

(FORM-2)



Republic of the Philippines
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao
Bangsamoro Government Center, Cotabato City

Received by Internal Audit Office:

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

Control No.

PROCUREMENT OF GOODS & SERVICES AND CONSULTANCY SERVICES

[Version 9.0]

Competitive Bidding

Transaction Type (pls. check):

- Procurement of Goods
Procurement of Services
Procurement of Consultancy Services

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.
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:

- Obligation Request and Status (ORS)
Disbursement Voucher (DV)
Purchase Request (PR)
Advertisement/Invitation to Bid/Request for Expression of Interest (for Consulting Services)
BAC Resolution recommending award
Abstract of Bids
Duly approved delivery schedule and cost estimates
Document issued by appropriate entity authorizing the Procuring Entity to incur obligations for a specified amount (eg. SARO)

- Notice of Award
Contract Agreement
Performance Security
Purchase Order (PO)
Notice to Proceed
Delivery Receipt
Charge Invoice/Statement of Account
Inspection and Acceptance Report, if applicable
Official Receipt (for post-audit)
BIR Form 2306 (for post-audit)
BIR Form 2307 (for post-audit)
Copy of Check (for post-audit)

Additional requirements for Consultancy Services:

Winning bidder's bid:

A. Class "A" Documents

A.1 Legal Documents:

- Registration certificate from DTI/SEC/CDA/CSEA-BARMM
Mayor's/Business Permit (in case this was recently expired, it shall be accepted together with OR as proof that the bidder applied for renewal)
For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted in lieu of DTI registration and Mayor's/Business Permit

A.2 Technical Information/Documents

- Bid Security in the prescribed form, amount and validity period
Organizational Chart for the contract to be bid
List of completed and ongoing government and private contracts including contracts awarded but not yet started if any
Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions, including their curriculum vitae
List of key personnel to assigned to contract to be bid, with their complete qualification and experience data
Approach, work plan, and schedule: Provided however, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process
Omnibus Sworn Statement

A.3 Financial Documents

- Audited Financial Statements stamped "received" by BIR for preceding calendar year which should not be earlier than 2 years from the date of bid

B. Class "B" Documents (Sec. 24.1 of 2016 Revised IRR):

- Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful
PhilGEPS Certificate of Registration from each partners

Additional requirements for Procurement of Goods and Services:

Winning bidder's bid:

A. Class "A" Documents

A.1 Legal Documents:

- Registration certificate from DTI/SEC/CDA/CSEA-BARMM
Mayor's/Business Permit (in case this was recently expired, it shall be accepted together with OR as proof that the bidder applied for renewal)
Tax Clearance per EO 398, S. 2005, as finally reviewed and approved by BIR

A.2 Technical Information/Documents:

- PhilGEPS Certificate of Registration and Membership
Statement of all Ongoing Government and Private Contracts
Statement of Single Largest Completed Contract (SLCC)
JVA or the Duly Notarized Statement, if applicable
Bid Security in the prescribed form, amount and validity period
Technical Specifications which may include: production/delivery schedule manpower requirements, and/or after-sales service/parts, if applicable
Omnibus Sworn Statement

A.3 Financial Documents:

- Audited Financial Statements stamped "received" by BIR
NFCC Computation or committed Line of Credit

B. Class "B" Documents (Sec. 23.1 of 2016 Revised IRR)

- Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful
PhilGEPS Certificate of Registration from each partners

Table with columns: RELEASED BY AMS, RECEIVED BY BUDGET DIVISION, INCOMPLETE ATTACHMENTS, FORWARDED TO ACCOUNTING, FORWARDED TO FMS DIRECTOR, FORWARDED TO ASST. SENIOR MINISTER, FORWARDED TO CASH DIVISION. Includes fields for Date Released/Received, Responsible Person, and Date returned.