



1. 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. Management / Construction Maintenance Head conducts feasibility study and determines the viability of the proposed project, cost wise and service wise.	None	2 days	Marklie M. Paguio (Water Maintenance General Foreman)
2. None	2. If feasible, the management/CMH prepares detailed engineering design cost estimates and program of work.	None	1 day	Marklie M. Paguio (Water Maintenance General Foreman)
3. None	3. Present the proposed program of work together with the certificate of availability of funds for the Board's approval	None	2 hours	Atty. Porfirio DG. Panganiban (Chairman / Professional Sector) Jeanne M. Carpio (Department Manager B)
4. None	4. Project is subjected to Bidding process from the posting of the project in the Philgeps up to the award of	None	21 days	Aurea O. Adrados (Department Manager B)



	contract.			
5. None	5. The winning contractor do the job under the monitoring and supervision of the Construction Maintenance Head	None	<i>3 months</i>	Contractor
6. None	6. The Management / Board of Directors accepts the project upon completion	None	<i>2 hours</i>	Engr. Charlito G. Rodriguez (General Manager B) Atty. Porfirio DG. Panganiban (Chairman / Professional Sector)
Total:		None	<i>3 months, 24 days and 4 hours</i>	