

## Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

REGION XIII (CARAGA REGION)

Km. 3, Libertad, BUTUAN CITY

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www.dilg13.org



## **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 Certfication 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)