



56. Design and Development

Establishing Design and Development of various expansion and rehabilitation projects.

Office or Division:	Construction and Maintenance Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government G2B – Government to Business			
Who may avail:	All bidder and contractor of Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Feasibility Study (1pc, Original)	GM / Engineering Department			
2. Proposed Program of Work (1pc, Original)	GM / Engineering Department			
3. Board Resolution (1pc, Original)	Admin Department			
4. Certificate of availability of fund (1pc, Original)	Finance Department			
5. Bidding Process (1pc, Original)	Bids and Awards Committee			
6. Contract of Agreement (1pc, Original)	Bids and Awards Committee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. General Manager and Engineering Department conducts feasibility study and determines the viability of the proposed project, cost wise and service wise.	None	2 days	General Manager / Engineering Department
2. None	2. If feasible, General Manager and Engineering Department prepared detailed engineering design, cost estimates and program of work.	None	1 day	General Manager / Engineering Department
3. None	3. Present the proposed program of work together with the certificate of availability of funds for Board's Approval.	None	2 hours	BOD / Budget Officer
4. None	4. Project is subjected to Bidding process from posting of the projects in the Philgeps up to the award of contract.	None	21 days	Bids and Awards Committee
5. None	5. The winning contractor do the job under the monitoring and supervision of the General Manager.	None	3 months	Contractor



6. None	6. The Management / Board of Directors accepts the project upon completion.	None	<i>2 hours</i>	Management / BOD
Total:		None	<i>3 months, 24 days and 4 hours</i>	