COA TRANSMITTAL

FOR INFRASTRUCTURE PROJECTS UNDER SMALL VALUE PROCUREMENT

|  |  |
| --- | --- |
|  | ${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 | BAC Resolution recommending awards and its approval by the Head of the Procuring Entity | | | | | | | ${p6} | ${rem6} |
| 7 | Obligation Request (OBR) / Trust Fund Utilization Slip (TFUS) | | | | | | | ${p7} | ${rem7} |
| 8 | Annual Procurement Plan (APP) | | | | | | | ${p8} | ${rem8} |
| 9 | Notice of Post Qualification | | | | | | | ${p9} | ${rem9} |
| 10 | Notice of Post Disqualification, if any | | | | | | | ${p10} | ${rem10} |
| 11 | TWG’s Technical Evaluation Report | | | | | | | ${p11} | ${rem11} |
| 12 | Abstract of Bids | | | | | | | ${p12} | ${rem12} |
| 13 | Notice & Minutes of Meeting (Pre-bid and Opening) | | | | | | | ${p13} | ${rem13} |
| 14 | Memorandum/Invitation to at least three pre-qualified to submit proposals | | | | | | | ${p14} | ${rem14} |
|  | Bidding Documents | | | | | | |  |  |
| 15 | Request for Quotation (filled-up) / Cover Sheet | | | | | | | ${p15} | ${rem15} |
| 16 | Detailed Estimates | | | | | | | ${p16} | ${rem16} |
| 17 | Legal Documents | Business Permit | PhilGEPS Registration | PCAB License | Income/Bus. Tax Clearance | Omnibus Sworn | Provincial Permit |  |  |
| ${contractor} |  |  |  |  |  |  | ${p17} | ${rem17} |
| 18 | Latest Income & Business Tax Returns | | | | | | | ${p18} | ${rem18} |
| 19 | Bid Notice Abstract | | | | | | | ${p19} | ${rem19} |
| 20 | Construction Schedule and S-curve | | | | | | | ${p20} | ${rem20} |
| 21 | Cash Flow and Payment Schedule | | | | | | | ${p21} | ${rem21} |
| 22 | List of Key Personnel (PRC License of Engineer/s pledge to the contract must be valid) | | | | | | | ${p22} | ${rem22} |
| 23 | Manpower Utilization Schedule | | | | | | | ${p23} | ${rem23} |
| 24 | Equipment Utilization Schedule | | | | | | | ${p24} | ${rem24} |
| 25 | Construction Methods | | | | | | | ${p25} | ${rem25} |
| 26 | Construction Safety and Health Program Proposal | | | | | | | ${p26} | ${rem26} |
| 27 | Program of Work | | | | | | | ${p27} | ${rem27} |
| 28 | Detailed Estimates | | | | | | | ${p28} | ${rem28} |
| 29 | Time Spot Schedules | | | | | | | ${p29} | ${rem29} |
| 30 | Quality Control Program | | | | | | | ${p30} | ${rem30} |
| 31 | Quantity Take Off | | | | | | | ${p31} | ${rem31} |
| 32 | Work Program Schedule | | | | | | | ${p32} | ${rem32} |
| 33 | Approved Plans and Specifications | | | | | | | ${p33} | ${rem33} |
| 34 | 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 | | | | | | | ${p34} | ${rem34} |
| 35 | Copy of Memorandum of Agreement (MOA)/Implementation Management Agreement (IMA) | | | | | | | ${p35} | ${rem35} |
| 36 | Agenda and/or Supplemental Bulletins, if any | | | | | | | ${p36} | ${rem36} |

Respectfully yours,

ATTY. SUNNY G. SACLA

Provincial Legal Officer

Chairperson, BAC-Infrastructure