



## DILG 13 REGIONAL BIDS AND AWARDS COMMITTEE

Purchase Request No: 2015 - \_\_\_\_\_

Date: \_\_\_\_\_

### PROCUREMENT CHECKLIST OF DOCUMENTARY REQUIREMENTS (SMALL VALUE PROCUREMENT)

- ☐ BAC Minutes of Meeting (Treatment of Approved PR)
- ☐ BAC Resolution recommending mode of procurement
- ☐ Request for Quotation
- ☐ Abstract of PhilGeps Posting or Certification of PhilGeps Posting
- ☐ BAC Minutes of Meeting (Opening of Bids)
- ☐ Abstract of Bids
- ☐ BAC Resolution Recommending Award of Contract
- ☐ Notice of Award of Contract
- ☐ Mayor's Permit
- ☐ PhilGeps Registration
- ☐ Tax Clearance
- ☐ Latest Income Tax Return (electronic payment )
- ☐ Letter to non-winning bidder (or letter to bidders if bid opening is declared failed)
- ☐ Purchase Order (date should be after the date of NOA)
- ☐ Notice to Proceed (date should be after the date of PO)