

CONTRACTS FOR SERVICES					
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Originator/Prospective Contractors for services (appraisal, survey, security and fencing) Submits/calls in request for authority to enter the property/premises)	Record in the EMD logbook/acknowledgment of the call requesting for authority to enter the property/premises.	10 minutes	Executive Assistant (EA)	-
2		Forward the request to the Department Manager (DM).	5 minutes	-do-	
3		Assign the request to the Division Chief (DC)	10 minutes	DM	
4		Prepare the permit/authorization to enter the property/premises	15 minutes	DC	
5		Submit the authorization for signature of the DM	10 minutes	EA	
6		Release to the contractor/ contractor's representative authority to enter	10 minutes	-do-	
7	Receipt by the contractor/contractor's representative of the authority to enter the property/premises		5 minutes		
8	Client attends the pre-bid conference set by BAC	Attend the pre-bid meeting and answer queries from interested contractors	30 minutes	DC and SRS	
9		Furnish documents requested by interested bidders	45 minutes	SRS	
10	Acknowledge receipt of documents requested				
11	Submits bid and attends bid opening				
12		Record in the EMD logbook request for technical evaluation of bids and other supporting documents transmitted by PSMD	10 minutes	EA	
13		Forward the request to the DM/DC	5 minutes	-do-	
14		Assign the request to the SRS	10 minutes	DC	
15		Prepare the technical evaluation (TE)	15 minutes	SRS	
16		Review the TE and forward the same to the ADM and DM for final review	10 minutes	DC/ADM	
17		Upon final review, sign TE for transmittal to the PSMD	15 minutes	DM	
18		Prepare memo/provide Legal Department with the Terms and Conditions for the Contract of Services	1 day	SRS/DC	
19		Review draft Contract of Services as prepared by Legal	1 day	DC/ ADM	

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20		Prepare transmittal letter of draft Contract to winning contractor for review/conformity	30 minutes	SRS/DC	
21		Sign transmittal letter to winning bidder	15 minutes	DM	
22	Acknowledge receipt of Deed/ Contract; Review/sign conformity to the draft Deed/Contract	Send transmittal letter with draft Deed/Contract to winning contractor	10 minutes	EA	
23		Return draft Contract to Legal for revisions / finalization; request for contract endorsement	30 minutes	SRS/DC	
24		Prepare transmittal letter of 6 execution copies to winning contractor for his/her signature and that of his/her witness	30 minutes	SRS	
25		Sign transmittal letter	15 minutes	DM	
26	Sign Deed/Contracts	Send transmittal letter with 6 execution copies to winning contractor	1 hour	EA	
27	Return Deed/Contracts to PNOG for signature	Acknowledge receipt of Deed/Contracts from winning contractor	10 minutes	EA	
28		Prepare memo/transmittal to Accounting, ICO copy of Contract of Services	1 hour	SRS/DC	
29		Sign memo to Accounting, ICO	30 minutes	DM	
30		Send to Accounting, ICO copy of Contract of Services	30 minutes	EA	
31	Winning bidder undertakes services				
32	Submission of reports and documentation of completed projects	Record in the EMD logbook reports and documentation of completed projects	10 minutes	EA	
33		Forward the report to the DC/DM for evaluation	10 minutes	DM	
34		Assign the evaluation of the reports and other supporting documents to the SRS	10 minutes	DC	
35		Review /evaluate the reports and other supporting documents	1 day	SRS	
36		Conduct site/field validation of findings/ accomplishments/projects completed reported by the contractor	2 days	SRS	
37		Submit reports on the site/field validation conducted	1 day	SRS	
38		Review the reports from SRS and submit the same for review of ADM and DM	1 hour	DC	
39		Upon final review, forward accomplishment report to the SVP	1 hour	DM	
40		Prepare the certification and DV for payment	1 hour	SRS	
41		Review the certification and DV and forward the same to the ADM and DM for approval	20 minutes	DC	

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42		Sign the certification and DV for transmittal to Accounting	15 minutes	DM	

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