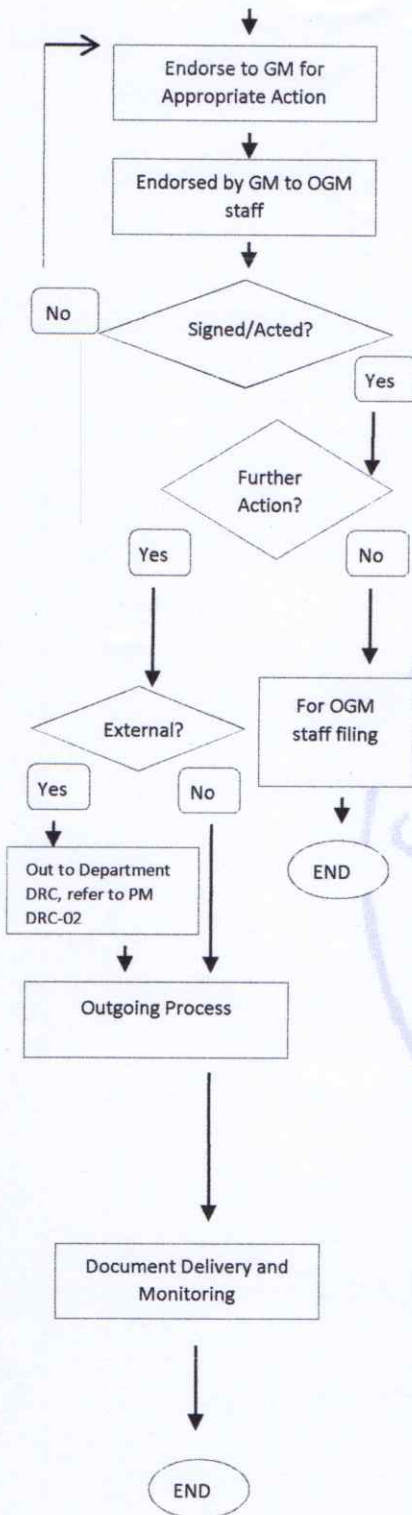


DOCUMENTS CONTROL IN THE OFFICE OF THE GENERAL MANAGER



<p>Document is endorsed and placed at the GM's Desk for perusal/appropriate action.</p> <p>Document is endorsed by GM to OGM staff.</p>	<p>OGM Staff</p> <p>GM</p>	<p>Document with GM's Routing Slip or Remarks</p>
<p>Document is checked for GM action/signature.</p> <p>If Document lacks specific directive/instruction from GM or was not signed, it is returned to the GM for appropriate action.</p> <p>If Document is endorsed for Filing, it is forwarded to OGM Staff (Noted at the In & Out Excel Database). Files are kept in Folders (Per Year and Type of Document) at the SCRR, or at Filers of OGM staff designated to keep such files.</p> <p>If Document is not endorsed for filing, proceed to the Next Step.</p> <p>If document is classified as External and is related to Procedure Manual (PM) and Work Instruction (WI) in the Quality Management System (QMS), GM issues routing slip for implementation to Department DRC. Please refer to PM-DRC-02 External Document Control.</p>	<p>OGM Staff</p> <p>OGM Staff</p> <p>GM DRC OGM Staff</p>	<p>In & out Excel Database;</p> <p>Routing Slip</p>
<p>OGM staff encodes the outgoing details of the Document in the Excel file indicating the following:</p> <p>Date/Time Out By Delivered By Office/Unit Received By Transmittal Number</p> <p>Transmittal Sheet with the Incoming and Outgoing details of the Document is printed for Signature of the Receiving Department/Unit.</p>	<p>OGM STAFF</p> <p>OGM Staff</p>	<p>In & out Excel Database</p> <p>Printed Transmittal Sheet for signature</p>
<p>The OGM Staff designated to deliver the Document will have it received by the person indicated in the Transmittal Sheet.</p> <p>The Receiver will sign the Transmittal Sheet once the Document received has been verified and as indicated in the Transmittal Sheet.</p> <p>The Transmittal Sheet will be audited against the Excel Database to verify the Name of the Receiving Person. The Transmittal Sheet will be filed (in a Filer containing Folders of Transmittal sorted per Month).</p>	<p>OGM Staff</p> <p>Receiving Staff</p> <p>OGM Staff</p>	<p>Signed Transmittal Sheet</p> <p>Signed Transmittal Sheet (verified against excel)</p>

PROPRIETARY NOTICE

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

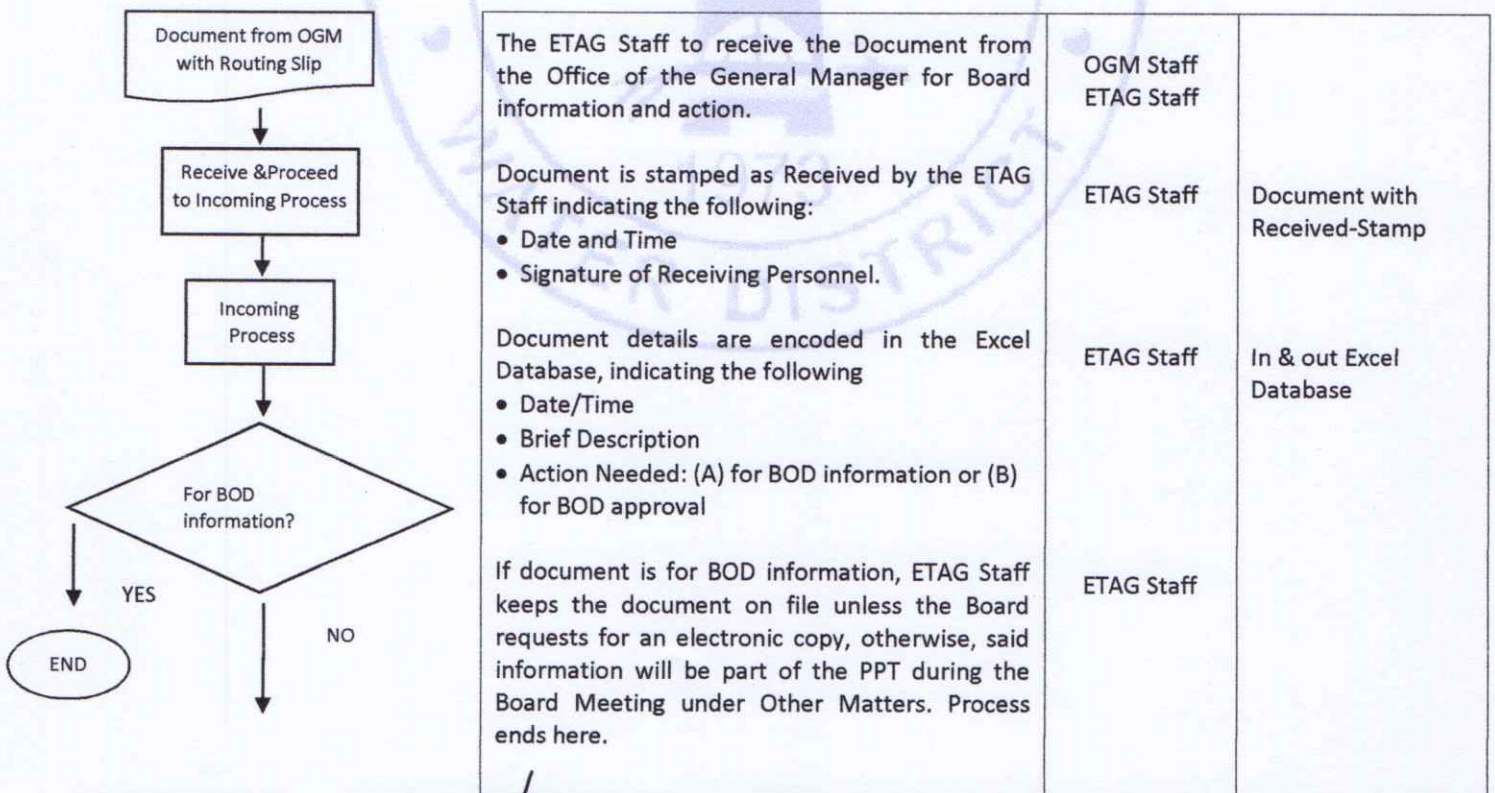
PPT – refers to a PowerPoint Presentation prepared by ETAG Staff for GM’s perusal created on software from Microsoft that allows users to use visual/graphic features to a presentation during meetings.

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

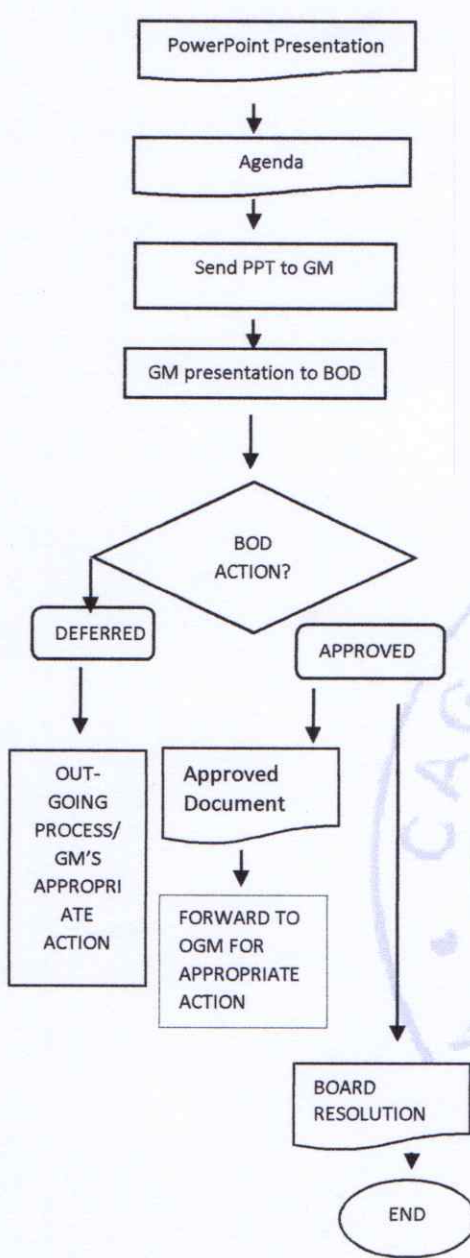
Process Flow	Detailed Description	Responsibility	Retained Documented Information
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The ETAG Staff to receive the Document from the Office of the General Manager for Board information and action.	OGM Staff ETAG Staff	
Document is stamped as Received by the ETAG Staff indicating the following: <ul style="list-style-type: none"> • Date and Time • Signature of Receiving Personnel. 	ETAG Staff	Document with Received-Stamp
Document details are encoded in the Excel Database, indicating the following <ul style="list-style-type: none"> • Date/Time • Brief Description • Action Needed: (A) for BOD information or (B) for BOD approval 	ETAG Staff	In & out Excel Database
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: <i>Armie B. Abragan</i> Armie B. Abragan Process Owner	Approved By: Quality Management Representative
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FORMULATION & APPROVAL OF POLICY



<p>If the document is for Board action, the ETAG Staff includes it in the preparation of PPT.</p>	<p>ETAG Staff</p>	<p>PPT</p>
<p>The ETAG Staff then drafts the Agenda of the Board Meeting for GM approval with inputs from the Board, if any.</p>	<p>ETAG Staff</p>	<p>BOD Meeting Agenda</p>
<p>The ETAG Staff sends the PPT to the GM, at least One (1) Day before the Board Meeting.</p>	<p>ETAG Staff</p>	<p>PPT Email Outbox</p>
<p>GM presents the PPT during Board Meeting for Board action.</p>	<p>GM</p>	
<p>If, for whatever reason, the Board decides to Defer Action on the endorsed document, the ETAG Staff will indicate by means of a note that it has been "Deferred", and proceeds to Outgoing Process to the OGM for GM's appropriate action.</p>	<p>BOD ETAG Staff</p>	<p>Document noted as deferred and for "appropriate action" In & Out Excel Database & signed Transmittal Sheet</p>
<p>If the endorsed document is approved by the Board, it is stamped "Approved" with the Date and Board Resolution Number, and forwarded to the OGM for appropriate action.</p>	<p>ETAG Staff BOD OGM</p>	<p>Document stamped w/ approved BOD action</p>
<p>The ETAG Staff then drafts Resolution and prints a hardcopy for review and approval prior to start of the next Board meeting.</p>	<p>ETAG Staff</p>	<p>Draft Board Resolution</p>
<p>Once the Resolution is signed, the ETAG Staff keeps the Original Copy of the Resolution and files the same.</p>		<p>Signed Board Resolution</p>
<p>Request for Copy of Board Resolution or Minutes of Meeting is facilitated through a Request Form to be approved by the General Manager.</p>		<p>Document Request Form</p>

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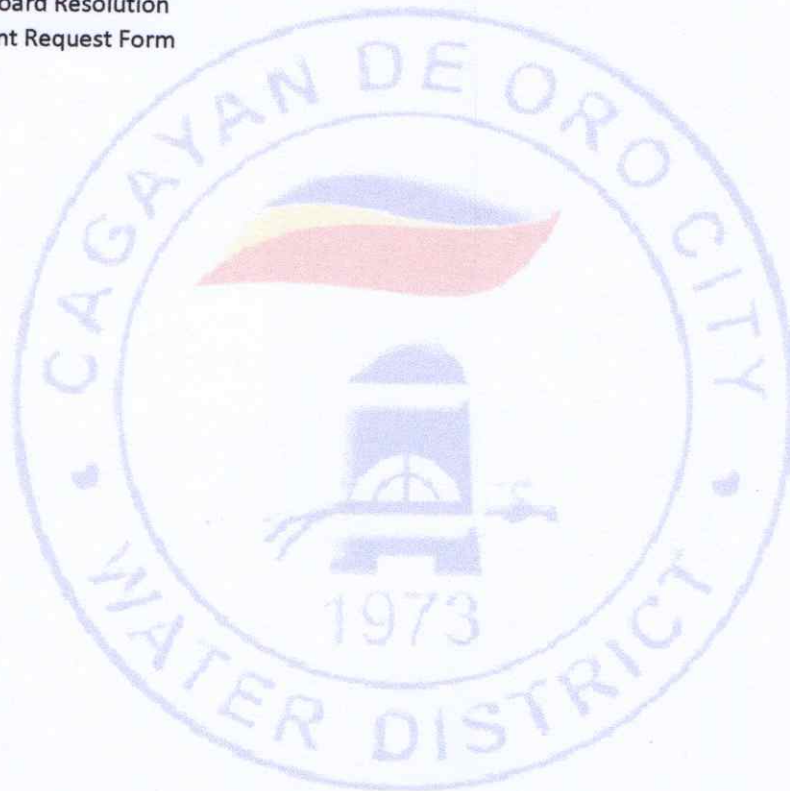
FORMULATION & APPROVAL OF POLICY

Reference Documents –

1. PD 198 or 'Provincial Water Utilities Act of 1973'
2. 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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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 –

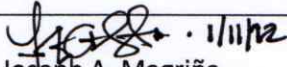
For Procurement of Goods, Infrastructure and Consulting Services to be facilitated by the Bids and Awards Committee (BAC) upon receipt of Purchase Requisition (PR) per approved Annual Procurement Plan (APP).

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	Retained Documented Information
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<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Project Procurement Management Plan</div> <div style="text-align: center; margin-top: 20px;">↓</div>	<p>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).</p> <p>PPMP must contain the following information:</p> <ol style="list-style-type: none"> 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 8. Unit cost 	BAC Secretariat Head	Accomplished Project Procurement Management Plan (PPMP) signed by the Department Heads
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Prepared By:  _____ Joseph A. Magriña Process Owner	Approved By: _____ Quality Management Representative
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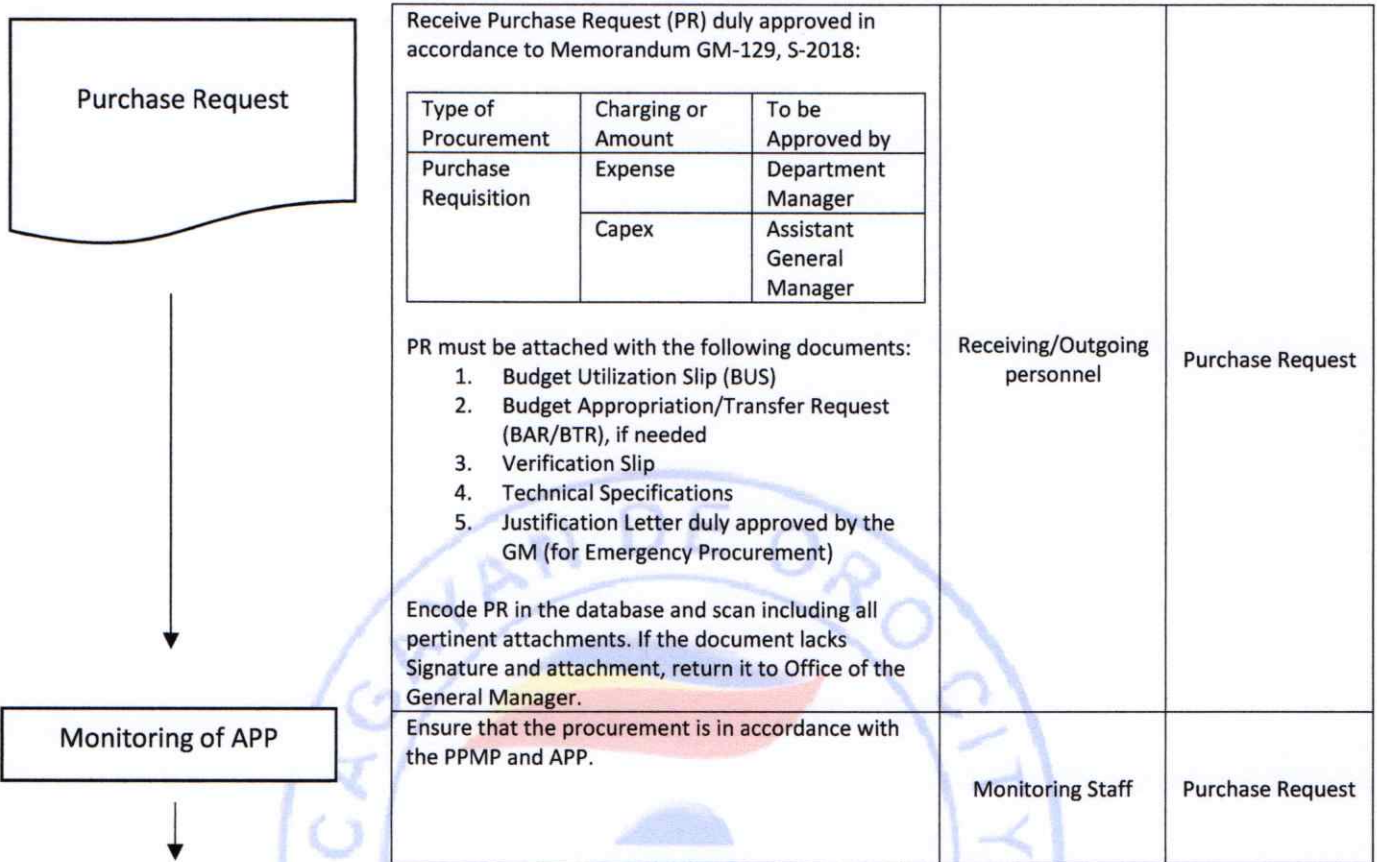
PROCUREMENT THROUGH COMPETITIVE BIDDING

<p>Annual Procurement Plan</p>	<ol style="list-style-type: none"> 9. Unit cost 10. Mode of Procurement 11. Schedule of Procurement Activities 12. Total Capital Expense 13. Grand Total 14. Name and Signature of the Department Manager 		
<p>↓</p>	<p>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).</p> <p>APP must contain the following information:</p> <ol style="list-style-type: none"> 1. Name of the Procuring Entity 2. Calendar Year 3. Summary of Expense from the PPMP Per Department 4. Total Expense 5. Summary of Capital Expense from the PPMP per Department 6. Total Capital Expense 7. Grand Total 8. Name & Signature of the BAC Secretariat Head 9. Name & Signature of the BAC Chairperson 10. Name & Signature of the Head of the Procuring Entity <p>Furnish copy of the Approved APP to the following:</p> <ol style="list-style-type: none"> 1. GPPB – Technical Support Office 2. Commission on Audit 3. Agency Departments 	<p>BAC Secretariat Head</p>	<p>Accomplished Annual Procurement Plan (APP) signed by the BAC Secretariat, BAC Chairman, Finance Dept. Manager and Head of the Procuring Entity (HoPE)</p>
<p>↓</p>	<p>Issue Supplemental APP, if necessary, which contains the following information:</p> <ol style="list-style-type: none"> 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 BAC Chairperson 14. Name & Signature of the Finance Manager 15. Name & Signature of the Head of the Procuring Entity 	<p>BAC Secretariat</p>	<p>Accomplished Supplemental APP signed by the BAC Secretariat, BAC Chairman, Finance Dept. Manager and Head of the Procuring Entity (HoPE)</p>

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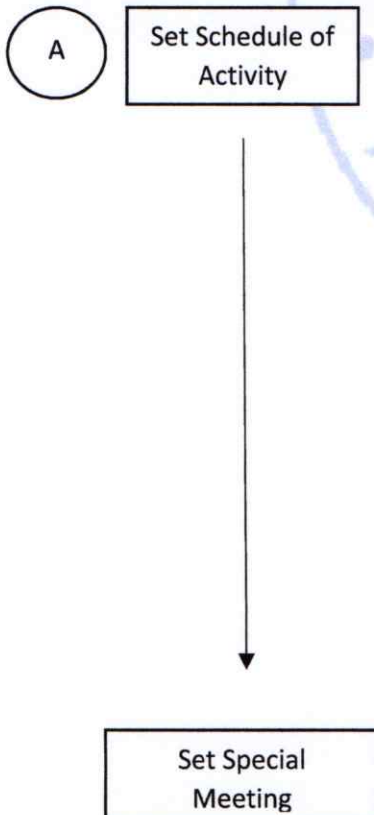
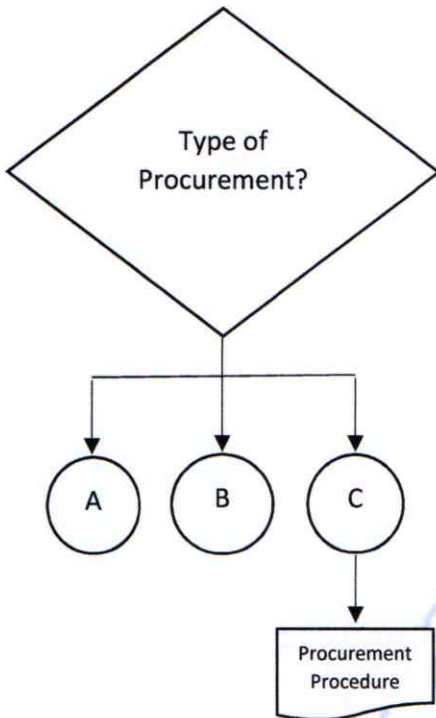
PROCUREMENT THROUGH COMPETITIVE BIDDING



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PROCUREMENT THROUGH COMPETITIVE BIDDING

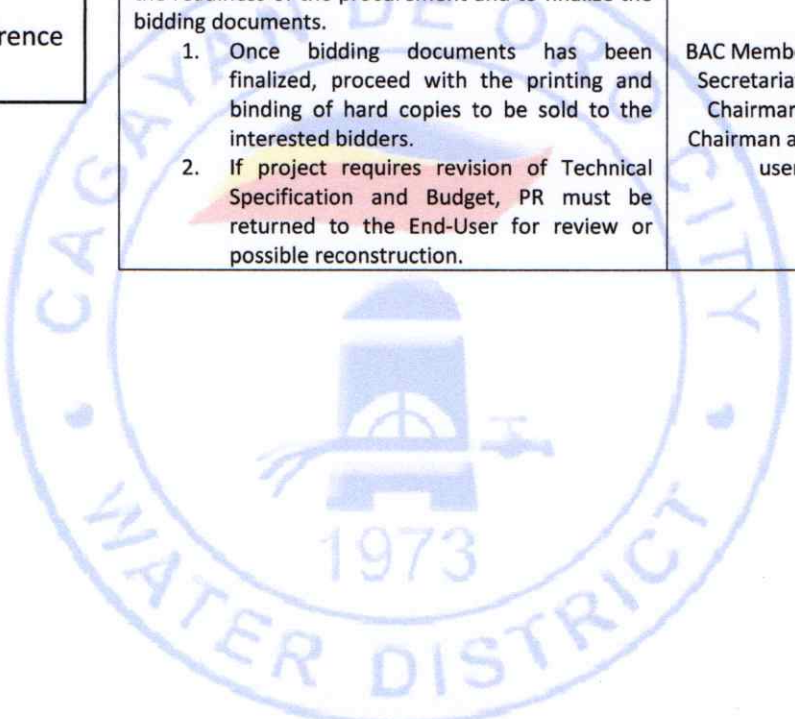
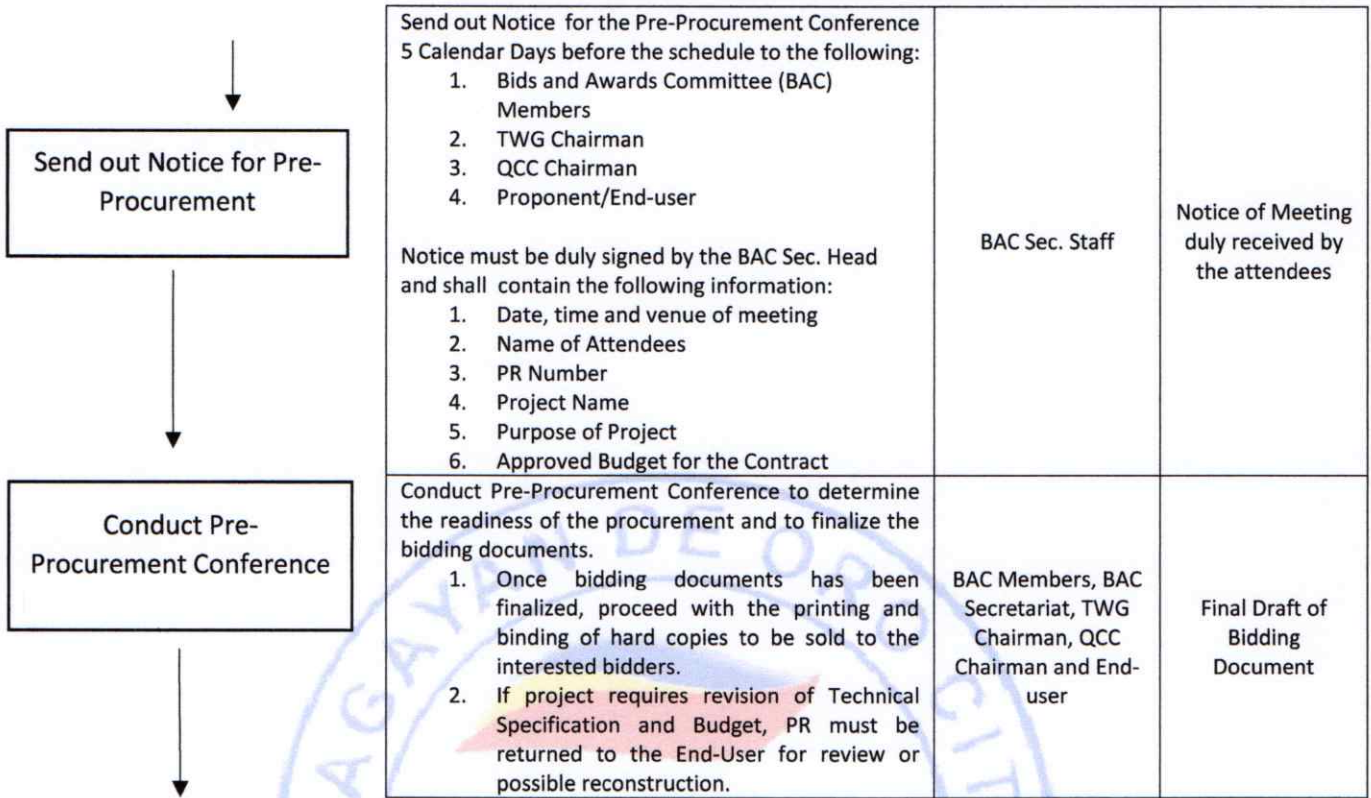


<p>Determine if PR is subject for:</p> <ol style="list-style-type: none"> A. Public Bidding (with ABC above 1M) <ol style="list-style-type: none"> a. Goods b. Infrastructure c. Consulting Services B. Negotiated (with ABC 1M and below and above 500,000) <ol style="list-style-type: none"> a. Small Value Procurement b. Emergency Procurement C. Shopping (with ABC 500,000 and below) <p>Proceed to the next procedure after identifying the mode of procurement.</p> <ol style="list-style-type: none"> 1. For PUBLIC BIDDING, prepare schedule of procurement activity. 2. For NEGOTIATED PROCUREMENT, prepare canvass documents. 3. For SHOPPING, forward PR to the Procurement Section 	<p>BAC Sec. Staff</p>	<p>Purchase Request</p>
FOR PUBLIC BIDDING		
<p>Prepare Schedule of Procurement Activity</p> <ol style="list-style-type: none"> 1. Pre-Procurement Conference Not applicable to the following: <ol style="list-style-type: none"> a. Procurement of Goods costing 2M & below b. Procurement of Infra Projects costing 5M & below c. Consulting Services costing 1M and below 2. Newspaper Publication Not applicable to the following: <ol style="list-style-type: none"> a. Procurement of Goods costing 10M & below b. Procurement of Infra Projects costing 15M & below c. Consulting Services costing 5M & below 3. Issuance of Bids 4. Eligibility Check and Shortlisting (<i>For Procurement of Consulting Services</i>) 5. Pre-Bid Conference 6. Opening of Bids 7. Post-Qualification 8. Notice of Award 9. Notice to Proceed 	<p>BAC Sec. Staff</p>	<p>Updated Calendar of Procurement Activity</p>
<p>Set a Special Meeting for the presentation of PR and its corresponding schedule of activities.</p>	<p>BAC Sec. Staff</p>	<p>Notice of Meeting</p>

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PROCUREMENT THROUGH COMPETITIVE BIDDING



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PROCUREMENT THROUGH COMPETITIVE BIDDING

Final Bidding Documents

Final Bidding Documents must contain the following forms:

1. Invitation to Bid (**for Goods, Services & Infrastructure**)/Request for Expression of Interest (**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 Procurement of Consulting Services, the examination and evaluation of bids, Post-Qualification, and Award.
 - d. The Date, Time and Place of the deadline for the submission and receipt of the Eligibility Requirements, the Pre-Bid Conference if any, the submission and receipt of Bids, and the Opening of Bids
 - e. ABC for the Project, Lot, or Item to be Bid.
 - f. The Source of Funding
 - g. The Place, Time and Website where the Bidding Documents may be secured or downloaded, and, where required, the Price of the Bidding Documents, in accordance with Section 17.4 of this IRR
 - h. The Contract Duration or Delivery Schedule
 - i. The Name, Address, Telephone Number, Facsimile Number, e-mail and Website Addresses of the concerned Procuring Entity, as well as its Designated Contact Person.
 - j. Such other necessary information deemed relevant by the Procuring Entity
2. Instruction to Bidders
 - a. General
 - b. Contents of Bidding Documents
 - c. Preparation of Bids
 - d. Submission and Opening of Bids
 - e. Evaluation and Comparison of Bids
 - f. Award of Contract
3. Bid Data Sheet(**for Goods, Services & Infrastructure**)/Eligibility Data Sheet (**for Consulting Services**)
 - a. Name of Procuring Entity
 - b. Reference Number & Project Name
 - c. Funding Source

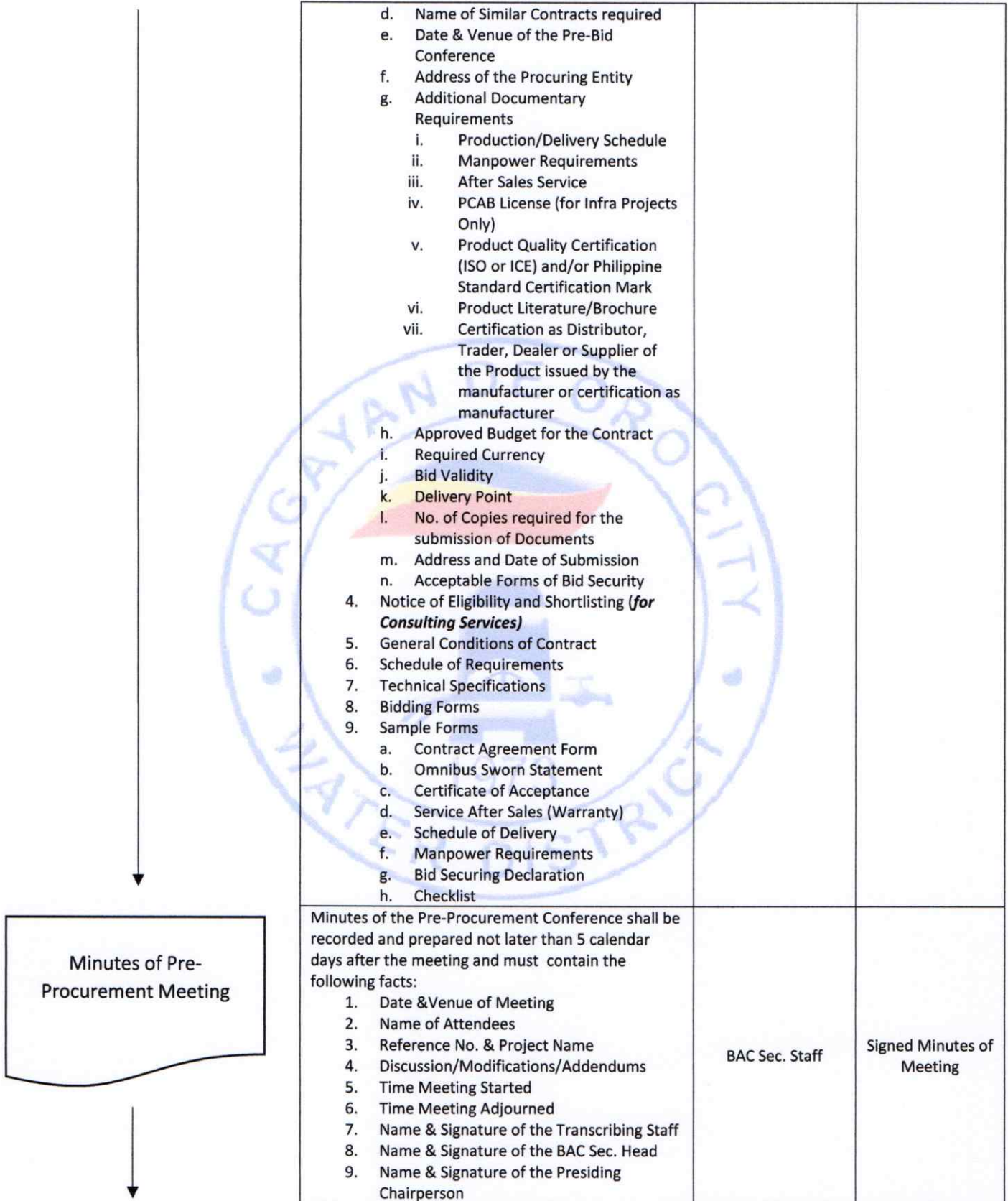
BAC Sec. Staff

Hard copy of Final Bidding Documents

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PROCUREMENT THROUGH COMPETITIVE BIDDING



PROPRIETARY NOTICE

PROCUREMENT THROUGH COMPETITIVE BIDDING

<p>Invitation to Bid</p>	<p>Post the Invitation to Bid 1 Calendar Day before the Date of Issuance of Bids in the following:</p> <ol style="list-style-type: none"> 1. Philippine Government Electronic Procurement System (PhilGEPS) website; 2. COWD Website; 3. COWD Bulletin Board; and 4. Advertise at least in 1 Newspaper of General Circulation, if PhilGEPS is inaccessible. 	<p>BAC Sec. Staff</p>	<p>Printable Version of Postings (<i>for PhilGEPS&COWD Website</i>) / Signed copy (<i>for the Bulletin Board</i>) / Newspaper clippings (<i>for Newspaper Publications</i>)</p>
<p>Prepare & Post Supplemental Notice</p>	<p>Prepare Supplemental Notices if there are possible changes in the bidding documents which is to be posted in the following:</p> <ol style="list-style-type: none"> 1. Philippine Government Electronic Procurement System (PhilGEPS) website; 2. COWD Website; and 3. COWD Bulletin Board; <p>Supplemental Notice must contain the following information:</p> <ol style="list-style-type: none"> 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 	<p>BAC Sec. Staff</p>	<p>Signed Supplemental Notice</p>
<p>Send out Notice for Pre-Bid Conference</p>	<p>Send out Notice and Invitation for the Pre-Bid Conference 5 CD before the schedule to the following:</p> <ol style="list-style-type: none"> 1. Bids and Awards Committee (BAC) Members 2. TWG Chairman 3. QCC Chairman 4. Proponent/End-user 5. Observers (COA, NGO etc.) <p>Notice must be duly signed by the BAC Sec. Head and shall contain the following information:</p> <ol style="list-style-type: none"> 1. Date, Time and Venue of meeting 2. Name of Attendees 3. PR Number 4. Project Name 5. Purpose of Project 6. Approved Budget for the Contract <p>Invitation must be duly signed by the BAC Sec. Head and shall contain the following information:</p> <ol style="list-style-type: none"> 1. Date of Invitation 2. Name, Designation and Company of the invited observer 3. Date, Time & Venue of the pre-bid conference 4. PR Number 5. Project Name 6. Purpose of Project 7. Approved Budget for the Contract 	<p>BAC Sec. Staff</p>	<p>Notice of Meeting duly received by the Attendees / Invitation Letter sent through Email and duly received by COA</p>

PROPRIETARY NOTICE

PROCUREMENT THROUGH COMPETITIVE BIDDING

<p>Conduct Pre-Bid Conference</p>	<p>Conduct Pre-Bid Conference to discuss, clarify and explain, among other things, the eligibility requirements and the Technical and Financial components of the Contract to be Bid including questions and clarifications raised by the Prospective Bidders before and during the Pre-Bid Conference.</p>	<p>BAC Members, BAC Secretariat, TWG Chairman, QCC Chairman, End-User and Prospective Bidders</p>	<p>Bidding Document</p>
<p>Minutes of the Pre-Bid Conference</p>	<p>Minutes of the Pre-Bid Conference shall be recorded and prepared not later than 5 CD after the meeting and must contain the following facts:</p> <ol style="list-style-type: none"> 1. Date of Meeting 2. Venue of Meeting 3. Name of Attendees 4. Reference No. & Project Name 5. Discussion/Modifications/Addendums 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 	<p>BAC Sec. Staff</p>	<p>Signed Minutes of Meeting</p>
<p>Prepare and Post the Supplemental Notice</p>	<p>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 posted 7 CD before the opening of bids):</p> <ol style="list-style-type: none"> 1. Philippine Government Electronic Procurement System (PhilGEPS) website; 2. COWD website; 3. COWD bulletin board; 4. Also send a copy to bidders who bought the bidding documents. <p>Supplemental Notice must contain the following information:</p> <ol style="list-style-type: none"> 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 	<p>BAC Sec. Staff</p>	<p>Signed Supplemental Notice</p>

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PROCUREMENT THROUGH COMPETITIVE BIDDING

<p>Send out Notice for the Opening of Bids</p>	<p>Send out Notice and Invitation for the Opening of Bids 5 CD before the schedule to the following:</p> <ol style="list-style-type: none"> 1. Bids and Awards Committee (BAC) Members 2. TWG Chairman 3. QCC Chairman 4. Proponent/End-user 5. Observers (COA, NGO etc.) <p>Notice must be duly signed by the BAC Sec. Head and shall contain the following information:</p> <ol style="list-style-type: none"> 1. Date, Time and Venue of Meeting 2. Name of Attendees 3. PR Number 4. Project Name 5. Purpose of Project 6. Approved Budget for the Contract <p>Invitation must be duly signed by the BAC Sec. Head and shall contain the following information:</p> <ol style="list-style-type: none"> 1. Date of Invitation 2. Name, Designation and Company of the Invited Observer 3. Date, Time & Venue of the Pre-Bid Conference 4. PR Number 5. Project Name 6. Purpose of Project 7. Approved Budget for the Contract 	<p>BAC Sec. Staff</p>	<p>Notice of Meeting duly received by the Attendees / Invitation Letter sent through Email and duly received by COA</p>
<p>Conduct Opening of Bids</p>	<p>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):</p> <ol style="list-style-type: none"> 1. 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. 2. If all bids Fail, the BAC prepares an Abstract and Resolution declaring FAILURE OF BIDDING and re-schedule for Rebidding. 3. Financial envelopes of the Non-Complying Bidders will be kept by the BAC Sec. Staff sealed and signed by the BAC members if they opt to file a Motion for Reconsideration. If not, it will be returned to the Bidder. <ol style="list-style-type: none"> 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 thereof. 	<p>BAC Members, BAC Secretariat, TWG Chairman, Internal Audit and Participating Bidders</p>	<p>Submitted Eligibility, Technical and Financial Proposals</p>

PROPRIETARY NOTICE

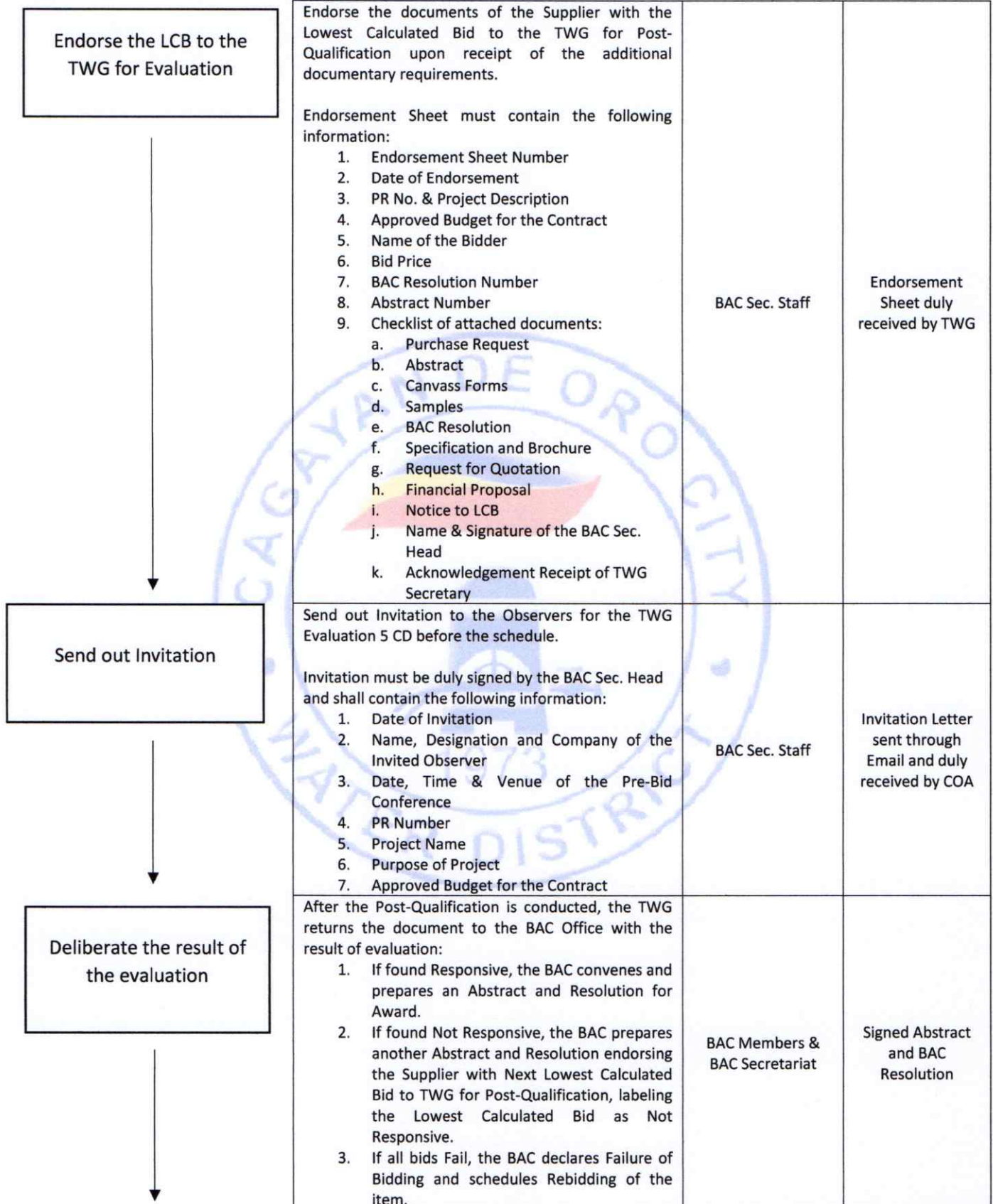
PROCUREMENT THROUGH COMPETITIVE BIDDING

<p>Prepare Abstract and BAC Resolution for TWG Evaluation</p>	<p>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.</p> <p>TWG Abstract must be duly signed by the BAC Sec. Head and BAC Members and shall contain the following information:</p> <ol style="list-style-type: none"> 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 8. Name of participating bidders arranged accordingly from lowest to highest based on the quoted price 9. BAC Recommendation <p>TWG BAC Resolution must be duly signed by the BAC Members and shall contain the following information:</p> <ol style="list-style-type: none"> 1. Abstract Number 2. PR Number 3. Project Name 4. Purpose of Project 5. Name of Participating Bidders arranged accordingly from Lowest to Highest based on the Quoted Price 6. BAC Recommendation 	<p>BAC Sec. Staff</p>	<p>Signed Abstract and BAC Resolution</p>
<p>Minutes of Opening of Bids</p>	<p>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:</p> <ol style="list-style-type: none"> 1. 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 	<p>BAC Sec. Staff</p>	<p>Signed Minutes of Meeting</p>
<p>Send Notice to All Participating Bidders</p>	<p>Send a Notice to the Participating Suppliers:</p> <ol style="list-style-type: none"> 1. Notice as the Lowest Calculated Bid and to further submit additional documentary requirements to be submitted within 3 CD upon receipt of Notice. 2. Notice to Non-Complying Bidders stating the reason of Ineligibility. 	<p>BAC Sec. Staff</p>	<p>Notice duly received by Bidders</p>

PROPRIETARY NOTICE

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PROCUREMENT THROUGH COMPETITIVE BIDDING



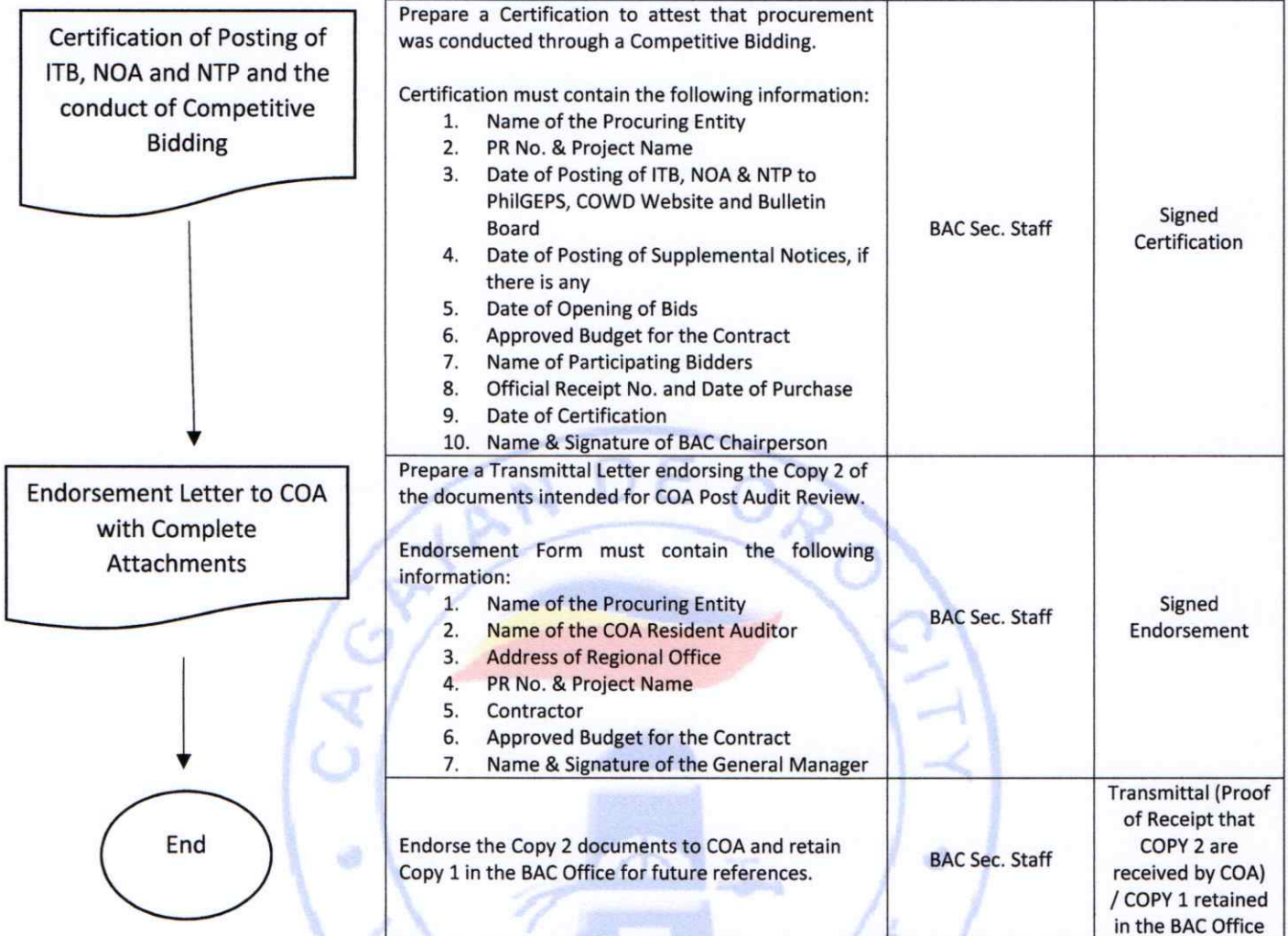
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PROCUREMENT THROUGH COMPETITIVE BIDDING

<p>Recommend for approval to the HOPE</p>	<p>To award, the BAC convenes and signs the Abstract and Resolution for Award and forward the document to the HOPE for approval.</p> <ol style="list-style-type: none"> 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. 	<p>BAC Members & BAC Secretariat</p>	<p>Transmittal (Proof of Receipt that all pertinent documents are received by the Office of the GM)</p>
<p>Reproduction of Documents</p>	<p>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:</p> <ol style="list-style-type: none"> a. Copy 1 – BAC file b. Copy 2 – COA file 	<p>BAC Sec. Staff</p>	<p>Duplicate copy of all pertinent documents</p>
<p>Updating of Database & Endorse Original Documents to the Procurement Section</p>	<p>Update the database and forwards the documents to the Procurement Section for the processing of the following:</p> <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Performance Bond c. Contract d. Purchase Order (PO) e. Notice to Proceed (NTP) 	<p>BAC Sec. Staff</p>	<p>Transmittal (Proof of Receipt that all pertinent documents are received by the Procurement Section)</p>
<p>Receive File Copy of Notice of Award</p>	<p>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.</p>	<p>Receiving/Outgoing Personnel</p>	<p>Copy of Notice of Award</p>
<p>Posting of Award</p>	<p>Post the Award in the following:</p> <ol style="list-style-type: none"> a. PhilGEPS and upload the approved BAC Resolution and NOA b. Post the NOA in COWD's Bulletin Board and in COWD Website 	<p>BAC Sec. Staff</p>	<p>Printable Version of Postings (for PhilGEPS) / Copy of NOA (for the Bulletin Board)</p>
<p>Issuance of PO and NTP</p>	<p>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.</p>	<p>Receiving/Outgoing Personnel</p>	<p>Copy of Performance Bond, Contract, Purchase Order and Notice to Proceed</p>
<p>Updating of Award in Website</p>	<p>Update the Award in the following:</p> <ol style="list-style-type: none"> 1. PhilGEPS and uploads the Signed Contract and NTP. 2. Post the NTP & PO in COWD's Bulletin Board and in COWD Website. 	<p>BAC Sec. Staff</p>	<p>Printable Version of Postings (for PhilGEPS) / Copy of NOA (for the Bulletin Board)</p>

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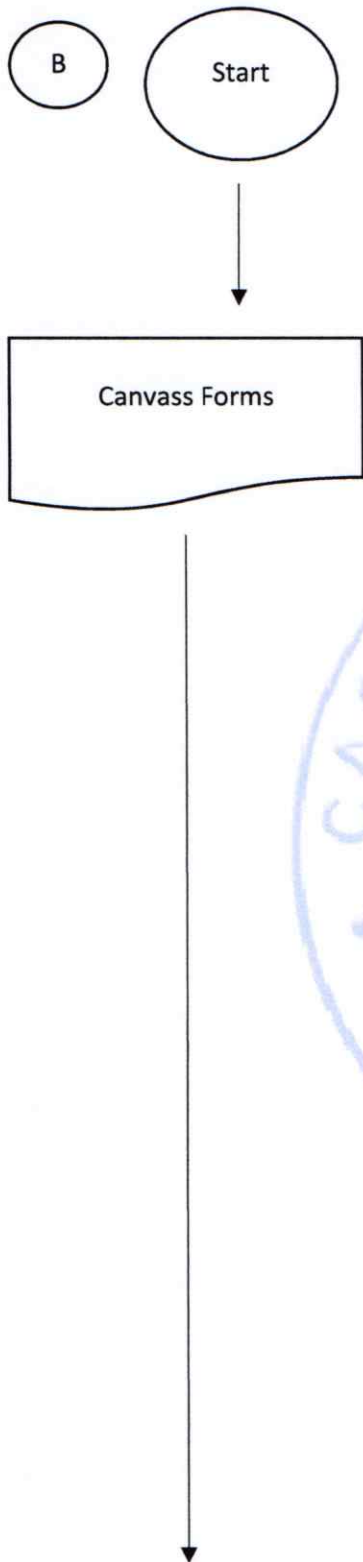
PROCUREMENT THROUGH COMPETITIVE BIDDING



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PROCUREMENT THROUGH COMPETITIVE BIDDING

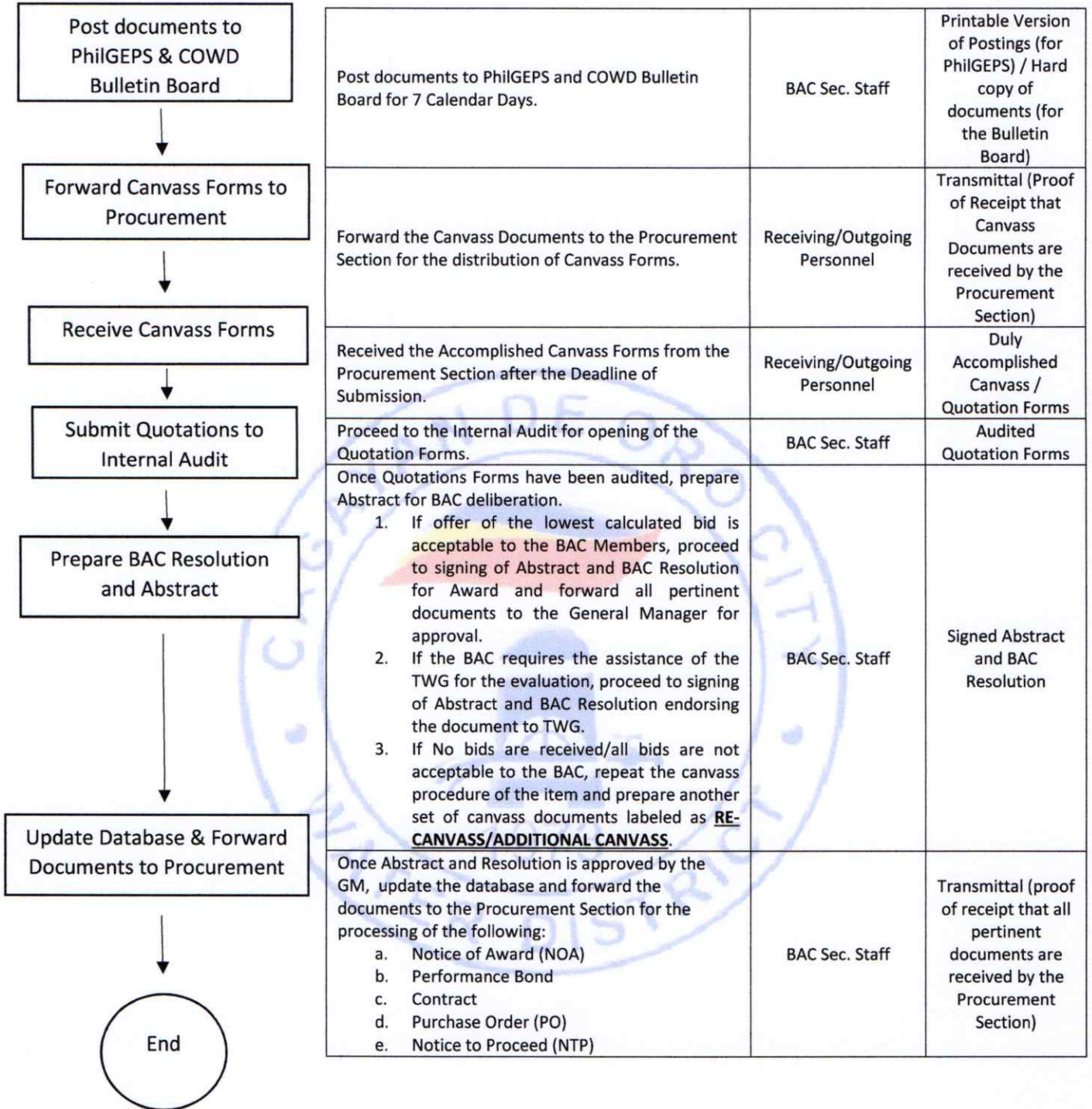


FOR NEGOTIATED PROCUREMENT

<p>Prepare Canvass Documents:</p> <ol style="list-style-type: none"> 1. Request for Quotation Contains the following information: <ol style="list-style-type: none"> a. Name of the Procuring Entity b. Mode of Procurement c. PR No. & Project Name d. Approved Budget for the Contract e. Delivery Schedule Required f. List of Requirements <ol style="list-style-type: none"> i. Mayor's Permit ii. PhilGEPS Registration iii. Income/Business Tax Returns iv. Omnibus Sworn Statement 2. Technical Specification Contains the following information: <ol style="list-style-type: none"> a. PR No. & Project Name b. Quantity and Unit of Items c. Specifications Required 3. Supplier's Acknowledgment Receipt Contains the following information: <ol style="list-style-type: none"> a. Name of the Procuring Entity b. PR No. c. Deadline of Canvass Submission d. Name of Pre-Determined Suppliers e. Blank Columns labeled as follows: <ol style="list-style-type: none"> i. Date Canvass Received by the Suppliers ii. Name & Signature of the Recipient iii. Remarks 4. Quotation Form. Contains the following information: <ol style="list-style-type: none"> a. Name of the Procuring Entity b. 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. Purpose of the Project h. Approved Budget for the Contract i. Delivery Schedule j. Supplier's Delivery Schedule Offer k. Name & Signature of the BAC Chairperson 	<p>BAC Sec. Staff</p>	<p>Signed Canvass Documents</p>
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PROCUREMENT THROUGH COMPETITIVE BIDDING



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PROCUREMENT THROUGH COMPETITIVE BIDDING

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 above 1M
3. 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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