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DOCUMENTS CONTROL IN THE OFFICE OF THE GENERAL MANAGER

Objective -

To encode the relevant Incoming and Outgoing details of each Document received at the Office of the General Manager (OGM) for future reference.

Scope -

The procedure applies to the Documents received at the Office of the General Manager (GM) of the Cagayan De Oro City Water District.

Definition of Terms -

Transmittal Sheet - Document containing the Incoming & Outgoing details of the Document. This sheet will be signed by the Receiving Department/Unit upon receipt of the acted Document.

SCRR- refers to Secretarial, Correspondence and Records Room

OGM -Office of the General Manager

GM - General Manager

External Document - communication from outside office/s or person/s

Internal Document - communication within COWD

DRC -Documents and Records Controller

Process Flow	Detailed Description	Responsibility	Retained Documented Information
Signed with attachment/s (if indicated	The OGM Staff to receive the Document, which, according to Type of Communication, is checked for the following: 1. Internal Communications -Signature of the Endorsing AGM/Department/Person (signifying completeness of all signatures and necessary attachments) 2. External communications -Signature of Endorsing Party and attachments(if indicated)	OGM Staff	
Return to Receive & Proceed	If found Incomplete, OGM Staff does not receive the Document and returns it to the Endorsing Department/Office/Person for appropriate action.		
Return to Endorsing Party Receive & Proceed to Incoming	If found Complete, it is stamped as Received by the OGM Staff indicating the following – Date Time Signature of Receiving Personnel.	OGM Staff	Document with Received-Stamp
END	Document details are encoded in the Excel Database, indicating the following Date/Time Received By	OGM Staff	Excel In & Out Database
Incoming Process	In By Brief Description Type of Document		

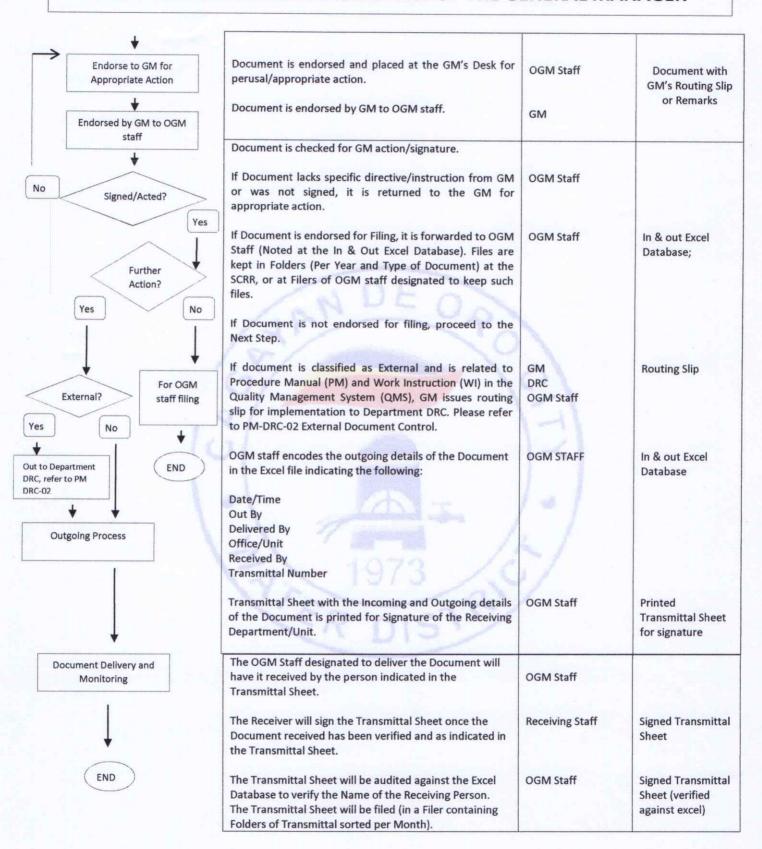
Prepared By:	Amelita Victoria V. Tuvilla	Approved By:
	Process Owner	Quality Management Representative

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DOCUMENTS CONTROL IN THE OFFICE OF THE GENERAL MANAGER



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DOCUMENTS CONTROL IN THE OFFICE OF THE GENERAL MANAGER

Reference Documents -

- 1. Routing Slip
- 2. PM-DRC-02 for External Document Control
- 3. In & Out Excel Database

Records Generated -

- 1. In & Out Excel Database
- 2. Routing Slip
- 3. Transmittal Sheet (Signed & Verified against Excel Sheet)



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FORMULATION & APPROVAL OF POLICY

Objective -

To document the procedure on how a Board Resolution is made and/or decided upon by the Board of Directors out from the Indorsements, and or Recommendations from the General Manager.

Scope -

The procedure applies to the Documents received from the Office of the General Manager (GM) to the Office of the Board of Directors (BOD) for appropriate action.

Definition of Terms -

ETAG - refers to Executive Technical Assistance Group

PPT - refers to a PowerPoint Presentation prepared by ETAG Staff for GM's perusal created on software from Microsoft that allows users to use visual/graphic features to a presentation during meetings.

BOD - Board of Directors

OGM - Office of the General Manager (GM)

In & out Excel Database - Excel File with incoming and outgoing data of documents processed by the Department/Office/Unit

Process Flow	Detailed Description	Responsibility	Retained Documented Information
Document from OGM with Routing Slip	The ETAG Staff to receive the Document from the Office of the General Manager for Board information and action.	OCA 4 C1- CC	
Receive &Proceed to Incoming Process	Document is stamped as Received by the ETAG Staff indicating the following: • Date and Time • Signature of Receiving Personnel.	ETAG Staff	Document with Received-Stamp
Process For BOD information?	Document details are encoded in the Excel Database, indicating the following • Date/Time • Brief Description • Action Needed: (A) for BOD information or (B) for BOD approval	ETAG Staff	In & out Excel Database
YES NO	If document is for BOD information, ETAG Staff keeps the document on file unless the Board requests for an electronic copy, otherwise, said information will be part of the PPT during the Board Meeting under Other Matters. Process ends here.	ETAG Staff	
Prepared By: (Chack Armie B. Abr	Approved By:		

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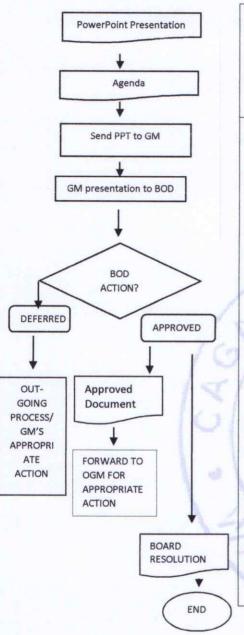
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FORMULATION & APPROVAL OF POLICY



ETAG Staff	PPT
ETAG Staff	BOD Meeting Agenda
ETAG Staff	PPT Email Outbox
GM	
ETAG Staff	Document noted as deferred and for "appropriate action" In & Out Excel Database & signed Transmittal Sheet
BOD	Document stamped w/approved BOD action
ETAG Staff	Draft Board Resolution
	Signed Board Resolution
	Document Request Form
	ETAG Staff GM BOD ETAG Staff ETAG Staff BOD OGM

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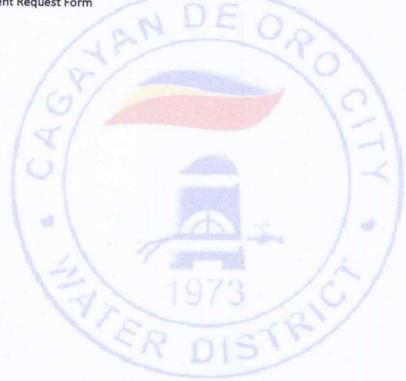
FORMULATION & APPROVAL OF POLICY

Reference Documents -

- PD 198 or 'Provincial Water Utilities Act of 1973'
- COWD Resolution No. 098, S-2012 dated August 13, 2017

Records Generated -

- 1. Signed Transmittal Sheet
- 2. In & Out Excel Database
- 3. Email Outbox
- 4. BOD Meeting Agenda
- 5. PPT
- 6. Endorsed Document noted with BOD Action
- 7. Signed Board Resolution
- 8. Document Request Form



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Retained

PROCUREMENT THROUGH COMPETITIVE BIDDING

Objective -

To ensure an effective and efficient method of procurement through Competitive Bidding extending equal opportunity to all interested Suppliers who are Eligible and Qualified to participate.

Scope -

For Procurement of Goods, Infrastructure and Consulting Services to be facilitated by the Bids and Awards Committee (BAC) upon receipt of Purchase Requisition (PR) per approved Annual Procurement Plan (APP).

Definition of Terms:

PPMP - Project Procurement Management Plan

APP - Annual Procurement Plan

BAC - Bids and Awards Committee

PR - Purchase Request

BUS - Budget Utilization Slip

LCB - Lowest Calculated Bid

TWG - Technical Working Group

QCC - Quality Control Committee

ABC - Approved Budget for the Contract

LCB - Lowest Calculated Bid

PhilGEPS - Philippine Government Electronic Procurement System

HOPE - Head of the Procuring Entity

CD - Calendar Days

NTP - Notice to Proceed

ITB - Invitation to Bid

PO - Purchase Order

NOA - Notice of Award

COA - Commission on Audit

Process Flow	Detailed Description	Responsibility	Documented Information
Project Procurement Management Plan	Collect Project Procurement Management Plan (PPMP) prepared by the Department Heads. PPMP must be in accordance with the prescribed format issued by the Government Procurement Policy Board (GPPB). PPMP must contain the following information: 1. Name of the Procuring Entity 2. Coverage Date of the Procurement 3. Name of department 4. Item Code 5. General Description 6. Unit 7. Quantity	BAC Secretariat Head	Accomplished Project Procurement Management Plan (PPMP) signed by the Department Heads

Prepared By:	Joseph A. Magriña	Approved By:
	Process Owner	Quality Management Representative

Unit cost

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PROCUREMENT THROUGH COMPETITIVE BIDDING

	 Unit cost Mode of Procurement Schedule of Procurement Activities Total Capital Expense Grand Total Name and Signature of the Department Manager 		
Annual Procurement Plan	Consolidate PPMP to become the Annual Procurement Plan of the Agency. APP must be in accordance with the prescribed format issued by the Government Procurement Policy Board (GPPB). APP must contain the following information:		
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	 Name of the Procuring Entity Calendar Year Summary of Expense from the PPMP Per Department Total Expense Summary of Capital Expense from the PPMP per Department Total Capital Expense Grand Total Name & Signature of the BAC Secretariat Head Name & Signature of the Head of the Procuring Entity Furnish copy of the Approved APP to the following: GPPB – Technical Support Office 	BAC Secretariat Head	Accomplished Annual Procurement Plan (APP) signed by the BAC Secretariat, BAC Chairman, Finance Dept. Manager and Head of the Procuring Entity (HoPE)
Supplemental APP	2. Commission on Audit 3. Agency Departments Issue Supplemental APP, if necessary, which contains the following information: 1. Name of the Procuring Entity 2. Calendar Year 3. Supplemental Notice No. 4. Item Code 5. Procurement Program/Project 6. End-User 7. Mode of Procurement 8. Schedule of Procurement Activities 9. Source of Funds 10. Estimated Budget 11. Remarks (Brief Description of Project) 12. Name & Signature of the BAC Secretariat Head 13. Name& Signature of the Finance Manager 15. Name & Signature of the Head of the Procuring Entity	BAC Secretariat	Accomplished Supplemental APP signed by the BAC Secretariat, BAC Chairman, Finance Dept. Manager and Head of the Procuring Entity (HoPE)

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Purchase Request Monitoring of APP

Type of Procurement	Charging or Amount	To be Approved by		
Purchase Requisition	Expense	Department Manager		
	Capex	Assistant General Manager		
 Budget Budget (BAR/B Verifica Technic Justific 	thed with the following the control of the control	ransfer Request	Receiving/Outgoing personnel	Purchase Request
pertinent attachi				
nsure that the p	procurement is in	accordance with		

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BAC Sec. Staff

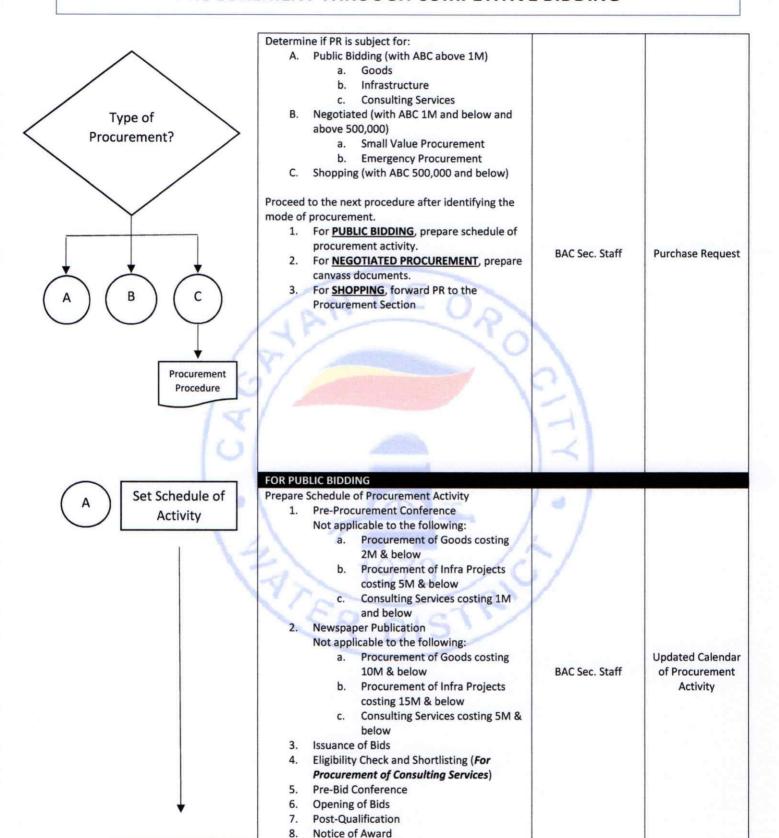
Notice of Meeting

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PROCUREMENT THROUGH COMPETITIVE BIDDING



its corresponding schedule of activities. PROPRIETARY NOTICE

Notice to Proceed

Set Special

Meeting

Set a Special Meeting for the presentation of PR and

Document No.

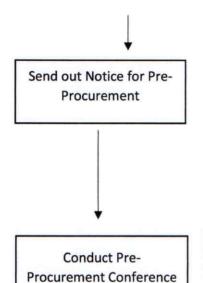
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PROCUREMENT THROUGH COMPETITIVE BIDDING



Send out Notice for the Pre-Procurement Conference 5 Calendar Days before the schedule to the following: Bids and Awards Committee (BAC) Members

- TWG Chairman
- 3. QCC Chairman
- Proponent/End-user

Notice must be duly signed by the BAC Sec. Head and shall contain the following information:

- 1. Date, time and venue of meeting
- 2. Name of Attendees
- 3. PR Number
- **Project Name** 4. Purpose of Project
- Approved Budget for the Contract

Conduct Pre-Procurement Conference to determine the readiness of the procurement and to finalize the bidding documents.

- Once bidding documents has been finalized, proceed with the printing and binding of hard copies to be sold to the interested bidders.
- If project requires revision of Technical Specification and Budget, PR must be returned to the End-User for review or possible reconstruction.

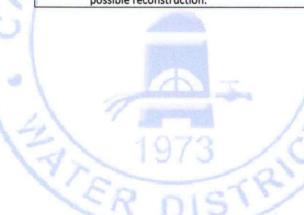
BAC Sec. Staff

Notice of Meeting duly received by the attendees

BAC Members, BAC Secretariat, TWG Chairman, QCC

user

Final Draft of **Bidding** Chairman and End-Document



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PROCUREMENT THROUGH COMPETITIVE BIDDING

Final Bidding Documents

Final Bid	ding I	Documents must contain the following		
forms:				
1.	Invi	tation to Bid (for Goods, Services		
	&In	frastructure)/Request for Expression of		
	Inte	rest (for Consulting Services)		
	a.	Name of the Contract to be Bid and a		
		Brief Description of the Goods to be		
		procured.		
	b.	The Name of the Project, Identification		
		and Number of Lots or Items specific to		
		the bidding, as well as the basis of		
		evaluation of the project, Lots, or		
		Items, where applicable.		
	C.	A General Statement on the Criteria to		
		be used by the Procuring Entity for the		
		eligibility check, the short listing of Prospective Bidders, in the case of the		
	Name and	Procurement of Consulting Services,		
and the same of th		the examination and evaluation of		
		bids, Post-Qualification, and Award.		
1	d.	The Date, Time and Place of the		
-	7	deadline for the submission and		
V		receipt of the Eligibility Requirements,		
1		the Pre-Bid Conference if any, the		
1		submission and receipt of Bids, and the	- 1	
1		Opening of Bids		
	e.	ABC for the Project, Lot, or Item to be		
		Bid.		Hard copy of Final
	f.	The Source of Funding	BAC Sec. Staff	Bidding
	g.	The Place, Time and Website where		Documents
		the Bidding Documents may be		
L.		secured or downloaded, and, where required, the Price of the Bidding	1 4 1	
		Documents, in accordance with		
	4	Section 17.4 of this IRR	. /	
2	h.	The Contract Duration or Delivery		
and I		Schedule		
-0	i.	The Name, Address, Telephone		
77		Number, Facsimile Number, e-mail		
1	1	and Website Addresses of the		
		concerned Procuring Entity, as well as		
	Sales of the last	its Designated Contact Person.		
	j.	Such other necessary information		
		deemed relevant by the Procuring		
		Entity		
2.		ruction to Bidders		
	a.	General		
	b.	Contents of Bidding Documents		
	c.	Preparation of Bids Submission and Opening of Bids		
	d. e.	Evaluation and Comparison of Bids		
	f.	Award of Contract		
3.	7.70	Data Sheet(for Goods, Services &		
٥.		astructure)/Eligibility Data Sheet (for		
		sulting Services)		
	a.	Name of Procuring Entity		
	b.	Reference Number & Project Name		
	c.	Funding Source		

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PROCUREMENT THROUGH COMPETITIVE BIDDING

		d. N	ame of Similar Contracts required		
		e. Da	ate & Venue of the Pre-Bid		
			onference		
		f. Ad	ddress of the Procuring Entity		
		g. Ad	dditional Documentary		
		Re	equirements		
		i.	Production/Delivery Schedule		
		ii.	Manpower Requirements		
		iii.	After Sales Service		
		iv.	PCAB License (for Infra Projects		
			Only)		
		v.	Product Quality Certification		
			(ISO or ICE) and/or Philippine		
			Standard Certification Mark		
		vi.	Product Literature/Brochure		
		vii.	Certification as Distributor,		
		100	Trader, Dealer or Supplier of		
		-	the Product issued by the		
	1		manufacturer or certification as		_
	1. 8	34.1	manufacturer		
d	-11	h. A	oproved Budget for the Contract		
1	_ ^ _	i. Re	equired Currency		
	V	j. Bi	d Validity		
r	2/	k. De	elivery Point	71	
d		I. No	o. of Copies required for the	0	
		su	ibmission of Documents		
		m. Ad	ddress and Date of Submission		
l		n. Ad	cceptable Forms of Bid Security		
į	4.	Notice	of Eligibility and Shortlisting (for	1-<1	
			ting Services)		
1	5.	Genera	al Conditions of Contract		
1	6.	Schedu	le of Requirements	/ . /	
	7.	Techni	cal Specifications	9 /	
	8.	Bidding	Forms	4	
j	9.	Sample	Forms	<i>f f</i>	
0	7 \	a. Co	ontract Agreement Form	~ /	
į	- 1	b. O	mnibus Sworn Statement	. /	
	-U -	c. Ce	ertificate of Acceptance		
١	V 1	d. Se	ervice After Sales (Warranty)	3	
	\ '	e. Sc	hedule of Delivery		
		f. M	anpower Requirements		
		g. Bi	d Securing Declaration		
		h. Ch	necklist		
Ĭ	Minutes	of the P	re-Procurement Conference shall be		
	recorded	and pre	epared not later than 5 calendar		
	days afte	r the me	eeting and must contain the		
	following				
	1.	Date &	Venue of Meeting		
	2.		of Attendees		
	3.	Refere	nce No. & Project Name	DAGG: 5: 7	Signed Minutes of
	4.		sion/Modifications/Addendums	BAC Sec. Staff	Meeting
	5.		Meeting Started	No.	
	6.		Meeting Adjourned		
	7.		& Signature of the Transcribing Staff		
	8.		& Signature of the BAC Sec. Head		
	9.		& Signature of the Presiding		
		Chairpe			
40					

Minutes of Pre-Procurement Meeting

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Invitation to Bid

Prepare & Post Supplemental Notice

Send out Notice for Pre-Bid Conference

Do-t th	Invitation to Bid 4 Colombia D. 1 C. 1		Delegant Land
	Invitation to Bid 1 Calendar Day before the		Printable Version
	Issuance of Bids in the following:		of Postings (for
1.	Philippine Government Electronic		PhilGEPS&COWE
	Procurement System (PhilGEPS) website;		Website) / Signed
2.	COWD Website;	BAC Sec. Staff	copy (for the
3.	COWD Bulletin Board; and	State of the second state of the second state of	Bulletin Board)
4.	Advertise at least in 1 Newspaper of		Newspaper
	General Circulation, if PhilGEPS is		clippings (for
	inaccessible.		Newspaper Publications)
	Supplemental Notices if there are possible		
changes	in the bidding documents which is to be		
posted i	n the following:		
1.	Philippine Government Electronic		
	Procurement System (PhilGEPS) website;		
2.	COWD Website; and		
3.	COWD Bulletin Board;		61
Supplem	nental Notice must contain the following	BAC Sec. Staff	Signed Supplemental
informat			Notice
1.	Name of the Procuring Entity		
2.	Supplemental Notice No.		
3.	PR No. and Project Name		
4.	Date of Posting		
5.	Clarification/Modification/Addendum		
6.	Name & Signature of BAC Sec. Head		
7.	Name & Signature of BAC Chairperson		
Send ou	t Notice and Invitation for the Pre-Bid	1 /1	
Confere	nce 5 CD before the schedule to the g:		
1.	Bids and Awards Committee (BAC)	1 4	
	Members	1 - 1	
2.	TWG Chairman	- 1	
3.	QCC Chairman	1	
4.	Proponent/End-user		
5.	Observers (COA, NGO etc.)		
Notice n	nust be duly signed by the BAC Sec. Head		
and shal	I contain the following information:		Notice of Meeting
1.	Date, Time and Venue of meeting		Notice of Meeting
2.	Name of Attendees		duly received by the Attendees /
3.	PR Number	BAC Sec. Staff	Invitation Letter
4.	Project Name	BAC Sec. Staff	sent through
5.	Purpose of Project		Email and duly
6.	Approved Budget for the Contract		received by COA
Invitatio	n must be duly signed by the BAC Sec. Head		F 3.0
	I contain the following information:		
1.	Date of Invitation		
2.	Name, Designation and Company of the		
	invited observer		
3.	Date, Time & Venue of the pre-bid		
٠.	conference		
4.	PR Number		
5.	Project Name		
6.	Purpose of Project		
7	Annual Divides for the Contract		

PROPRIETARY NOTICE

Approved Budget for the Contract

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Conduct Pre-Bid Conference

Minutes of the Pre-Bid Conference

Prepare and Post the Supplemental Notice

Conduct Pre-Bid Conference to discuss, clarify and	BAC Members, BAC	
explain, among other things, the eligibility requirements and the Technical and Financial	Secretariat, TWG Chairman, QCC	Didding
components of the Contract to be Bid including		Bidding Document
	Chairman, End-User	Document
questions and clarifications raised by the Prospective Bidders before and during the Pre-Bid Conference.	and Prospective Bidders	
Minutes of the Pre-Bid Conference shall be recorded	bluders	
and prepared not later than 5 CD after the meeting		
and must contain the following facts:		
Date of Meeting		
Venue of Meeting		
Name of Attendees		
Reference No. & Project Name		Signed Minutes of
5. Discussion/Modifications/Addendums	BAC Sec. Staff	Meeting
6. Time Meeting Started		Wiccing
7. Time Meeting Adjourned		
8. Name & Signature of the Transcribing Staff		
9. Name & Signature of the BAC Sec. Head		
10. Name & Signature of the Presiding		
Chairperson		
Prepare Supplemental Notices if there are		
modifications/addendum/clarification in the bidding		
documents which is to be posted within the day in the		
following (all Supplemental Notices can only be	\cap	
posted 7 CD before the opening of bids):	1	
Philippine Government Electronic		
Procurement System (PhilGEPS) website;	1-11	
COWD website;	1) 1	
COWD bulletin board;	1-4	
Also send a copy to bidders who bought		Signed
the bidding documents.	BAC Sec. Staff	Supplemental
	1 4 1	Notice
Supplemental Notice must contain the following	- 1	
information:	1	
Name of the Procuring Entity	- I	
Supplemental Notice No.	7	
PR No. and Project Name	1 /	
4. Date of Posting	1	
Clarification/Modification/Addendum		
6. Name & Signature of BAC Sec. Head		

Name & Signature of BAC Chairperson

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Send out Notice for the Opening of Bids

Conduct Opening of Bids

Send out Notice and Invitation for the Opening of Bids 5 CD before the schedule to the following: Bids and Awards Committee (BAC) Members 2. TWG Chairman 3. QCC Chairman 4. Proponent/End-user Observers (COA, NGO etc.) Notice must be duly signed by the BAC Sec. Head and shall contain the following information: 1. Date, Time and Venue of Meeting Notice of Meeting 2. Name of Attendees duly received by 3. PR Number the Attendees / **Project Name Invitation Letter** 4. BAC Sec. Staff Purpose of Project sent through 5. Approved Budget for the Contract Email and duly received by COA Invitation must be duly signed by the BAC Sec. Head and shall contain the following information: 1. Date of Invitation Name, Designation and Company of the **Invited Observer** Date, Time & Venue of the Pre-Bid Conference PR Number Project Name 5. **Purpose of Project** Approved Budget for the Contract Conduct Opening of Bids and determine the Complying and Eligible Bidders who complied with the submission of Legal, Technical and Financial Documents (12 CD after the Pre-Bid Conference): If all bids are found to be Complying and Eligible, the BAC proceeds with the opening of the financial offers and determine the Lowest Calculated Bid. If all bids Fail, the BAC prepares an Abstract BAC Members, BAC and Resolution declaring FAILURE OF Submitted Secretariat, TWG BIDDING and re-schedule for Rebidding. Eligibility, Chairman, Internal Technical and Financial envelopes of the Non-Complying Audit and Bidders will be kept by the BAC Sec. Staff Financial Participating Proposals sealed and signed by the BAC members if **Bidders** they opt to file a Motion for Reconsideration. If not, it will be returned to the Bidder. a. Motion for Reconsiderations must be filed within 3 CD from receipt of Notice of Decision. b. It shall be resolved with finality within 7 CD days from the filing

PROPRIETARY NOTICE

thereof.

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BAC Sec. Staff

BAC Sec. Staff

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Prepare Abstract and BAC Resolution for TWG Evaluation If the bidding is successful, create an Abstract and Resolution endorsing the Lowest Calculated Bid to the TWG for Post-Qualification within the day of opening of bids.

TWG Abstract must be duly signed by the BAC Sec. Head and BAC Members and shall contain the following information:

- 1. Name of the Procuring Entity
- 2. PR Number
- 3. Project Name
- 4. Purpose of Project
- 5. Date of Opening of Bids
- 6. Abstract Number
- 7. BAC Resolution Number
- Name of participating bidders arranged accordingly from lowest to highest based on the quoted price
- 9. BAC Recommendation

TWG BAC Resolution must be duly signed by the BAC Members and shall contain the following information:

- 1. Abstract Number
- 2. PR Number
- 3. Project Name
- 4. Purpose of Project
- Name of Participating Bidders arranged accordingly from Lowest to Highest based on the Quoted Price
- 6. BAC Recommendation

Minutes of the Opening of Bids shall be recorded and prepared not later than 5 CD after the meeting and must contain the following information:

- Date of Meeting
- 2. Venue of Meeting
- 3. Name of Attendees
- 4. Reference No. & Project Name
- 5. Discussion
- 6. Time Meeting Started
- 7. Time Meeting Adjourned
- 8. Name & Signature of the Transcribing Staff
- 9. Name & Signature of the BAC Sec. Head
- 10. Name & Signature of the Presiding Chairperson

Send a Notice to the Participating Suppliers:

- Notice as the Lowest Calculated Bid and to further submit additional documentary requirements to be submitted within 3 CD upon receipt of Notice.
 - Notice to Non-Complying Bidders stating the reason of Ineligibility.

BAC Sec. Staff
Signed Minutes of

Signed Abstract

and BAC

Resolution

Notice duly received by Bidders

Meeting

Participating Bidders

Send Notice to All

Minutes of Opening of Bids

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Endorse the documents of the Supplier with the Lowest Calculated Bid to the TWG for Post-Endorse the LCB to the Qualification upon receipt of the additional TWG for Evaluation documentary requirements. Endorsement Sheet must contain the following information: 1. Endorsement Sheet Number Date of Endorsement 2. PR No. & Project Description 3. Approved Budget for the Contract 4. Name of the Bidder 5. **Bid Price** 6 7. **BAC Resolution Number** Endorsement 8. Abstract Number BAC Sec. Staff Sheet duly Checklist of attached documents: received by TWG **Purchase Request** Abstract **Canvass Forms** d. Samples **BAC Resolution** e. Specification and Brochure Request for Quotation **Financial Proposal** Notice to LCB Name & Signature of the BAC Sec. Acknowledgement Receipt of TWG Secretary Send out Invitation to the Observers for the TWG Evaluation 5 CD before the schedule. Send out Invitation Invitation must be duly signed by the BAC Sec. Head and shall contain the following information: Date of Invitation Invitation Letter Name, Designation and Company of the sent through BAC Sec. Staff Email and duly Invited Observer Date, Time & Venue of the Pre-Bid received by COA Conference PR Number **Project Name** Purpose of Project Approved Budget for the Contract After the Post-Qualification is conducted, the TWG returns the document to the BAC Office with the Deliberate the result of result of evaluation: 1. If found Responsive, the BAC convenes and the evaluation prepares an Abstract and Resolution for Award. Signed Abstract 2. If found Not Responsive, the BAC prepares **BAC Members &** and BAC another Abstract and Resolution endorsing **BAC Secretariat** Resolution the Supplier with Next Lowest Calculated Bid to TWG for Post-Qualification, labeling the Lowest Calculated Bid as Not Responsive. If all bids Fail, the BAC declares Failure of Bidding and schedules Rebidding of the

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Recommend for approval to the HOPE Reproduction of **Documents** Updating of Database & **Endorse Original** Documents to the **Procurement Section** Receive File Copy of Notice of Award Posting of Award Issuance of PO and NTP Updating of Award in Website

To award, the BAC convenes and signs the Abstract and Resolution for Award and forward the document to the HOPE for approval. 1. For procurement with ABC of more than Php1 Million, the HOPE is the Board of Directors with the General Manager recommending the award. 2. For procurement with ABC Php1Million and below, the General Manager approves the BAC Resolution and Abstract for Award.	BAC Members & BAC Secretariat	Transmittal (Proof of Receipt that all pertinent documents are received by the Office of the GM)
Once the Abstract and Resolution is approved by the HOPE, the documents will be returned to the BAC Office for duplication of documents intended for the following: a. Copy 1 – BAC file b. Copy 2 – COA file	BAC Sec. Staff	Duplicate copy of all pertinent documents
Update the database and forwards the documents to the Procurement Section for the processing of the following: a. Notice of Award (NOA) b. Performance Bond c. Contract d. Purchase Order (PO) e. Notice to Proceed (NTP)	BAC Sec. Staff	Transmittal (Proof of Receipt that all pertinent documents are received by the Procurement Section)
Once the Notice of Award is already served, the Procurement Section furnishes the BAC Office a copy of the Notice of Award duly signed by the Winning Bidder.	Receiving/Outgoing Personnel	Copy of Notice of Award
Post the Award in the following: a. PhilGEPS and upload the approved BAC Resolution and NOA b. Post the NOA in COWD's Bulletin Board and in COWD Website	BAC Sec. Staff	Printable Version of Postings (for PhilGEPS) / Copy of NOA (for the Bulletin Board)
Once the PO and NTP is already served, the Procurement Section furnishes the BAC Office a copy of the documents duly signed by the Winning Bidder together with the copy of Contract and Performance Bond.	Receiving/Outgoing Personnel	Copy of Performance Bond, Contract, Purchase Order and Notice to Proceed
Update the Award in the following: 1. PhilGEPS and uploads the Signed Contract and NTP. 2. Post the NTP & PO in COWD's Bulletin Board and in COWD Website.	BAC Sec. Staff	Printable Version of Postings (for PhilGEPS) / Copy of NOA (for the Bulletin Board)

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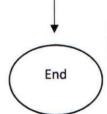
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PROCUREMENT THROUGH COMPETITIVE BIDDING

Certification of Posting of ITB, NOA and NTP and the conduct of Competitive Bidding

Endorsement Letter to COA with Complete **Attachments**



	a Certification to attest that procurement aducted through a Competitive Bidding.		
Certifica	ation must contain the following information:		
1.	Name of the Procuring Entity		
2.	PR No. & Project Name		
3.	Date of Posting of ITB, NOA & NTP to		
-	PhilGEPS, COWD Website and Bulletin		
	Board	BAC Sec. Staff	Signed
4.	Date of Posting of Supplemental Notices, if	Drie See. Stair	Certification
	there is any		
5.	Date of Opening of Bids		
6.	Approved Budget for the Contract		
7.	Name of Participating Bidders		
8.	Official Receipt No. and Date of Purchase		
9.	Date of Certification		
1.00	. Name & Signature of BAC Chairperson		
	ement Form must contain the following		
1.	Name of the Procuring Entity		Signed
2.	Name of the COA Resident Auditor	BAC Sec. Staff	Endorsement
3.	Address of Regional Office	- 1	
4.	PR No. & Project Name		
5.	Contractor	1 -11	
6.	Approved Budget for the Contract		
7.	Name & Signature of the General Manager	1-<1	
	the second		Transmittal (Proof
			of Receipt that
Endorse	the Copy 2 documents to COA and retain	BAC Sec. Staff	COPY 2 are
Copy 1	in the BAC Office for future references.		received by COA)
1	1		/ COPY 1 retained

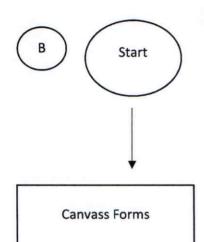
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PROCUREMENT THROUGH COMPETITIVE BIDDING



		PROCUREMENT	
250		Documents:	
1.	The second second	for Quotation	
		s the following information:	
	a. b.	Name of the Procuring Entity Mode of Procurement	
	C.	PR No. & Project Name	
	d.	Approved Budget for the Contract	
		Delivery Schedule Required	
	e. f.	List of Requirements	
	١.	i. Mayor's Permit	
		ii. PhilGEPS Registration	
		iii. Income/Business Tax	
		Returns	
		iv. Omnibus Sworn	
		Statement	
2.	Technica	al Specification	
-		s the following information:	
	a.	PR No. & Project Name	
	b.	Quantity and Unit of Items	
	C.	Specifications Required	
3.	Supplier	r's Acknowledgment Receipt	
	Contains	s the following information	
/	a.	Name of the Procuring Entity	
	b.	PR No.	
	c.	Deadline of Canvass Submission BAC Sec. Staff	Signed Canvass
	d.	Name of Pre-Determined	Documents
		Suppliers	
	e.	Blank Columns labeled as	
		follows:	
		i. Date Canvass Received	
		by the Suppliers	
	13	ii. Name & Signature of	
	1	the Recipient	
-	0	iii. Remarks	
4.		on Form.	
		s the following information:	
1	a. b.	Name of the Procuring Entity Supplier's Name, Address &	
		Contact Number	
	c.	Instruction to Suppliers	
	d.	Date of Canvass	
	e.	Deadline of Canvass Submission	
	f.	PR No. & Project Name	
	g.	The state of the s	
	h.	Approved Budget for the	
		Contract	
	i.	Delivery Schedule	754
	j.	Supplier's Delivery Schedule	
	9	Offer	
	3000		

Chairperson

k. Name & Signature of the BAC

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PROCUREMENT THROUGH COMPETITIVE BIDDING

Post documents to PhilGEPS & COWD **Bulletin Board** Forward Canvass Forms to Procurement **Receive Canvass Forms** Submit Quotations to Internal Audit **Prepare BAC Resolution** and Abstract Update Database & Forward **Documents to Procurement** End Notice to Proceed (NTP)

Post documents to PhilGEPS and COWD Bulletin Board for 7 Calendar Days.		BAC Sec. Staff	Printable Version of Postings (for PhilGEPS) / Hard copy of documents (for the Bulletin Board)
and the second second	the Canvass Documents to the Procurement or the distribution of Canvass Forms.	Receiving/Outgoing Personnel	Transmittal (Proof of Receipt that Canvass Documents are received by the Procurement Section)
Received the Accomplished Canvass Forms from the Procurement Section after the Deadline of Submission.		Receiving/Outgoing Personnel	Duly Accomplished Canvass / Quotation Forms
Proceed to the Internal Audit for opening of the Quotation Forms.		BAC Sec. Staff	Audited Quotation Forms
Abstract 1. 2.	otations Forms have been audited, prepare for BAC deliberation. If offer of the lowest calculated bid is acceptable to the BAC Members, proceed to signing of Abstract and BAC Resolution for Award and forward all pertinent documents to the General Manager for approval. If the BAC requires the assistance of the TWG for the evaluation, proceed to signing of Abstract and BAC Resolution endorsing the document to TWG. If No bids are received/all bids are not acceptable to the BAC, repeat the canvass procedure of the item and prepare another set of canvass documents labeled as RE-CANVASS/ADDITIONAL CANVASS.	BAC Sec. Staff	Signed Abstract and BAC Resolution
GM, upd documen	stract and Resolution is approved by the late the database and forward the late the Procurement Section for the late of the following: Notice of Award (NOA) Performance Bond Contract Purchase Order (PO)	BAC Sec. Staff	Transmittal (proo of receipt that all pertinent documents are received by the Procurement Section)

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Reference Documents -

- 1. Republic Act 9184 or Government Procurement Reform Act
- 2. COWD Resolution No. 091, S-2009 dated 2 October 2009 Requiring BOD Approval for Purchases
- Memorandum GM-129, S-2018 Designated Approving Authority of the Purchase Request

Records Generated:

- 1. Accomplished Project Procurement Management Plan (PPMP)
- 2. Accomplished Annual Procurement Plan (APP)
- 3. Purchase Request
- 4. Updated Calendar of Procurement Activity
- 5. Notice of Meeting
- 6. Final Draft of Bidding Document
- 7. Hard Copy of Final Bidding Documents
- 8. Signed Minutes of Meeting
- 9. Printable version of Postings
- 10. Signed Supplemental Notice
- 11. File Copy of Notice of Meeting Received by Attendees
- 12. Bidding Documents
- 13. Submitted Eligibility, Technical and Financial Proposals
- 14. BAC Resolution
- 15. Abstract
- 16. Signed Certification
- 17. Endorsement Sheet to TWG
- 18. Minutes of Meeting
- 19. Notice of Award
- 20. Contract
- 21. Purchase Order
- 22. Notice to Proceed
- 23. Transmittal

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