

(FORM-3)



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 INFRASTRUCTURE PROJECTS

[Version 9.0]

Competitive Bidding

Fund Source:

- BAA/GAAB
- MDS

Transaction Type:

- Advance Payment (15% Mobilization)
- Progress Payment
- Final Payment
- Release of Retention Money

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:

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

- Obligation Request and Status (ORS)
- Disbursement Voucher (DV)
- Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money
- Official Receipt (for post-audit)
- BIR Form 2306 (for post-audit)
- BIR Form 2307 (for post-audit)
- Copy of Check (for post-audit)

Date

Ref. No.

**For release of advance payment
(15% mobilization):**

- Advance Payment Security (Surety Bond)
- Certified True Copy of Approved Contract
- Certified True Copy of Notice of Award
- Performance Security (Performance Bond)
- Certified True Copy of Notice to Proceed
- Certification from the end-user unit/Project Engineer that the equipment/materials were fully mobilized in reference to the following:
 - Geo-tagged pictures of mobilized equipment/materials and billboard
 - Construction Safety & Health Program approved/concurred by the MOLE (if no reply from MOLE within 5 days, the CHSP will be deemed concurred)

For Progress/final payments:

- Certified True Copy of Contract Agreement
- Statement of Work Accomplished / Progress Billing
- Inspection Report by the BPDA indicating that payment is recommended
- Inspection Report from COA
- Results of Test Analysis (if applicable)
- Statement of Time Elapsed
- Monthly Certificate of Payment
- Contractor's affidavit on payment of laborers and materials
- Pictures, before, during and after the construction of items of work especially the embedded items
- Photocopy of vouchers of all previous payments (if applicable)
- Certificate of Completion (for final payment)

Additional requirements for final payment:

- As-Built plans
- Warranty security
- Copy of turn-over documents

Release of Retention Money:

- Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand
- Certification from the end-user that the project is completed, inspected, and accepted.

LIQUIDATED DAMAGES shall be deducted from any money due to the Contractor or collect such from the retention money (whichever is more convenient to the procuring entity)

See: Par.8.3 of Annex "E", Revised IRR of RA 9184

RELEASED BY AMS

RECEIVED BY BUDGET DIVISION

INCOMPLETE ATTACHMENTS

FORWARDED TO ACCOUNTING

Date Released:

Date Received:

Date returned to the concerned office:

Date returned to Budget Div.:

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: