# BID DOCUMENT UPLOADER

Pursuant to Section 17.3 of the Revised IRR of RA 9184, the procuring entity shall post the Bidding Documents at its website and at the PhilGEPS website from the time that the Invitation to Bid/Request for Expression of Interest is advertised.

This alternative facility was made available to address the complaints regarding the non-accessibility of the bidding documents during the posting of procurement projects on the Alternative Posting Portal (http://notices.ps-philgeps.gov.ph).

Before uploading the documents, please take note of the following reminders:

- Scan all your documents completely and properly. Make sure that details are clear and readable.
- Maximum size of the file should not exceed 10MB
- Only PDF, ZIP and RAR files can be uploaded. Word, Excel, Powerpoint and image files should be saved as PDF or as ZIP/RAR file.
- Only 1 file can be uploaded per bid notice. If there are 2 or more documents to upload, the user should collate all documents into 1 .zip or .rar file. Size of the zip or rar file should not exceed 10MB.
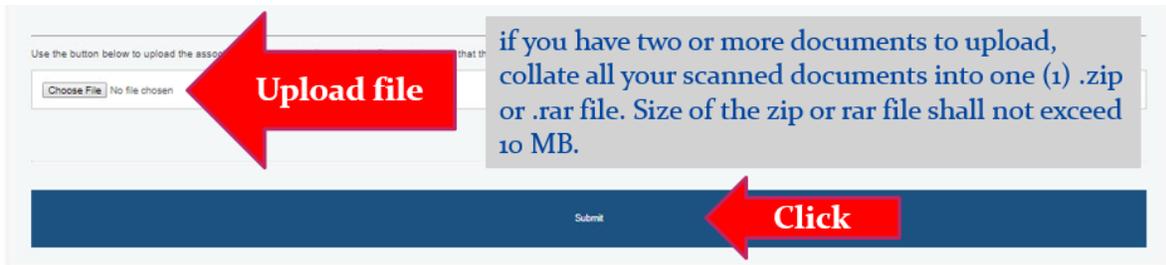
## Steps in Uploading Bidding Documents

Step 1: Go to the Bid Document Uploader form

Step 2: Fill out the required fields



Step 3: Upload the necessary document, then, click Submit.

Step 4: A page will display the URL or the link of the uploaded file. **Copy and save the displayed link. Paste the link on the "Document Link"** field of the **Alternative Posting Portal**



File uploaded successfully!

Please copy the link below and paste it on the **"Agency/Document Link"** field of the **Alternative Posting Tool**.

https://drive.google.com/file/d/1xmN_SDQNilgLfmsR6J4qK1ag9zz7uGFX/view?usp=drivesdk

Thank you!

Submit another