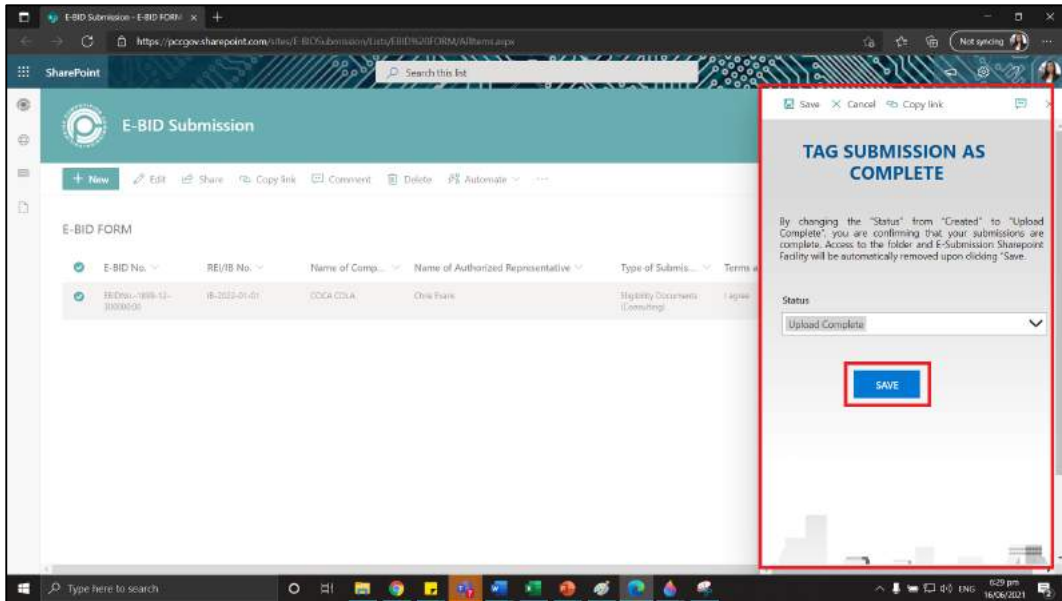10. After uploading all necessary files, select **Go back to the Main SP Site.**
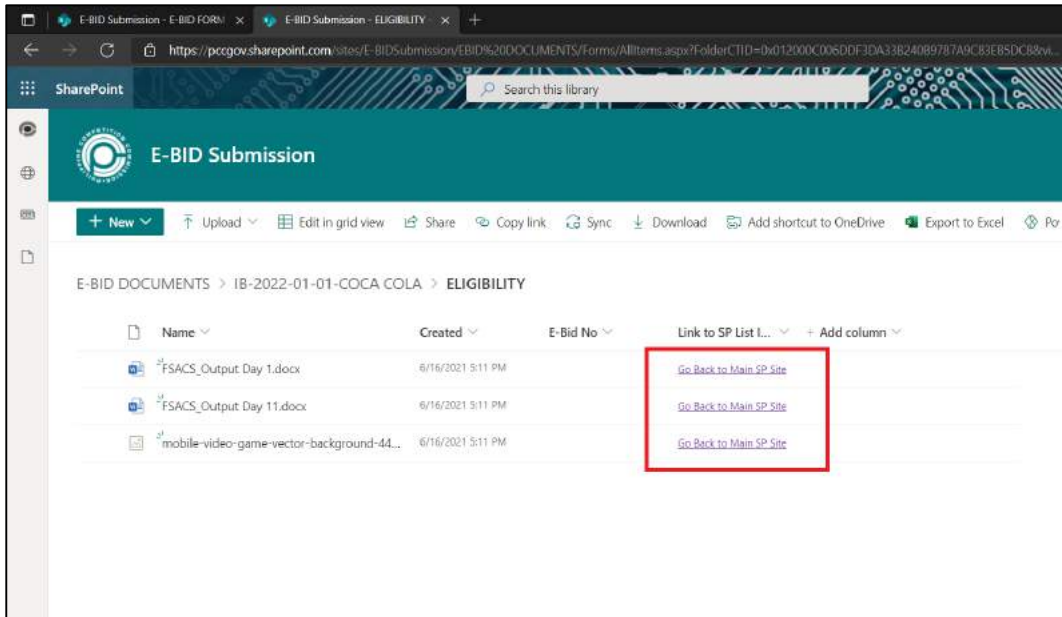
Select your submission item, click **Edit**.

![Philippine Competition Commission logo]

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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.
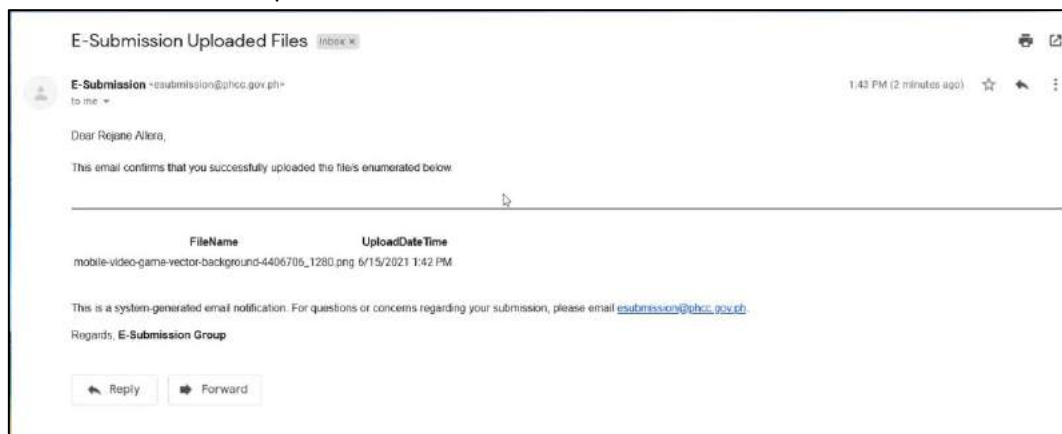
12. Sign out to E-BID Submission System.
13. End of process.