



CAGAYAN DE ORO CITY WATER DISTRICT
OFFICE OF THE GENERAL MANAGER
 (Communication and Records Management Div./
 Executive Technical Assistance Group)

DOCUMENT REQUEST FORM

Date: _____

Control No.: _____

FOR:

- SECRETARY CERTIFICATE
- BOARD RESOLUTION
- EXCERPT OF MINUTES OF THE MEETING
- LETTER/COMMUNICATION
- CONTRACT
- REPORT
- MEMORANDUM
- OTHERS _____

SUBJECT : _____

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 : _____
 Date Released to RP : _____
 Received by : _____



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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 Department
FROM : Quality Control Committee
SUBJECT : _____

BRAND : _____
SUPPLIER : _____
LOCATION : _____
DATE OF INSPECTION : _____
DATE SUBMITTED : _____

FINDINGS:

Materials Delivered/Supplied	:	()	Complete	()	Partial/Incomplete
Technical Specifications	:	()	Comply	()	Did Not Comply
Installation/TESTING	:	()	Satisfactory	()	Unsatisfactory
Remarks	:	()	Acceptable	()	Not Acceptable

Attachments :

1	_____	4	_____
2	_____	5	_____
3	_____	6	_____

Recommendation :

(Name)
Chairman

(Name)
Member

(Name)
Member

(Name)
Member/Internal Control

(Name)
End-User/
Representative

(Name)
Member/Secretary

APPROVED/DISAPPROVED

(Name)
GENERAL MANAGER



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**

To : **Technical Working Group**
From : **Head, BAC Secretariat**
Subject : **Request for Technical Evaluation**
Reference : **BAC RES. No. ___, S-__ dated MM,DD,YYYY**

Please evaluate the proposal of the Lowest Calculated Bid and return to BAC Secretariat on or before **MM,DD,YYYY**, the basis information of which are as follows:

Project Title :	
Purpose :	
ABC :	
Bid Offer :	
Supplier :	

General Specifications :

PR# : _____ (Description)
_____ (Description)

Checklist of Attached Documents :

- | | |
|--|---|
| <input type="checkbox"/> PR#

<input type="checkbox"/> Bid Documents

<input type="checkbox"/> BAC Res. No.

<input type="checkbox"/> Abstract No.

<input type="checkbox"/> Eligibility & Technical Documents Submitted | <input type="checkbox"/> Financial Proposal

<input type="checkbox"/> Notice to Lowest Calculated Bidder

<input type="checkbox"/> Post-Qualification Schedule : MM,DD,YYYY (Time)

<input type="checkbox"/> Sample/s

<input type="checkbox"/> Notice to Lowest Calculated Bidder

<input type="checkbox"/> Other/s |
|--|---|

(Name)
Head, BAC Secretariat

TWG Acknowledgement Receipt :	
Received by :	_____
	Signature over Printed Name
Date :	_____
Time :	_____



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**

To : **Technical Working Group**
 From : **Head, BAC Secretariat**
 Subject : **Request for Technical Evaluation**
 Reference : **BAC RES. No. ___, S-__ dated MM,DD,YYYY**

Please evaluate the proposal of the Lowest Calculated Quotation and return to BAC Secretariat within FOUR (4) days from receipt of this request, the basis information of which are as follows:

Project Title :	
Purpose :	
ABC :	
Quoted Price :	
Supplier :	

General Specifications :

PR# : _____ (Description)
 _____ (Description)

Checklist of Attached Documents :

- | | |
|--|--|
| <input type="checkbox"/> PR#
<input type="checkbox"/> Canvass Forms
<input type="checkbox"/> BAC Res. No.
<input type="checkbox"/> Abstract No.
<input type="checkbox"/> Request for Quotation | <input type="checkbox"/> Specification & Brochure
<input type="checkbox"/> Financial Proposal
<input type="checkbox"/> Notice to Lowest Calculated Bidder
<input type="checkbox"/> Sample/s
<input type="checkbox"/> Other/s |
|--|--|

 (Name)
 Head, BAC Secretariat

TWG Acknowledgement Receipt :

Received by : _____
 Signature over Printed Name

Date : _____
 Time : _____