



2. Payment of goods to suppliers Above P50,000

Filing of payment for goods to suppliers above P50,000.

Office or Division:	Accounting Division	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business	
Who may avail:	All Suppliers of Goods above P50,000 of Balanga Water District	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Invoice (1pc., Original)	Supplier
	2. Delivery Receipt (1pc., Original)	Supplier
	3. Inspection & Acceptance Report (1pc., Original)	Senior Supply Officer
	4. Purchase Order (1pc., Original)	Senior Supply Officer
	5. BAC Resolution (1pc., Original)	Bid and Awards Committee
	6. Abstract of Quotations (1pc., Original)	Bid and Awards Committee
	7. Quotations from 3 Suppliers (1pc. per supplier, Original)	Senior Supply Officer
	8. Purchase Request (1pc., Original)	Senior Supply Officer
	9. Philgeps posting (1pc., Original)	Bid and Awards Committee
	10. Notice of Award (1pc., Original/Photocopy)	Bid and Awards Committee
	11. Notice to proceed (1pc., Original/Photocopy)	Bid and Awards Committee
	12. Proof of Posting of Notice of Award (1pc. Original/Photocopy)	Bid and Awards Committee
	13. Warranty (if applicable, 1pc., Original)	Supplier
	14. Collection Receipts (if applicable, 1pc., Original)	Supplier
	15. Incident Report Form for repair/replacement of PPE and as needed (1pc., Original/Photocopy)	Concerned Department
	16. Waste Materials Report (if applicable, 1pc., Original/Photocopy)	Senior Supplies Officer
	17. Device Maintenance Report for replacement/repair and maintenance of IT Equipment (if applicable, 1pc., Original/Photocopy)	BLWD-Administrative & HR Department
	18. Motor Vehicle Incident/Maintenance Report Form for Repair and Maintenance of office vehicles (if applicable, 1pc., Original/Photocopy)	BLWD-Administrative Dept. and Water Resources Division
	19. Request Letter for Deposit to Suppliers' Bank Account (if applicable, 1pc., Original/Photocopy)	Supplier
	20. BIR Form 2307 (2pcs., Original)	Accounting Processor B



21. Property transfer slip for transfer of PPE (Custodian) (If applicable, 1 pc., Original/ Photocopy)	Senior Supply Officer
22. Emergency Justification during emergency purchased (1pc., Original)	Concerned Department
23. Lost/Broken Equipment Form for lost and broken Equipment (if applicable, 1pc. Original/ Photocopy)	Senior Supply Officer
24. Notarized Omnibus Sworn Statement (if applicable, 1pc, Original/Photocopy)	Supplier
25. Certificate of Non-Availability of Stocks for purchase of office supplies (if applicable, 1 pc. Original /Photocopy)	DBM Procurement Service
26. Statement of Account, Summary Fuel for Equipment and Generator Sets, Driver's Trip Ticket and Order slip for purchased of Gasoline (1 pc Original/Photocopy)	BLWD-Water Resources Division
27. Proposed Program for BLWD Activities (if applicable, 1 pc. Original/Photocopy)	Public Relations Assistant A
28. Board Resolution for Augmentation/ Supplemental Budget (if applicable, 1 pc. Original /Photocopy)	Public Relations Assistant A
29. Approved Procurement Plan (if applicable, 1 pc. Original/Photocopy)	Senior Supply Officer
30. Program of works (if applicable, 1 pc. Original/Photocopy)	Public Relations Assistant A
31. Copy of direct invitation to BID served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of suppliers with known experience and proven capability for alternative mode of procurement (Limited Source Bidding) (1 pc. Original/Photocopy)	Bid and Awards Committee
32. Winning Bidder's Offer or Proposal for alternative mode of procurement (Limited Source Bidding) (1 pc. Original/Photocopy)	Winning Bidders
33. Copy of letter to selected supplier to submit a price quotation and conditions of sale for alternative mode of procurement (Direct Contracting) (1 pc. Original/Photocopy)	Bid and Awards Committee
34. Certificate of exclusive Distributorship for alternative mode of procurement (Direct Contracting) (1 pc. Original/Photocopy)	Supplier
35. Certification authorized official that there are no sub-dealers selling at lower prices for alternative mode of procurement (Direct Contracting) (1 pc. Original/Photocopy)	Supplier
36. Certification of BAC in case of procurement of critical plant components and/or maintain certain standards for alternative mode of procurement (Direct Contracting) (1 pc. Original/Photocopy)	Bid and Awards Committee



37. Copy of the contract used as the basis for repeat order indicating that the original contract was awarded through public bidding for Repeat Order (1 pc. Original/Photocopy)	Bid and Awards Committee			
38. Certification that the supplier has complied with all the requirements under the original contract for Repeat Order (1 pc. Original/Photocopy)	Bid and Awards Committee			
39. Cost-benefit Analysis indicating that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical for the government for Agency-to-Agency (if applicable, 1 pc. Original/Photocopy)	Bid and Awards Committee			
40. Memorandum of Agreement (MOA) for Agency-to-Agency (if applicable, 1 pc. Original/Photocopy)	Supplier/ BLWD-Administrative & HR Department			
41. Agency's offer for negotiations with selected suppliers, contractors or consultants for negotiated procurements (1 pc. Original/Photocopy)	Bid and Awards Committee			
42. Certification of BAC on the failure of competitive bidding for the second time for negotiated procurements (1 pc. Original/Photocopy)	Bid and Awards Committee			
43. Evidence of invitation of observers in all stages of the negotiation for negotiated procurements (if applicable, 1 pc. Original/Photocopy)	Bid and Awards Committee			
44. Eligibility documents in case of infrastructure projects for negotiated procurements (1 pc. Original/Photocopy)	Bid and Awards Committee			
45. Letter/invitation to submit proposals for small value procurement (if applicable, 1 pc. Original/Photocopy)	Bid and Awards Committee			
46. Original contract & any document indicating that the same resulted from competitive bidding for adjacent or contiguous projects (1 pc. Original/Photocopy)	Bid and Awards Committee			
47. Scope of work which should be related or similar to the scope of work of the original contract for adjacent or contiguous projects (1 pc. Original/Photocopy)	Bid and Awards Committee			
48. Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay for adjacent or contiguous projects (1 pc. Original/Photocopy)	Bid and Awards Committee			
49. Proof of posting of Notice of Award (if applicable, 1 pc. Original/Photocopy)	Bid and Awards Committee			
50. Property Acknowledgement Receipt (if applicable, 1 pc. Original/Photocopy)	Senior Supply Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. None	1. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the payment.	None	10 minutes	Maribelle C. Enriquez (Accounting Processor B)
2. None	2. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Concerned Supervisor
3. None	3. Checks items in the Budget Utilization Slip if included in the Budget. Certifies the BUS and forwards it to Finance Dept. Manager.	None	10 minutes	Rosario P. Legaspi (Cash Mngt. Division Manager)
4. None	4. Certifies and signs the correctness of DV and supporting documents, check JEV and then forwards it to the General Manager.	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Entry Voucher	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)
6 None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	Angeline M. Santos (Cashier C)
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)



8. None	8. Countersigns the check.	None	<i>3 minutes</i>	Engr. Charlito G. Rodriguez (General Manager)
9. Claims the check to the Cashier C and issue official receipt.	9. Releases the check and BIR Form No. 2307 to supplier.	None	<i>3 minutes</i>	Angeline M. Santos (Cashier C)
Total:		None	40 minutes	