



## 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)