COA TRANSMITTAL

FOR INFRASTRUCTURE PROJECTS UNDER PUBLIC BIDDING

|  |  |
| --- | --- |
|  | ${date} |
|  | Date |

|  |
| --- |
| ${auditor\_name} |
| ${auditor\_position} |
| ${auditor\_team} |
| Province of Benguet |

${salutation}

Respectfully transmitting herewith the following bidding and allied documents of ${contractor} for the project, ${project\_title}.

For your information and appropriate action.

|  |  |
| --- | --- |
| ${source\_of\_fund} | ${abc} |

| DOCUMENTARY REQUIREMENTS | | PAGES | REMARKS |
| --- | --- | --- | --- |
| Present () |
| (The following documents shall be transmitted and duly stamped “RECEIVED” by COA within 5 days from the execution of the contract) | | Absent (✗) |
| Not Applicable (N/A) |
|  | |  |  |
| 1 | Notice to Proceed (NTP) received by the contractor | ${p1} | ${rem1} |
| 2 | Approved Contraction Safety and Health Program with attachments | ${p2} | ${rem2} |
| 3 | Contract Agreement | ${p3} | ${rem3} |
| 4 | Notice of Awards duly received by the contractor | ${p4} | ${rem4} |
| 5 | Performance Security issued by an insurance company supported with Certificate of Authority from the Insurance Commission | ${p5} | ${rem5} |
| 6 | Obligation Request (OBR) / Trust Fund Utilization Slip (TFUS) | ${p6} | ${rem6} |
| 7 | Annual Procurement Plan (APP) | ${p7} | ${rem7} |
| 8 | BAC Resolution recommending awards and its approval by the Head of the Procuring Entity | ${p8} | ${rem8} |
| 9 | Notice of Post Qualification | ${p9} | ${rem9} |
| 10 | Notice of Post Disqualification, if any ${disqualified\_contractor} | ${p10} | ${rem10} |
| 11 | Post Qualification Evaluation Report (PQER) | ${p11} | ${rem11} |
| 12 | Bid Evaluating Report (BER) | ${p12} | ${rem12} |
| 13 | Notice & Minutes of Meeting (Pre-bid and Opening) | ${p13} | ${rem13} |
| Bidder’s Technical Proposals / Documents | |  |  |
| 14 | Table of Contents | ${p14} | ${rem14} |
| 15 | PhilGEPS Certificate of Registration (Platinum) | ${p15} | ${rem15} |
| 16 | Statement of all On going Government and Private Contract | ${p16} | ${rem16} |
| 17 | Statement of Single Largest Completed Contract (SLCC) | ${p17} | ${rem17} |
| 18 | Net Financial Contracting Capacity (NFCC) | ${p18} | ${rem18} |
| 19 | Join Venture Agreement (JVA), if applicable | ${p19} | ${rem19} |
| 20 | Special PCAB License | ${p20} | ${rem20} |
| 21 | PCAB License | ${p21} | ${rem21} |
| 22 | Bid Security in the prescribed form, amount, and validity period | ${p22} | ${rem22} |
| 23 | Organizational Chart for contract to be bid | ${p23} | ${rem23} |
| 24 | List of Contractor’s Personnel to be assigned to the contract to be bid | ${p24} | ${rem24} |
| 25 | List of Contractor’s Major Equipment Units supported by proof of ownership or certification of availability of equipment from the lessor/vendor for the duration of the Project | ${p25} | ${rem25} |
| 26 | Omnibus Sworn Statement | ${p26} | ${rem26} |
| 27 | Audited Financial Statement stamped “Received” by the BIR or its duly accredited and authorized institution | ${p27} | ${rem27} |
| Bidder’s Financial Proposals/Documents | |  |  |
| 28 | Bill of Quantities | ${p28} | ${rem28} |
| 29 | Bid Form | ${p29} | ${rem29} |
| 30 | Detailed Estimates of the Contract Cost & Summary | ${p30} | ${rem30} |
| 31 | Cash Flow and Payment Schedule | ${p31} | ${rem31} |
| 32 | Invitation to Bid | ${p32} | ${rem32} |
| 33 | Bid Data Sheet | ${p33} | ${rem33} |
| 34 | Special Condition of Contract | ${p34} | ${rem34} |
| 35 | Latest Income and Business Tax Returns | ${p35} | ${rem35} |
| 36 | Independent Auditor’s Report | ${p36} | ${rem36} |
| 37 | Mayor’s Permit | ${p37} | ${rem37} |
| 38 | Provincial Permit | ${p38} | ${rem38} |
| 39 | Copy of PhilGEPS Bid Notice Abstract | ${p39} | ${rem39} |
| 40 | Construction Schedule and S-Curve | ${p40} | ${rem40} |
| 41 | Manpower Utilization Schedule | ${p41} | ${rem41} |
| 42 | Equipment Utilization Schedule | ${p42} | ${rem42} |
| 43 | Construction Methods | ${p43} | ${rem43} |
| 44 | Construction Safety and Health Program | ${p44} | ${rem44} |
| 45 | Program of Work | ${p45} | ${rem45} |
| 46 | Detailed Estimates | ${p46} | ${rem46} |
| 47 | Quantity Take-off | ${p47} | ${rem47} |
| 48 | Time Stop Schedules | ${p48} | ${rem48} |
| 49 | Work Program Schedule | ${p49} | ${rem49} |
| 50 | Approved Plans and Specification | ${p50} | ${rem50} |
| 51 | For LGU’s, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:   * In the case of a reenacted budget, for new contracts entered into by the LCE for contractual obligations included in the previous year’s annual and supplemental budgets; * In the case of the regularly enacted budget, for projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges | ${p51} | ${rem51} |
| 52 | Copy of Memorandum of Agreement (MOA)/Implementation Management Agreement (IMA) | ${p52} | ${rem52} |
| 53 | Agenda and/or Supplemental Bulletins, if any ${agenda\_or\_sbb} | ${p53} | ${rem53} |
| 54 | Other Documents | ${p54} | ${rem54} |

Respectfully yours,

ATTY. SUNNY G. SACLA

Provincial Legal Officer

Chairperson, BAC-Infrastructure