



PhilGEPS Buyers Training Program of Activities

Buyer Training

Day 1

- 1.0 Overview
- 2.0 How to Disable Pop-Ups
- 3.0 Splash Page
- 4.0 My GEPS
 - 4.1 Login Page
 - 4.2 My Notices
 - 4.2.1. View Bid Notices
 - 4.2.2. Create a Bid Notice - Single or 2-Stage Bidding
 - 4.2.3. Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement
 - 4.2.4. How to Include Line Items
 - 4.2.5. To Add Line Items To Frequently Used List
 - 4.2.6. To Save A Notice Template
 - 4.2.7. Attach An Associated Component
 - 4.2.8. View A Bid Notice Abstract
 - 4.2.9. Edit A Bid Notice
 - 4.2.10. Delete A Bid Notice
 - 4.2.11. Post A Bid Notice
 - 4.2.12. Change Status from Pending to In Preparation
 - 4.2.13. Create A Bid Supplement
 - 4.2.14. Add Supplier to the Document Request List
- 5.0 My Organization
 - 5.1. Organization Profile
 - 5.2. Sub-Organization List
 - 5.3. Organization Contact List
 - 5.4. Organization History
 - 5.5. Accredited Suppliers
 - 5.6. Blacklisted Suppliers
- 6.0 My Profile
 - 6.1. View Own Profile
 - 6.2. Update Own Profile
 - 6.3. Change Password
 - 6.4. Activity

Day 2

- 7.1 Award Creation
- 7.2 Create A Bidder's List
- 7.3 How To Shortlist Suppliers
- 7.3. Create A Bid Notice - 2nd Stage Bidding
- 7.4. Create An Award Notice
- 7.5. Upload Associated Document
- 7.6 Cancel/Postpone/Fail a Bid Notice
- 7.7 Repeat Order
- 7.8 View Detail Tracking Report
- 7.9 Award Notice List
 - 7.10 AMP
- 8.0 Pending Task
- 9.0 Opportunities
 - 9.1. Open Opportunities
 - 9.2. Former Opportunities
 - 9.3. Award Notices
- 10.1 Directory
 - 10.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum

Distribution of Certificates





ATTENTION:

IMPORTANT INFORMATION: (Please Read Carefully)

Once your attendance is confirmed, please do the following steps to progress in your application for
PhilGEPS Face-to-Face Buyers Training:

1. Your Confirmation Code is: **NTS F2FBT2023-03**
2. Your Training Coordinator is: **MS. JESALIE DESALES**
Contact No: 0992-4886489; Tel no: (02) 7002-3207
Email: jdesales@e-blackboards.com
3. Please fill-out and sign the following forms and email to EBLSI for your RESERVATION:
 - Confirmation Form
 - Statement of Account (SOA)
4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts:
Registration Fee: **P2,750.00/participants** (inclusive of VAT, official receipt, certificates, AM & PM snack and lunch)
 - 4a. Bank #1 and Branch: **Land Bank-Ortigas Center-Pearl Drive** *(No Bank Transaction Charges)*
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **3731-0048-96**
 - Deposit to any Land Bank Branch
 - 4b. Bank #2 and Branch: **Security Bank- Pasig-Shaw Blvd. Branch** *(No Bank Transaction Charges)*
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **0000 007822 013**
 - Deposit to any Security Bank Branch
 - 4c. Bank #3 and Branch: **East West Bank – Mandaluyong-Wack-Wack Branch** *(No Bank Transaction Charges)*
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **200019631868**
 - Deposit to any East West Bank Branch

We only accept Cheque or Cash Deposit to any of our Landbank, Security Bank or East West Bank Account

OFFICIAL RECEIPT will be issued in exchange of original copy of deposit slip

NOTE: If your payment is "Bank to Bank Payment" (Advice to Debit Account – ADA), we suggest to transact it to our Land Bank account.





5. EMAIL the following in order to reserve slots for the training:

- Duly filled out Confirmation form
- Signed Statement of Account and attach your deposit slip (at least 5 working days before your training schedule)
- Email: jdesales@e-blackboards.com
- Tel no: (02) 7002-3207
- Please SUBMIT the original copy of Deposit Slip upon registration

Note: ** Schedule and venue may be changed depending on the number of participants confirmed. It will be confirmed 5-7 days before the training.

**** Please do not buy plane/bus/ferry tickets and hotel unless your reservation and schedule are confirmed to avoid unnecessary expenses.**

PLEASE TAKE NOTE THAT SLOTS WILL BE GIVEN ON A FIRST COME-FIRST SERVE BASIS

6. A map of the training venue will be sent to your agency 3-4 days before the training.
7. Participant/s must have BASIC COMPUTER knowledge
8. Participant/s must be FULLY VACCINATED. Vaccination Card will be presented upon registration.
9. Participant/s must wear facemask throughout the duration of the training.
10. Temperature will be checked upon entry of the venue. Participants with high temperature will not be allowed to enter.

Schedule may be changed depending on the number of participants confirmed

TIME: 8:30AM – 5:00 PM

TENTATIVE SCHEDULES for the month of MARCH 2023		
	SCHEDULES	SLOTS AVAILABLE
<input checked="" type="checkbox"/>	March 8-9, 2023	FULLY BOOKED
<input checked="" type="checkbox"/>	March 15-16, 2023	FULLY BOOKED
<input type="checkbox"/>	March 22-23, 2023	35 slots
<input type="checkbox"/>	March 29-30, 2023	35 slots

Venue: EBLSI Training Center, 5th Floor Sentro Kapitolyo Building, #59 West Capitol Drive cor. Stella Maris, Barangay Kapitolyo, Pasig City





CONFIRMATION CODE: NTS BT2023-03

ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 7002-3207 / 0992-4886489

MESSAGE: Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to jdesales@e-blackboards.com or call to EBLSI at (02) 7002-3207

CONFIRMATION FORM

(PhilGEPS Training for Government Entities)

(Please take note that Confirmation/Reservation is on First Come First Serve Basis)

Government Entity:					
Address:					Region:
Type of Organization : <input type="checkbox"/> NGA <input type="checkbox"/> GFI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others					
Contact Person:			Tel. No.	Mobile No.	Fax No.
Participants Details:					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
Email Address:				Food Restrictions:	

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve
	8:00 AM – 5:00 PM	

Note:

1. **Any rescheduling/cancellation of slot/s should be made at least 5 working days before the training schedule.**
2. **There is a LATE.CANCELLATION/RESCHEDULING and NON-ATTENDANCE CHARGE of P1,375 (inclusive of VAT) per participant to cover costs.**

Requested by:

Signature over printed name





e-Blackboards Learning and Solutions inc.

5th Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

STATEMENT OF ACCOUNT-BT PhilGEPS Training

Statement of Account No.:

Deposit Slip Bank Reference
Code

Date Due:

5 days before training
schedule

Statement Date:

**Please fill-out the form below and email to EBLSI at
jdesales@e-blackboards.com**

Contact Person:			
Agency/Organization:			
Billing Address:			
Telephone/Fax No.			
Email Address			
Name of Participants	No. of Attendee/s	Training Schedule	Total Amount
Deposit payment only to:		Note:	
Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC. Account Number: LAND BANK 3731-0048-96 Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868		3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 4. Please attached your deposit slip and email a copy of this statement to EBLSI email; jdesales@e-blackboards.com 5. <u>Any cancellation should be made at least 5 days before the training schedule.</u> 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,375 (inclusive of VAT) per participant to cover costs.	
PLEASE ATTACH DEPOSIT SLIP HERE. For Efficient tracking of your payment, We accept CHEQUE DEPOSIT/ CASH DEPOSIT ONLY to our Bank Account.			

Issued by EBLSI:

Received by Agency/Date:

JESALIE DESALES

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7002-3207

e-Mail: jdesales@e-blackboards.com

