	INCOMING DATA						OUTGOING DETAILS							
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DATEIN	D BY	BY	DEPT/OFC	OTHERS	DESCRIPTION	DOCUMENT	DATE OUT	BY	BY	DEPT/OFC	OTHERS	ACTION TAKEN	NCVD B1	SIGNATORE
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TAN DE ORO
TOTAL TRICE
Water Accessibility - Our Priorit

CAGAYAN DE ORO CITY WATER DISTRICT OFFICE OF THE GENERAL MANAGER

(Communication and Records Management Div./

Executive Technical Assistance Group)

DOCUMENT REQUEST FORM

	Dat	e:	
).: 	
FOR:	Control 140	····	
(/	SECRETARY CERT BOARD RESOLUTI EXCERPT OF MINU LETTER/COMMUNI CONTRACT REPORT MEMORANDUM OTHERS	ON ITES OF THE MEETING	
PURPOSE	(S):		
NAME : DEPT : ACTION TA () ()			
Date Date Da Date	Endorsed to BOD :	(Name) General Manager	
FM-OGM-02	0	0	XX-XX-XX

DOCUMENT REQUEST FORM Date: Control No.: COR: () SECRETARY CERTIFICATE () BOARD RESOLUTION () EXCERPT OF MINUTES OF THE MEETING () LETTER/COMMUNICATION () CONTRACT () MEMORANDUM () OTHERS JBJECT: PURPOSE(S): REQUESTING PARTY (RP): NAME: DEPT: ACTION TAKEN: () APPROVED FOR RELEASE () DISAPPROVED () OTHERS By: (Name) General Manager CRM / ETAG ACTION: Date Received by OGM: Date Endorsed to BOD: Date Endorsed to LC: Date Received from LC:								
(Communication and Records Management Div / Executive Technical Assistance Group) DOCUMENT REQUEST FORM Date:	STAN DE ORO	CAGAYAN DE ORO CITY WATER DISTRICT						
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CRM / ETAG ACTION: Date Received by OGM: Date Endorsed to BOD: Date Endorsed to LC: Date Received from LC:								
Date Received by OGM: Date Endorsed to BOD: Date Endorsed to LC: Date Received from LC:	00	5						
Date Endorsed to BOD : Date Endorsed to LC : Date Received from LC :								
Date Endorsed to LC : Date Received from LC :								
Date Received from LC:								
	D	ate Endorsed to LC:						
Date Released to RP ·	Date	e Received from LC:						
Date Neleased to NE.	D	ate Released to RP:						

Received by :

XX-XX-XXXX

FM-OGM-02



CAGAYAN DE ORO CITY WATER DISTRICT OFFICE OF THE GENERAL MANAGER

(Communication and Records Management Div./

Executive Technical Assistance Group)

DOCU	MENT REQUEST FORM
	Date:
Co	ontrol No.:
OR:	
() SECRETAR	
() BOARD RES	
` '	OF MINUTES OF THE MEETING
()	MMUNICATION
() CONTRACT	
() REPORT	
() MEMORANI	DUM
() OTHERS	
BJECT :	
	_
URPOSE(S):	
EQUESTING PARTY (I	DD).
•	•
NAME :	
DEPT :	
CTION TAKEN:	
() APPROVED	FOR RELEASE
() DISAPPROV	/ED
() DISAPPROV () OTHERS	
	Dv. ·
	By :(Name)
	General Manager
CRM / ETAG ACTION:	_
Date Received by	OGM :
Date Endorsed to	BOD :
Date Endorsed t	to LC :
Date Received from	m LC :
Date Released t	o RP :
	ed by :
OGM-02	00 XX-XX-



CAGAYAN DE ORO CITY WATER DISTRICT

Corrales Avenue, Cagayan de Oro City

QUALITY CONTROL COMMITTEE

Inspection Report No. (YYY-MM-00)

Material Inspection Report

FOR: General Manager												
ATTN: Finance Departmen	nt											
FROM : Quality Control Cor	: Quality Control Committee											
SUBJECT :	:											
BRAND :												
SUPPLIER :												
OCATION :												
DATE OF INSPECTION :												
DATE SUBMITTED :												
INDINGS:												
Materials Delivered/Supplied	:	()	Complete	()	Partial/Incomplete					
echnical Specifications	:	()	Comply	()	Did Not Comply					
nstallation/TESTING	:	()	Satisfactory	()	Unsatisfactory					
Remarks	:	()	Acceptable	()	Not Acceptable					
Attachments :												
1				4								
2				_ 5								
3				_ 6								
Recommendation :												
(Name)			/	Name)			(Name)					
Chairman				lember			Member					
Chairman			IV	iembei			Wember					
(Name)			(1	Name)			(Name)					
Member/Internal Control				d-User/			Member/Secretary					
		ı		esentative			,					
				Д	PPRO	OVED	/DISAPPROVED					
						(1	Name)					
				_	GF		AL MANAGER					



CAGAYAN DE ORO CITY WATER DISTRICT

Corrales Avenue, Cagayan de Oro City

FOR : The GENERAL MANAGER : Manager, Finance Dept. ATTN

FROM : Quality Control Committee for Pipes & Service Conn. Materials

: MM DD, YYYY DATE

SUI	BJECT	: Material Quali	ity Testing and	d Evaluation I	Report			
Ma	terial & Delivery De	etails			References			
	Item	:			PR No. :		Date:	
					PO No. :		Date:	
	Size	:			OTHERS :		•	
	Quantity				CSI No. :		Date:	
					_			
	Date Received	:			DR Nos. :		Date:	
	Name of Supplier	:			— N.D. No :		Date:	
	Contact No.	:			_			
	Item Location	:			— Tracking		Date:	
	PSMD Reg. No.				No. :			
	End-User	:			 Waybill		Date:	
					No.			
	RESULT	OF THE MATER	IAL QUALITY 1	TESTING AND	EVALUATION		00 - mmyy	
Pac	kaging	:			QTE Request	No.	: yymm 00	
Sar	npling Size	: <u> </u>			Date of Requ	iest	: MM DD, YY	
Sar	npling Method	:			Date Receive	ed	: MM DD, YY	
Dat	e of Sampling	: MM DD, YYYY			_ Date of Testi	ng	: MM DD, YY	
	Sample No.	SPECS	SPECS	SPECS	SPECS	SPECS	Remarks	
#								
SA	Material Type (SATISFY the requ	quality inspe uired technica	l specification	ns. Thus, the Qu	uality Control C	ered, the result above committee hereby	
	(Name)			(Name)			(Name)	
	Chairman			Member			Member	
	(Name)			(Name)			(Name)	
	End User / Representative		Member /	['] Internal Con	trol	Mem	ber / Secretary	
		Noted by :		(Name)				

General Manager



Conducted by:

CAGAYAN DE ORO CITY WATER DISTRICT

Corrales Avenue, Cazayan de Oro City

Control No. YYYY-MM-00

RPLT (Pressure & Leakage Test)

							RFAC (Accuracy Test)					
FOR		: Maintenance & N	RW Managen	nent Dep	artment							
FRO	M	: Quality Control Co	mmittee for	Pipes an	d Service Co	nnection Mate	rials					
DATE	Ē	MM DD, YYYY										
SUBJ	ECT	: Request for Pressi	ure & Leakage	e Test								
		or Accuracy Test f	or Accuracy Test for Water Meters									
Infor	mation of Sample	Material			References							
	Item	:			PR No.	:	Date:					
					PO No.	:	Date:					
	Size	:			Others	:						
	Quantity	:			C.S.I. No.	:	Date:					
	,	-										
	Date of Delivery	:			D.R. No.	:	Date:					
	Name of Supplier	:			N.D. No.	:	Date:					
	OTE No	. ———			Tue elvine							
	QTE No.	<u> </u>			Tracking	·	Date:					
	Sample Size	:			No.	_						
	Others	:			Waybill	:	Date:					
					No.							
Requ	est for PLT or RFAC	 2										
Date	of Testing	:		Date Re	Request Received:							
Requ	ired Pressure	: psi	_	Date Sa	e Sample Received:							
Time	Started	: Finished	•									
Testi	ng Location	:										
	_	Matar Matar	Actual			D						
#	Sample No.	Water Meter Serial Number	Actual			Rema	arks					
		Serial Number	Pressure									

FM-OGM-05 00 XX-XX-XXXX

Noted by:

(Maintenance & NRW Management Dept./ or Manager, Construction Division)



CAGAYAN DE ORO CITY WATER DISTRICT Corrales Avenue, Cagayan de Oro City BIDS AND AWARDS COMMITTEE Office of the BAC Secretariat

ENDORSEMENT SHEET FOR POST-QUALIFICATION FOR BIDDING

ES No. : YYYY-000

Date : MM,DD,YYYY

То	:	Technical	Working	Grou	р							
From	:	: Head, BAC Secretariat										
Subject	:	: Request for Technical Evaluation										
Reference	:	BAC RES. I	No 9	S c	date	ed MM,DD,YYYY						
Please evalua						and return to BAC Secretariat on or before ws:						
Project Title	:											
Purpose	:											
ABC	:											
Bid Offer	:											
Supplier	:											
General Spec	ifications :											
PR#		:		(5)		(Description)						
				(Des	scrip	tion)						
Checklist of A	Attached Doc	uments :										
() PR#			()	Financial Proposal						
() Bid Docu	ments		()	Notice to Lowest Calculated Bidder						
() BAC Res.	No.		()	Post-Qualification Schedule : MM,DD,YYYY (Time)						
() Abstract	No.		()	Sample/s						
(& Technical	l	()	Notice to Lowest Calculated Bidder						
				()	Other/s						
			TWG Ackr	nowle	dge	ment Receipt :						
(Na	me)	-	Received	hv ·								
•	Secretariat		Received	ω, .		Signature over Printed Name						
				Dat	e :							
				Tim	e :							



CAGAYAN DE ORO CITY WATER DISTRICT Corrales Avenue, Cagayan de Oro City BIDS AND AWARDS COMMITTEE Office of the BAC Secretariat

ENDORSEMENT SHEET FOR POST-QUALIFICATION FOR ALTERNATIVE MODES OF PROCUREMENT

ES No. : YYYY-000

Date : MM,DD,YYYY

То	: Technical	Working Group									
From	: Head, BA	: Head, BAC Secretariat									
Subject	: Request	·									
Reference	: BAC RES.	No, S date	ed MM,	DD,Y	YYYY						
	ate the proposal of the Lo ceipt of this request, the I				eturn to BAC Secretariat within FOUR (4) follows:						
Project Title	:										
Purpose	:										
ABC	:										
Quoted Price	e :										
Supplier	:										
General Spec	cifications :										
PR#	·			([Description)						
	·	(Descrip	otion)	(1	occupation)						
Checklist of A	Attached Documents :										
CHECKIST OF A	Attached Documents .										
() PR#		() S	pecification & Brochure						
() Canvass Forms		() F	inancial Proposal						
() BAC Res. No.		() N	lotice to Lowest Calculated Bidder						
() Abstract No.		() S	ample/s						
() Request for Quotatio	n	() C	Other/s						
		TWG Acknowledge	ement Re	eceipt	::						
/A1-	ame)	Possived by									
	Secretariat	Received by : Signature over Printed Name									
		Date : Time :									