



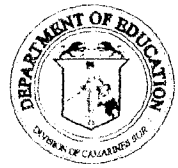
*Department of Education*

Region V

**DIVISION OF CAMARINES SUR**

*Freedom Sports Complex, San Jose, Pili, Camarines Sur*

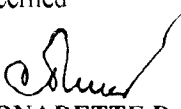
*Tele/Fax 871-3340*



**DIVISION MEMORANDUM NO. 117 s.2019**

To : Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
BAC Chairpersons – Infra and Goods  
All Unit/Section Heads  
All Others Concerned

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4/1/19

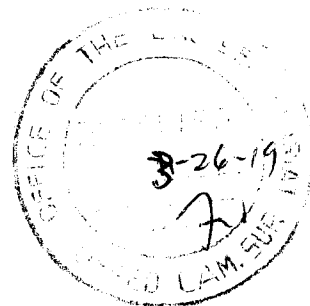
From :   
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent *OK*

Subject : **REVISED CHECKLIST OF SUPPORTING DOCUMENTS FOR  
PUBLIC BIDDING**

Date : March 18, 2019

Please be guided of the revised checklist of supporting documents for Competitive Bidding (Goods and Infrastructure Projects) prescribed by the COA. This shall be used by the Division of Camarines Sur effective **April 1, 2019**.

Immediate and wide dissemination of this memorandum is desired



**Goods and Services**  
**Public Bidding / Limited Source Bidding**

**REVISED CHECKLIST OF MINIMUM SUPPORTING DOCUMENTS**  
(Revised IRR of R.A. No. 9184)

Nature of Goods/Services _____	Amount of the PO/JO _____
Name of Supplier/Contractor _____	Fund _____
Address _____	Funding Source _____

No.	Description	Remarks
<b>Procurement Planning</b>		
1	Approved Purchase Request/Job Order <b>(With Needs Analysis)</b>	
2	Approved Budget for the Contract (ABC)	
3	APP / PPMP <b>BAC Secretary Certification</b>	
<b>Pre-Procurement Conference (ABC above P2M)</b>		
4	Pre-Procurement Conference Notice to Observers	
5	Minutes of the Pre-Procurement Conference	
<b>Advertisement/Posting of Invitation to Bid</b>		
<b>Invitation to Bid/Expression of Interest</b>		
6	• Copy of Invitation to Bid	
7	• Copy of Newspaper of General Nationwide Circulation for at least 2 years <b>(ABC above P10M) Cliffings &amp; Affidavit of Publisher</b>	
8	• BAC Secretariat Certification of Posting in any three (3) Conspicuous Places reserve for the purpose	
9	• BAC Secretariat Proof of Posting in the PhilG-EPS <b>(Computer Print-out on Active, Closed or Awarded Status)</b>	
10	• BAC Secretariat Proof of Posting in the Website of the Agency, if any <b>(Computer Print-out on Active, Closed or Awarded Status)</b>	
11	<i>In case of <b>Limited Source Bidding</b>, a direct invitation to bid by the PE from the List of Pre-selected Suppliers with known experience and proven capability on the requirements of the particular contract appearing in the List maintained by relevant government authority. All other procedures for competitive bidding shall be undertaken, except for advertisement of ITB</i>	
<b>Pre-Bid Conference (ABC P1M and above)</b>		
12	Pre-bid Conference Notice to Observers (12 CD before deadline of submission of bid)	
13	Minutes of the Pre-bid Conference posted in the PhilG-EPS	
14	Request for Clarification by Bidder(s), if any	
15	Supplemental Bid Bulletin, if any, posted in the PhilG-EPS	
<b>Receipt and Opening of Bids</b>		
<b>1<sup>st</sup> Envelope – Technical Envelope</b>		
16	Checklist of Technical Envelope Requirements for the BAC	
17	Eligibility Requirements under the Revised IRR	
<b>Class A Documents</b>		
• <b>Legal Documents</b>		
18	Certificate of Registration of Business Name (DTI), (SEC) or (CDA)	
19	Mayor's Permit (LGU) at the principal place of business	
• <b>Technical Documents</b>		
20	Statements of all on-going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the bidding documents	
21	Statements of all on-going and completed government and private	

No.	Description	Remarks
	contracts which are similar in nature	
	• <b>Financial Documents</b>	
22	Audited Financial Statements showing among others, the prospective bidders total current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized banking institutions, for the preceding year which should not be earlier than two (2) years from the date of bid submission together with the Annual Income Tax Returns	
23	Computation of the NFCC or a Commitment from a licensed Commercial or Universal Bank to extend Credit Line in favor of the prospective bidder if awarded the contract to be bid. <i>(For biddings conducted by LGUs, the prospective bidder may also submit CLC from other banks certified by the BSP as authorized to issue such financial instrument)</i>	
24	Bid Security in prescribed Form, Amount and Validity Period	
	Technical Specifications, which may include -	
25	• Production/Delivery Schedule	
26	• Manpower Requirements	
27	• After-Sales Service/Parts, if applicable	
28	Valid Tax Clearance	
29	Updated Omnibus Sworn Statement	
	<b>2nd Envelope – Financial Envelope</b>	
30	Checklist of Financial Envelope Requirements for the BAC	
31	Financial Information/Documents as specified in the PBD's which may include Bid Price in Bill of Quantities in the prescribed Form and Recurring Maintenance Costs, if applicable	
32	Minutes of the Opening of Bids	
33	Copy of Invitation Letters to Observers with Instructions to Bidders	
<b>Bid Evaluation</b>		
34	Copy of Invitation Letters to Observers	
35	Abstract of Bid as Read	
36	Abstract of Bid as Evaluated	
37	Bid Evaluation Report	
38	Bidding Results posted in the PhilG-EPS	
39	Minutes of Bid Evaluation	
<b>Post-Qualification</b>		
40	Copy of Invitation Letters to Observers	
41	Post-Qualification Evaluation Report of the TWG (WB)	
42	Notice of Post-Qualification (WB)	
	Additional Required Documents prior to post-qualification -	
43	• Latest Business Tax Returns (VAT & % Tax)	
44	• Certificate of PhilGEPS Registration, and	
45	• Other appropriate licenses and permits required by law and stated in the PBDs <i>(i.e. for Medicines and Drugs) refer to Item Nos. 60 to 68</i>	
46	Notice of Post-Disqualification (LB)	
47	BAC Resolution Declaring LCRB and Recommending Award	
<b>Award of the Contract</b>		
48	Notice of Award to Winning Bidder (NOA) with "Conforme" and posted in the PhilG-EPS, Website, if any and Conspicuous Places	
48	Notification of Bidding Results (LB)	
<b>Effectivity of Contract</b>		
50	Purchase Order with provisions for Warranty and Liquidated Damages	
51	Performance Security	
52	Notice to Proceed to the Winning Bidder (NTP) posted at PhilG-EPS or Website, if any	
<b>Payment of Claims</b>		
53	Acceptance and Inspection Report (AIR)	
54	Sales Invoice (SI) or Delivery Receipt (DR)	

No.	Description	✓	Remarks
55	Obligation Request (ObR) or Budget Utilization Request (BUR)		
56	Disbursement Voucher (DV)		
57	Journal Entry Voucher (JEV)		
58	Duplicate Copy of Check		
59	Original Official Receipt (OR)		
	<b>Additional Requirements in case of Medicines and Drugs and Medical Supplies and Equipment (Pls. refer to Item No. 42)</b>		
60	a. Certification by the PHD that medicines and drugs requisitioned is included in the PNDF Current Edition.		
61	b. License to Operate (LTO) from BFAD with List of Sources. <u>(DOH-AO No. 2014-0034 dated October 13, 2014-Copy of Contract between the Supplier and his Source/Distributorship Agreement).</u>		
62	c. Certificate of Product Registration (CPR) from BFAD, Manufacturer(s) reconciled with the List of Sources in the LTO for every medicines and drugs delivered. <u>(DOH-AO No. 2014-0034 dated October 13, 2014-Copy of Contract between the Supplier and his Source/Distributorship Agreement).</u>		
63	d. Certificate of Good Manufacturing Practice (CGMP) issued by BFAD, <u>if supplier is a manufacturer.</u>		
64	e. Batch Certificate for Antibiotics.		
65	f. Lot Release Certificate for Biologicals and Vaccines.		
66	g. DR or Invoice(s) bearing the Lot No. and Expiry Date.		
67	h. Results of Test Analysis in the absence of Batch Certificate and Lot Release Certificate by proper Government Agency for Articles subject to Test such as Medicines and Drugs.		
68	i. Expiration should be at least 6 months upon delivery.		
	<b>Procurement of Communication Equipment -</b>		
69	a. Authority to Purchase from NTC.		
70	b. Valid Dealers Permit from NTC.		
	<b>In case of Calamities -</b>		
71	a. PAGASA or other Relevant Gov't. Agencies Report.		
72	b. Presidential or Sangguniang declaration of an State of Calamity.		
73	c. Utilization Report.		

**Advance Payments:**

**Annex D, Section 4.3** – A single advance payment not to exceed fifty (50%) percent of the contract amount shall be allowed for contracts entered into by a procuring entity for the following services where requirement of down payment is a standard industry practices (a) hotel and restaurant services; (b) use of conference/seminar and exhibit areas; and (c) lease of office space.

**Annex D, Section 4.4** – Advance payment not to exceed fifteen (15%) percent of the contract amount, unless otherwise directed by the President, shall also be allowed for procurement of goods required to address contingencies arising from natural or man-made calamities in areas where a "state of calamity" has been declared by appropriate authorities.

**NOTE:** The Documents to be attached to the Request for Contracts Review and Inspection should be Certified Xerox Copy only since the Original Copies of the Documents should be attached to the Disbursement Vouchers to be submitted to the Auditor.

**Remarks:** \_\_\_\_\_

<b>Reviewed or Processed By and Date:</b>	<b>Post-audited By and Date:</b>

## Infrastructure Projects – Public Bidding

### REVISED CHECKLIST OF MINIMUM SUPPORTING DOCUMENTS (Revised IRR of R.A. No. 9184 / COA Circular No. 2012-001 dated June 14, 2012)

Project Title _____ Name of Contractor _____ Address _____	Contract Cost _____ Amount of ABC _____ Funding Source _____
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No.	Description	✓	Remarks
<b>Procurement Planning</b>			
1	Copy of APP and amendments thereto, if any		
2	Approved Purchase Request / Job Order with Needs Analysis and relevant Supporting Documents		
3	Approved Program of Works and Detailed Estimates		
4	Approved Plans and Drawings showing all Details and Dimensions including Plan drawn to scale and legible and Profile Sheet		
5	Approved Technical Specifications		
6	Approved Budget for the Contract (ABC) with Detailed Breakdown of Estimates and/or Unit Cost Analysis/Derivation of each Work Item expressed in Volume, Area, Lump-sum or Lot		
7	Quantity Sheet – Mathematical Computation on how each quantity under every item of work were derived at. Derivation of Area (LxWxT; end area method of the items of work; Removal of Structures, Structure Excavation, Structural Concrete, Reinforcing Steel Bars, Hand Laid Rock Embankment, Embankment, PCCP, etc.)		
8	Copy of Approved PERT/CPM Network Diagram by Head of Office and Detailed Computation of Contract Time (Actual Working Days, Holidays, Weekends, Unworkable/Rainy Days)		
9	Dated Pictures taken On Site “BEFORE” Construction of Items of Work		
10	Certification of the Government Officials who prepared and approved the Detailed Engineering that the detailed engineering surveys and design have been conducted according to the prescribed agency standards and specifications in conformance with the Provision of the RIRR of RA 9184 and that the detailed engineering outputs are adequate for the procurement at hand		
11	Agency Site Inspection		
12	Hauling Computation/Analysis, when applicable		
<b>Pre-Procurement Conference (ABC above P5M) Mandatory</b>			
13	Pre-Procurement Conference Notice duly received by Observers		
14	Minutes of the Pre-Procurement Conference		
<b>Advertisement/Posting of Invitation to Bid</b>			
	Invitation to Apply for Eligibility to Bid / Expression of Interest		
15	• Copy of Invitation to Bid		
16	• Copy of the Newspaper of General Nationwide Circulation for at least 2 years and <b>Clippings &amp; Affidavit of Publisher</b> for ABC above P15M		
17	• Printout copy of Advertisement posted in the PhilGEPS on active, closed or awarded status		
18	• Certification from the Head of BAC Secretariat on the posting of Advertisement at conspicuous places together with a copy of the ITB		
19	• Printout copy of Advertisement posted in the Agency Website, if any		
<b>Pre-Bid Conference (ABC P1M and above) conducted 12 CD before deadline of submission of bid-Mandatory</b>			
20	Pre-bid Conference Notice duly received by Observers		
21	Minutes of the Pre-bid Conference posted in the Phil-GEPS		
22	Request for Clarification by Bidder(s), if any		
23	Agenda and/or Supplemental Bid Bulletin, if any, posted in the Phil-GEPS		

No.	Description	✓	Remarks
<b>Receipt and Opening of Bids</b>			
<b>1<sup>st</sup> Envelope – Technical Envelope</b>			
24	<b>Checklist of Technical Envelope Requirements for the BAC</b>		
	<b>Eligibility Requirements under the Revised IRR</b>		
	<b>Class A Documents</b>		
	• <b>Legal Documents</b>		
25	Certified xeroxed copy of Certificate of Registration of Business Name (DTI), (SEC) or (CDA)		
26	Certified xeroxed copy of Mayor's Permit (LGU) issued at the principal place of business		
	• <b>Technical Documents</b>		
27	Duly signed Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the bidding documents		
28	Certified xeroxed copy of valid PCAB License and registration for the type and cost of the contract to be bid		
29	Duly signed Statement of prospective Bidders single largest completed contract within the last 10 years from date of opening of bids equivalent to 50% of the ABC		
	• <b>Financial Documents</b>		
30	Audited Financial Statements showing among others, the prospective bidders total current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized banking institutions, for the preceding year which should not be earlier than two (2) years from the date of bid submission together with the Annual Income Tax Returns		
31	Duly signed Computation of the NFCC or a Commitment from a licensed Commercial or Universal Bank to extend Credit Line in favor of the prospective bidder if awarded the contract to be bid		
32	Bid Security in prescribed Form, Amount and Validity Period		
33	Valid Tax Clearance		
34	<i>Class B Document- (Joint Venture Agreement, if there's any)</i>		
	<b>Project Requirements -</b>		
35	• Organizational Chart for the Contract to be bid		
36	• List of Contractor's Personnel		
37	• List of Contractor's Equipment Units		
38	• Construction Schedule and S-Curve		
39	• Manpower Schedule		
40	• Construction Methods in Narrative Form		
41	• Equipment Utilization Schedule		
42	• Construction Safety and Health Program duly received by DOLE, and		
43	• PERT/CPM Diagram		
44	Updated Omnibus Sworn Statement		
45	Affidavit of Site Inspection		
<b>2<sup>nd</sup> Envelope – Financial Envelope</b>			
46	<b>Checklist of Financial Envelope Requirements for the BAC</b>		
47	Opening of Bid Notice duly received by Observers		
48	Financial Information/Documents as specified in the PBD's such as: 1. Bid Prices in Bill of Quantities in the prescribed Bid Form; 2. Detailed Estimates including a Summary Sheet indicating the Unit Prices of Construction Materials, Labor Rates and Equipment Rentals used in coming up with the Bid; and 3. Cash Flow by Quarter and Payment Schedule		
49	Minutes of the Opening of Bids		
<b>Bid Evaluation</b>			
50	Bid Evaluation Notice duly received by Observers		
51	Abstract of Bids as Read and Evaluated		

No.	Description	✓	Remarks
52	Bid Evaluation Report		
53	Proof of posting in the PhilGEPS of Bidding Results		
54	Minutes of Bid Evaluation		
<b>Post-Qualification</b>			
55	Post-Qualification Notice duly received by Observers		
56	Post-Qualification Evaluation Report of the TWG		
57	Notice of Post-Qualification/Disqualification		
	Additional Required Documents prior to Post-Qualification -		
58	<ul style="list-style-type: none"> <li>• Latest Business Tax Returns (VAT &amp; % Tax)</li> <li>• Certificate of PhilGEPS Registration and</li> </ul>		
59	<ul style="list-style-type: none"> <li>• Other appropriate licenses and permits required by law and stated in the PBDs and/or Instructions to Bidders</li> </ul>		
60	BAC Resolution Declaring LCRB and Recommending Award and Approved by the HOPE		
<b>Award of the Contract</b>			
61	Notice of Award to Winning Bidder (NOA) with "CONFORME" duly received and dated with Proof of Posting in the PhilGEPS, Agency Website, if any and Conspicuous Places		
62	Notification of Bidding Results duly received		
<b>Effectivity of Contract</b>			
	Contract Agreement with Conditions of the Contract (General and Special Conditions) with provisions for Warranty and Liquidated Damages. The following documents shall form part of the Contract:		
63	<ul style="list-style-type: none"> <li>• Contract Agreement with General and Special Conditions</li> </ul>		
64	<ul style="list-style-type: none"> <li>• Bidding Documents (Legal, Technical &amp; Financial Documents)</li> </ul>		
65	<ul style="list-style-type: none"> <li>• Winning Bidder's Bid, including the Eligibility Requirements, Technical and Financial Proposals and all other documents/statements submitted</li> </ul>		
66	<ul style="list-style-type: none"> <li>• Performance Security valid until date of Final Acceptance</li> </ul>		
67	<ul style="list-style-type: none"> <li>• Credit Line in accordance with the provisions of the IRR, if applicable</li> </ul>		
68	Notice to Proceed to the Winning Bidder (NTP) duly received and dated with Proof of Posting in the Phil-GEPS or Agency Website, if any		
<b>Payment of Claims</b>			
69	Contractor's Request for Agency Inspection and/or Payment		
70	Statement of Worked Accomplished (SWA)		
71	Inspection Report by Agency authorized Engineer/Inspector		
72	Certificate of Project Completion		
73	Pictures Before Construction-Mobilization or 1 <sup>st</sup> Billing, During Construction-Progress Billings especially for embedded items and After Construction-Final Billing		
74	Results of Test Analysis of materials, concrete, etc. together with certified xerox copy of the Official Receipt, coming only from DTI/DOST/DPWH-BRS accredited testing laboratories		
75	Statement of Time Elapsed (ETE)		
76	As-Built Plans (for Completed Projects only)		
77	Copy of the Approved Detailed Breakdown of the Original Contract amount and for all the Variations Orders issued (if any)		
78	Copy of the Approved Detailed Change Order or Extra Work Order, (if any)		
79	Copy of the Approved Plans and Drawings for the Original Contract and the approved Revised Plans and Drawings of the Variations Orders (if any)		
80	Approved Technical Specifications for the Original Contract and the approved Revised Plans and Drawings of the Variations Orders (if any)		
81	Approved Suspension and Resume Order (if any)		
82	Approved Request for Time Extensions (if any)		
83	Warranty Security (for 1 year after completion)		
84	Clearance from PTO that Sand and Gravel Fees have been paid and OR		
85	Copy of Turn-over Documents /Transfer of Projects and Facilities Note: Project Acceptance shall be made only after one year from date completion		
86	Contractor's Affidavit on Payment of Laborers and Suppliers		

No.	Description	✓	Remarks
87	Obligation Request (ObR) or Budget Utilization Request ( BUR)		
88	Disbursement Voucher (DV)		
89	Journal Entry Voucher (JEV)		
90	Duplicate Copy of Check (DC)		
91	Original Official Receipt (OR)		
	<b>Other Requirements</b>		
92	Payment if ADA-Letter request from the Head of the Agency to the Bank to pay/credit the account of the Supplier/Contractor and Confirmation from the Bank that the account of the Supplier or Contractor has already been credited and Validated Copy of ADA		
93	Monthly Certificate of Payments		
94	Photocopy of Disbursement Vouchers of Previous Payments		
<b>SPECIFIC DOCUMENTATION PER NATURE OF CLAIM</b>			
A	• For Contracts Review - (Legal and Technical Aspect – Documentary Requirements Item No. 1-68, <b>Certified Xeroxed Copies Only</b> )		COA Circular No. 2001 dated February 2009
B	• <b>For 15% Mobilization</b> - Complete Original Documents PR-NTP (Documentary Requirements Item No. 1-68 and 87 to 91 together with Contractor's Request for 15% Mobilization and Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee)		Revised IRR of R.A. 9184 / COA Circular 2012-001 dated June 2012
C	• <b>For 1<sup>st</sup> Progress Billing with Mobilization</b> – Documentary Requirements Item No. 1-68 already previously submitted (Documentary Requirements Item No. 69, 70, 71, 72, 74 and 87 to 91) <b>No. 74 Optional</b>		Revised IRR of R.A. 9184 / COA Circular 2012-001 dated June 2012
D	• <b>For Succeeding Progress Billings</b> - Documentary Requirements Item No. 1-68 already previously submitted (Documentary Requirements Item No. 69, 70, 71, 72, 74 and 87 to 91) <b>No. 74 Optional</b>		Revised IRR of R.A. 9184 / COA Circular 2012-001 dated June 2012
E	• <b>For Final Billing with Mobilization and 1<sup>st</sup> or Succeeding Progress Billings</b> – Documentary Requirements Item No. 1-68 already previously submitted (Documentary Requirements Items No. 69 to 76 and 77 to 82 when applicable only,) <b>No. 74 Mandatory</b>		Revised IRR of R.A. 9184 / COA Circular 2012-001 dated June 2012
F	• <b>For 1<sup>st</sup> and Final Billing without claim for 15% Mobilization</b> - (Documentary Requirements Item No. 1-94 and 77 to 82 when applicable only,) <b>No. 74 Mandatory</b>		Revised IRR of R.A. 9184 / COA Circular 2012-001 dated June 2012
G	• <b>For Final Inspection</b> – Documentary Requirements Item No. 1-68 already previously submitted (Documentary Requirements Item No. 70 to 76 and 77 to 82, when applicable only, <b>Certified Xeroxed Copies Only</b> ) <b>No. 74 Mandatory</b>		COA Circular 2013 dated June 30, 2013

**NOTE: The Documents to be attached to the Request for Contracts Review and Inspection should be Certified Xerox Copy only since the Original Copies of the Documents should be attached to the Disbursement Vouchers be submitted to the Auditor.**

**Advance Payment:**

**Annex E-Section 4.1-**The procuring entity shall, upon a written request of the contractor which shall be submitted as a contract document, make an advance payment to the contractor an amount not exceeding fifteen (15%) percent of the total contract price, to be made in lump sum or, at the most, two installments according to a schedule specified in the ITB or other relevant tender documents.

**Annex E-Section 4.2-**The advance payment shall be made only upon the submission to and acceptance by the procuring entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the procuring entity.

**Annex E-Section 4.3-** The advance payment shall be repaid by the contractor by deducting fifteen (15%) from his periodic progress payments a percentage equal to the percentage the total contract price used for the advance payment.

**Annex E-Section 4.4-** The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.

**Remarks:**

<b>Prepared By and Date:</b>	<b>Reviewed By and Date:</b>