



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

As of _____

Item no.	Stock Code	Materials Description	Unit	Unit cost	Bin Card Balance		Actual Count		Count Date	Variance		Remarks
					Qty.	Amount	Qty.	Amount		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						0		0		0	0	
14						0		0		0	0	
15						0		0		0	0	
16						0		0		0	0	
17						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: _____



VICTORIAS CITY WATER DISTRICT
 Quirino Street Victorias City, Negros Occidental

CALIBRATION FORM

Tested Sheet No.: _____

Meter Size: _____

Date: _____

Tested By: _____

Account No.:		1ST TRIAL	DATE: TIME:		2ND TRIAL	DATE: TIME:		3RD TRIAL	DATE: TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>			
Meter Make :		RESULT			RESULT			RESULT				
Serial No. :		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS			
		DIFFERENCE (LTS)			DIFFERENCE (LTS)			DIFFERENCE (LTS)				
		ACCURACY (%)			ACCURACY (%)			ACCURACY (%)				
Account No.:		1ST TRIAL	DATE: TIME:		2ND TRIAL	DATE: TIME:		3RD TRIAL	DATE: TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>			
Meter Make :		RESULT			RESULT			RESULT				
Serial No. :		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS			
		DIFFERENCE (LTS)			DIFFERENCE (LTS)			DIFFERENCE (LTS)				
		ACCURACY (%)			ACCURACY (%)			ACCURACY (%)				
Account No.:		1ST TRIAL	DATE: TIME:		2ND TRIAL	DATE: TIME:		3RD TRIAL	DATE: TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>			
Meter Make :		RESULT			RESULT			RESULT				
Serial No. :		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS			
		DIFFERENCE (LTS)			DIFFERENCE (LTS)			DIFFERENCE (LTS)				
		ACCURACY (%)			ACCURACY (%)			ACCURACY (%)				
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		ACCURACY (%)			ACCURACY (%)			ACCURACY (%)				
Account No.:		1ST TRIAL	DATE: TIME:		2ND TRIAL	DATE: TIME:		3RD TRIAL	DATE: TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>			
Meter Make :		RESULT			RESULT			RESULT				
Serial No. :		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS			
		DIFFERENCE (LTS)			DIFFERENCE (LTS)			DIFFERENCE (LTS)				
		ACCURACY (%)			ACCURACY (%)			ACCURACY (%)				
Account No.:		1ST TRIAL	DATE: TIME:		2ND TRIAL	DATE: TIME:		3RD TRIAL	DATE: TIME:		REMARKS	WITNESS (Name & Signature)
Account Name :		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>		METER READING	<i>INITIAL</i> <i>FINAL</i>			
Meter Make :		RESULT			RESULT			RESULT				
Serial No. :		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS		CALIBRATION BUCKET	20 LTS			
		DIFFERENCE (LTS)			DIFFERENCE (LTS)			DIFFERENCE (LTS)				
		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 arrival

From _____ to _____

Purpose:	<input type="checkbox"/>	Official	<input type="checkbox"/>	Personal
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Reason _____

To be filled up by approving authority

Approved by:

_____ (Head of Office/Authorized Representative)

To be filled up by the HRMO Staff

Actual Time of Departure _____ (HRMO Staff)

Actual Time of Arrival _____ (HRMO Staff)



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: _____

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: Php**

Class "B" Documents

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

Irrevocable Letter of Credit 2% of ABC: Php
 b. Surety Bond 5% of ABC: Php
 c. Any Combination Proportionate %: _____

Validity Period: _____
 Form of Bid Security: _____
 Company: _____
 Official receipt No.: _____ Bond No. _____
 Callable on Demand: _____
 Bid Security Amount: _____

- 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 or 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.

Eligible Non-eligible

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 _____

Observers:

- 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