



**STANDARDIZED DOCUMENTARY CHECKLIST (SDC) AND GUIDELINES
FOR PROCESSING OF PAYMENTS
(in reference to COA Cir. 2012-001)**

Control No.

PROCUREMENT THROUGH ALTERNATIVE MODES

[Version 9.0]

Direct Contracting, Repeat Order, Shopping & Negotiated Procurement

Transaction Type (pls. check):

- Purchase of Supplies/Materials (for use)
- Purchase of Supplies (relief assistance)
- Car Rental
- Office building Rental
- Equipment Rental
- Catering Services/ Trainings/Seminars
- Consulting Services
- Repair & maintenance of equipment

Alternative Mode of Procurement (pls. check):

- Direct Contracting
- Repeat Order
- Shopping
- Negotiated Procurement:
 - Emergency Cases
 - Take-over of Contracts
- Adjacent/Contiguous
- Scientific, Scholarly or artistic work, Exclusive Technology & Media Services
- Highly Technical Consultant
- Small Value Procurement
- Lease of Real Property or Venue

General Instructions:

- ✓ To avoid delays in processing, please make sure that all applicable documentary requirements are completely attached.
- ✓ Please make sure that all attachments are **completely signed by authorized persons**.
- ✓ Dates shall be indicated chronologically with the following order:

1. Purchase Request (PR)	6. Notice of Award	11. Charge Invoice
2. OSS	7. Contract	12. IAR
3. RFO	8. Purchase Order	13. BIR Forms 2306 & 2307
4. Abstract of Bids	9. Notice to Proceed	14. OR (for post-audit)
5. BAC Resolution	10. Delivery Receipt	
- ✓ To preserve the credibility of the documents attached, please avoid erasures or any form of alterations as much as possible.
- ✓ Should there be any unavoidable alterations, please countersign beside it.

Common documentary requirements:
(mark ✓ if complied, if not applicable, please write N/A on the spaces provided):

- Obligation Request and Status (ORS)
- Disbursement Voucher (DV)
- Purchase Request (PR)
- Request for Quotation (RFQ)
- PhilGEPS Posting (if applicable)
- Abstract of Bids
- BAC Resolution
- Notice of Award
- Contract Agreement (if applicable)
- Photocopy of ID of SM and Supplier
- Purchase Order
- Notice to Proceed
- Delivery Receipt
- Billing/Charge Invoice
- Inspection & Acceptance Report (for goods)
- Official Receipt (for post-audit)
- BIR Form 2306 (for post-audit)
- BIR Form 2307 (for post-audit)
- Copy of Check (for post-audit)

PhilGEPS Posting is required for:

1. Direct Contracting
2. Shopping outside DBM-PS w/ ABC > 50K
3. Small Value Procurement w/ ABC > 50K
4. Two Failed Biddings
5. NGO Participation

Contract Agreement is required for:

- a) Office supplies w/ ABC > 50K
- b) Other goods & services w/ ABC > 10K

Additional reqts. for catering services/trainings/seminars:

- Attendance Sheets
- Notice of Meeting or Memorandum for the conduct of the activity
- Guest folio (for accommodation, if any)

Add'l reqts. for Repair and Maintenance of Equipment & Motor Vehicles:

- Copy of pre-repair evaluation report and approved detailed plans by the agency showing the scope of work/extent of repair to be done
- Report of waste material
- Copy of document indicating history of repair
- Post inspection reports
- Warranty Certificate
- Request for payment
- Certificate of Acceptance
- Pre-repair inspection reports
- Other necessary documents for auditorial review

For equipment rental/lease/purchase contract:

- Agency evaluation of equipment utilization
- Pertinent data of area of operation
- List of prevailing comparable property w/in vicinity
- Vicinity map
- Request for payment

Additional requirements per GPPB Resolution No. 21-2017, dated 30 May 2017):

I. Direct Contracting [Section 50]:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income Tax Return (ITR)

II. Shopping [Sec 52.1(b)]:

- Mayor's/Business Permit
- PhilGEPS Registration Number

III. Negotiated Procurement (Sec. 53)

A. Emergency Cases (Section 53.2):

- Mayor's/Business Permit
- PCAB License (for infrastructure)
- NFCC (for infra. with ABC above P500K)
- ITR (for ABC above P500K)
- Omnibus Sworn Statement (for ABC above P500K)

B. Take-Over of Contracts (Section 53.3.2; for new bidders):

- Mayor's/Business Permit
- Professional License / CV (for consulting services)
- PhilGEPS Registration Number
- PCAB License (for infrastructure)
- NFCC (for infrastructure)

C. Adjacent/ Contiguous (Section 53.4):

- PCAB License (for infrastructure)
- NFCC (for infrastructure)

D. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6):

- Mayor's/Business Permit or BIR-COR (for individuals)
- Professional License / CV (for consulting services)
- PhilGEPS Registration Number
- ITR (for ABC above P500K)

E. Highly Technical Consultant (Section 53.7):

- Mayor's/Business Permit or BIR-COR (for individuals)
- Professional License / CV (for consulting services)
- PhilGEPS Registration Number

F. Small Value Procurement (Section 53.9):

- Mayor's/Business Permit or BIR-COR (for individuals)
- Professional License / CV (for consulting services)
- PhilGEPS Registration Number
- PCAB License (for infrastructure)
- ITR (for ABC above P500K)
- Omnibus Sworn Statement (for ABC above P500K)

G. Lease of Real Property or Venue (Section 53.10):

- Mayor's/Business Permit (except for govt. agencies as lessors)
- PhilGEPS Registration Number (except for govt. agencies as lessors)
- ITR (except for govt. agencies as lessors)

RELEASED BY AMS	RECEIVED BY BUDGET DIVISION	<input type="checkbox"/> INCOMPLETE ATTACHMENTS		FORWARDED TO ACCOUNTING
Date Released:	Date Received:	Date returned to the concerned office:	Date returned to Budget Division:	Date received by Accounting Division:
Responsible Person:	Responsible Person:	Responsible Person:	Responsible Person:	Responsible Person:

FORWARDED TO FMS DIRECTOR	FORWARDED TO ASST. SENIOR MINISTER	FORWARDED TO CASH DIVISION	
Date Received:	Date received:	Date received:	Date released:
Responsible Person:	Responsible Person:	Responsible Person:	Responsible Person: