

Procedures

This part of the user guide aims to provide the step by step procedures with screenshots to serve as a helpful guide for the Departments/Bureaus/Offices and other Agencies of the National Government, SUCs and GOCCs in generating the PhilGEPS Posting Report and accomplishing the Certificate of Compliance on PhilGEPS Postings.

How to Generate PhilGEPS Posting Report

(Note: PBB-PhilGEPS Report Generator available starting November 18, 2014)

A. For agencies with posted bid opportunities with an Approved Budget for the Contract (ABC) of above Php 500,000

1. Login to www.philgeps.gov.ph using Mozilla Firefox.
2. Click PBB-PhilGEPS Postings Report link from the Announcements Box (Public)

PhilGEPS
Philippine Government Electronic Procurement System

My PhilGEPS | My Organization | My Profile | Opportunities | Catalogue | Directory | About PhilGEPS

Pending Task | Notices | Award Notices

Thursday, September 18, 2014 01:08 PM

PSWD - PhilGEPS | Log-out

Category	Number/Status
Request for Participation	1
Order Management	32
Pending Orders	0
Bid Notices for Posting	
Bid Notices for Award/Shortlisting	
Award Notices for Posting	11
Award Notices to Proceed	221

Announcements

- Product and Services Listings
- Private
- Public
- [PBB-PhilGEPS Postings Report](#)

CLICK

Note: Pop-up blocker must be disabled

3. From the Announcement Page, click Generate Report link. User will be redirected to PBB-PhilGEPS Report Generator website.

1. Input your GEPS Userid and click Generate button.
2. Save the file (or Click Ctrl+J to open the Downloads folder)
3. Download the procedure (refer to Downloadable Procedures below) "How to Accomplish the Certificate of Compliance on PhilGEPS Postings" and follow the instructions stated therein.

GEPS User ID

The generated report includes the bid opportunities posted by all the registered users of the organization from January 1 to November 15, 2014 with an approved budget of above Php 500,000.

Downloadable Procedures

[How to Post Notice](#)

[How to Post Notice](#)

[How to Post Notice](#)

[How to Post Notice](#)

4. Type-in Assigned GEPS Userid
5. Click Generate button
6. Save the file (or Click Ctrl+J to open the Downloads folder). The generated report includes the bid opportunities posted by all the registered users of the organization from January 1 to November 15, 2014 with an approved budget of above Php 500,000.

B. For agencies with no posted bid opportunities with an ABC of above Php 500,000

1. Login to www.philgeps.gov.ph using Mozilla Firefox.
2. Click PBB-PhilGEPS Postings Report link from the Announcements Box (Public)

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Pending Task | Notices | Award Notices

Thursday, September 18, 2014 01:08 PM

PSWD - PhilGEPS | Log-out

Category	Number/Status
Request for Participation	1
Order Management	32
Pending Orders	0
Bid Notices for Posting	
Bid Notices for Award/Shortlisting	
Award Notices for Posting	15
Award Notices to Proceed	361

Announcements

- Product and Services Listings
- Private
- Public
- PBB-PhilGEPS Postings Report**

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GEPS User ID

The generated report includes the bid opportunities posted by all the registered users of the organization from January 1 to November 15, 2014 with an approved budget of above Php 500,000.

Downloadable Procedures

[How to Post Notice](#)
[How to Post Notice](#)
[How to Post Notice](#)
[How to Post Notice](#)

4. Type-in Assigned GEPS Userid
5. Click Generate button
6. Click Download Certificate of No PhilGEPS Posting Template

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