

## VICTORIAS CITY WATER DISTRICT LIST OF INVENTORY MATERIALS AND SUPPLIES

As of \_\_\_\_\_

Item		Materials Description	Unit	Unit		Bin Card Balance		al Count	Count	Vari	ance	Remarks
no.	Code			cost	Qty.	Amount	Qty.	Amount	Date	Qty.	Amount	
1						0		0		0	0	
2						0		0		0	0	
3						0		0		0	0	
4						0		0		0	0	
5						0		0		0	0	
6						0		0		0	0	
7						0		0		0	0	
8						0		0		0	0	
9						0		0		0	0	
10						0		0		0	0	
11						0		0		0	0	
12						0		0		0	0	
13 14						0		0		0	0	
14						0		0		0	0	
16			1			0		0		0	0	
10						0		0		0	0	
18						0		0		0	0	
19						0		0		0	0	
20						0		0		0	0	

Counted by:

Verified by:

Noted by:

FM-VWD-WHS-07



VICTORIAS CITY WATER DISTRICT Quirino Street Victorias City, Negros Occidental

Tested Sheet No.:\_\_\_\_

#### **CALIBRATION FORM**

Second Street Second Street									Meter Size	*
Tested By:									Dat	
Account No.:	1 <sup>ST</sup> TRIAL DATE:		2 <sup>ND</sup> TRIAL	DATE:			DATE:	1 1		
	TIME:		Z.º IRIAL	TIME:		3RD TRIAL	TIME:		REMARKS	WITNESS (Name & Signature
Account Name :	METER INITIAL		METER	INITIAL		METER	INITIAL			
	READING FINAL		READING	FINAL		READING	FINAL			
Meter Make :	RESULT		RESULT			RESULT				
	CALIBRATION BUCKET	20 LTS	CALIBRATION	BUCKET	20 LTS	CALIBRATIC	ON BUCKET	20 LTS		
Serial No. :	DIFFERENCE (LTS)		DIFFERENCE	(LTS)	1	DIFFERENC				
	ACCURACY (%)		ACCURACY (%	6)		ACCURACY		1		
	DATE:	1	1	DATE:	1	1	DATE:	1 1		
Account No.:	1 <sup>ST</sup> TRIAL DATE: TIME:		2 <sup>ND</sup> TRIAL	TIME:		3RD TRIAL	TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :	METER INITIAL		METER	INITIAL		METER	INITIAL			
	READING FINAL		READING	FINAL		READING				
Meter Make :	RESULT		RESULT	FINAL		RESULT	FINAL			
	CALIBRATION BUCKET	20 LTS	CALIBRATION	DUCKET	20 LTS					
Serial No. :	DIFFERENCE (LTS)	20113	DIFFERENCE (		20115	CALIBRATIC		20 LTS		
	ACCURACY (%)		ACCURACY (%			DIFFERENC				
	······································	<u> </u>	ACCURACT (7			ACCURACY	(%)			
Account No.:	1 <sup>ST</sup> TRIAL DATE:		2 <sup>ND</sup> TRIAL	DATE:		3RD TRIAL	DATE:		DEMARKE	WITHING
	TIME:			TIME:		5 TRIAL	TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :	METER INITIAL		METER	INITIAL		METER	INITIAL	-		
	READING FINAL		READING	FINAL		READING	FINAL			
Meter Make :	RESULT		RESULT			RESULT				
	CALIBRATION BUCKET	20 LTS	CALIBRATION		20 LTS	CALIBRATIC	N BUCKET	20 LTS		
Serial No. :	DIFFERENCE (LTS)		DIFFERENCE (	LTS)		DIFFERENCI	E (LTS)			
	ACCURACY (%)		ACCURACY (%	5)		ACCURACY	(%)			
	DATE:	1	1	DATE:	1					
Account No.:	1 <sup>ST</sup> TRIAL TIME:		2 <sup>ND</sup> TRIAL	TIME:		- 3RD TRIAL	DATE:		REMARKS	WITNESS (Name & Signature)
Account Name :	METER INITIAL		METER	INITIAL		METER	TIME:			
internet in the second s	READING FINAL		READING			METER	INITIAL			
Meter Make :	RESULT		RESULT	FINAL		READING	FINAL			
	CALIBRATION BUCKET	20 LTS		DUCKET		RESULT				
Serial No. :	DIFFERENCE (LTS)	20115	CALIBRATION		20 LTS	CALIBRATIO		20 LTS		
	ACCURACY (%)		DIFFERENCE (I			DIFFERENCE				
	ACCORACY (%)	1	ACCURACY (%	}	1	ACCURACY	(%)			
Account No.:	1 <sup>ST</sup> TRIAL DATE:		2 <sup>ND</sup> TRIAL	DATE:		3RD TRIAL	DATE:			
	TIME:		2 INIAL	TIME:		- S. TRIAL	TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :	METER INITIAL		METER	INITIAL		METER	INITIAL			
	READING FINAL		READING	FINAL		READING	FINAL			
Meter Make :	RESULT		RESULT			RESULT				
	CALIBRATION BUCKET	20 LTS	CALIBRATION	BUCKET	20 LTS	CALIBRATIO	N BUCKET	20 LTS		
erial No. :	DIFFERENCE (LTS)		DIFFERENCE (I	LTS)		DIFFERENCE	(LTS)			
	ACCURACY (%)		ACCURACY (%			ACCURACY				
	DATE:	1	1	DATE:		1				
Account No.:	1 <sup>ST</sup> TRIAL TIME:		2 <sup>ND</sup> TRIAL	TIME:		3RD TRIAL	DATE:		REMARKS	WITNESS (Name & Signature)
Account Name :	METER INITIAL		METER	INITIAL		METER	TIME:			
	READING FINAL		READING			METER	INITIAL			
Neter Make :	RESULT			FINAL		READING	FINAL			
increating the second s		20170	RESULT	DUCKE		RESULT				
erial No. :	CALIBRATION BUCKET	20 LTS	CALIBRATION		20 LTS	CALIBRATIO		20 LTS		
	DIFFERENCE (LTS)		DIFFERENCE (L			DIFFERENCE				
	ACCURACY (%)		ACCURACY (%)	)		ACCURACY (	%)			

Individual Pass/Time Adjustment Slip

To be filled up by the requesting employee

(Printed name of employee & signature)	(Date)								
Permission is requested to:									
Leave the office premises during office hours									
Intended time of Departure to intended time of Arrival									
Deviate from my fixed time of to to	, of arrival								
Purpose: Official	Personal								
Reason									
To be filled up by approving	g authority								
Approved by:									
(Head of Office/Authorized	l Representative)								
To be filled up by the HRM	10 Staff								
Actual Time of Departure									
Actual Time of Arrival	(HRMO Staff)								
	(in the star)								



#### VICTORIAS CITY WATER DISTRICT

Victorias City, Negros Occidental

No.\_\_\_\_\_

Date:

# VEHICLE PASS

Name of Driver:

Vehicle:

Plate No.:

Purpose:

Materials and Tools:

Time Out: \_\_\_\_\_ Time In: \_\_\_\_\_

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Approved by:

# Cleaning Checklist

Month																															
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Cleaning Points																															
Customer Area																															
Commercial																															
Secretary																															
GM's Office																															
Finance																															
Administrative																															
Engineering																															
Board Room																															
Surroundings																															
Pathway																															
Comfort Rooms																															
Toilet Bowls																															
Tank																															
Base																															
Floor																															
Wall																															
Office Equipment																															
Photocopier																															
Computers																															
Printers																															
Air conditioner																															
Garbage Disposal																															
Cleaned by:																															
Verified by:																															

#### Republic of the Philippines

ANNUAL PROCUREMENT PLAN for CY \_\_\_\_\_

Victorias City Water District Quirino Street, Brgy. V, Victorias City

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of		Schedule for Each P	rocurement Activity		Source of Funds	Estimated B	udget		Remarks (brief description of
(PAP)	rioturement riograni, riojett	FINO/ EIId-Osei	Procurement	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	source of Fullus	Total	MOOE	CO	program)
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Prepared by:

Reviewed as to the Budget Amount and Account Classification:

Approved by:

NAME OF PROCURING ENTITY
PROJECT/CONTRACT ID#
Date of Bidding
ABC
PROJECT NAME/LOCATION

NAME OF BIDDER

#### PROCUREMENT CHECKLIST (GOODS) TECHNICAL BID REQUIREMENTS

TECHNICAL ENVELOPE: (FIRST ENVELOPE)

#### **ELIGIBILITY REQUIREMENTS**

#### Class "A"/Legal Documents

- 1) PhilGEPS Certificate of Registration and Membership
  - 2) Securities and Exchange Commission (SEC) or Department and Trade and Industry (DTI)
- 3) Valid Mayor's Permit

#### Class "A"/Technical Documents

- 4) Statement of all its ongoing and completed government and private contracts within the last three (3) years, including contracts awarded but not yet started, if any. A single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. The statement shall include, for each contract, the following:
  - ÿ name of the contract;
  - ÿ date and status of the contract;
  - ÿ kinds of Goods;
  - ÿ amount of contract and value of outstanding contracts;
  - ÿ date of delivery
  - ÿ end user's acceptance or official receipt(s) issued for the contract, if completed.

## Class "A"/Financial Documents

- 5) Audited Financial Statement of the prospective bidder, **stamped and received** by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, showing the total and current assets and liabilities which should not be earlier than two (2) years.
  - ÿ Official Receipt/Deposit Slip
  - ÿ Annual income Tax Return(Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted. (GPPB Resolution 11-2013))/(The latest income and business tax returns are those within the last six months preceding the date of bid submission)
  - ÿ Auditors Report
  - ÿ Statement of Management's Responsibility Annual Income Tax Return
  - ÿ Balance Sheet
  - 6) Tax Clearance Certificate
  - 7) Duly signed computation of NFCC of the prospective bidder (at least equal to ABC), or a Credit Line Commitment (CLC) from a Universal or Commercial Bank to extend to the bidder a Credit Line (at least equal to 10% of ABC), if awarded the contract. NFCC: <u>Php</u>

#### Class "B" Documents

Form:

- N/A
- 8) Valid Joint Venture Agreement, if applicable.

## TECHNICAL REQUIREMENTS

1) Bid Security: Notarized Bid Securing Declaration or in the prescribed form, amount and validity period.

( ) Sufficient ( ) Insufficient

a. Cash, Cashier's Check, Managers Check, Bank Draft, Bank Guarantee or

Irrevocable Let	ter of	Credit
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b. Surety Bondc. Any Combination

5% of ABC: <u>Php</u> Proportionate %: \_\_\_\_

2% of ABC: Php

Validity Period:		
Form of Bid Security:		
Company:		
Official receipt No.:	Bond No.	
Callable on Demand:		
Bid Security Amount:		
<u> </u>		

- 2) Conformity with Technical Specifications.
  - 3) Sworn statement by prospective bidder or its duly authorized representative that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership, cooperative of joint venture.
- 4) Sworn statement by prospective bidder or its duly authorized representative that it is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
  - 5) Sworn statement by prospective bidder or its duly authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.
- 6) Sworn statement by prospective bidder or its duly authorized representative is authorizing the HEAD OF THE PROCURING ENTITY or its duly authorized representative(s) to verify all the documents submitted.
  - 7) Sworn statement by prospective bidder or its duly authorized representative that none of the officers, directors, and controlling stockholders, officers and members is related to the Head of the PROCURING ENTITY, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.
  - 8) Sworn statement by prospective bidder or its duly authorized representative that it complies with the existing labor laws and standards.
    - 9) Sworn statement by prospective bidder or its duly authorized representative that it complies with the responsibilities of the prospective or eligible bidder listed in the Instruction to Bidders.





#### FINANCIAL BID REQUIREMENTS

FINANCIAL ENVELOPE: (Shall contain the following information/documents and shall be opened only if the bidder has Complied with the requirements in the Technical Envelope)

#### (SECOND ENVELOPE)

1) Financial Bid Form: Duly Signed Bid Prices in the Bill of Quantities, in the prescribed bid form.

Note: Any missing document in the above mentioned checklist is a ground for outright rejection of the bid.

#### **REMARKS**

() Complying

() Noncomplying

	Name	Signature
a.	Chairman	
b.	Vice-Chairman	
C.	Regular Member	
d.	Regular Member	
e.	Regular Member	
f.	TWG	
g.	Head, BAC Secretariat	
h.	BAC Secretariat	
Ob	servers: 1) PCA/NACA/PICE	
	2) COA	
	3) Non-Governmental Organization	
	Note: Deficiencies marked X confirmed and acknowledgement receipt	of rejected bid proposal of the bidder

Printed Name

Signature

Date/Time