CIRCULAR

TO: All Heads of Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government, Heads of Local Government Units, Managing Heads of Government-Owned and/or Controlled Corporations and their Subsidiaries, COA Assistant Commissioners, COA Directors, COA Auditors, Technical Audit Specialists, and All Others Concerned.

SUBJECT: Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027 re: submission of copy of government contracts, purchase orders and their supporting documents to the Commission on Audit

1.0 RATIONALE

1.1 Under Commission on Audit Circular Nos. 76-34 and 87-278, the audited agencies are required to furnish the Auditor with a copy of perfected contracts and purchase orders within five (5) working days upon approval together with the supporting documents for review. To facilitate the review and evaluation process, particularly on the technical aspects, COA Memorandum No. 91-704 was issued and was later restated and updated by COA Memorandum No. 2005-027, defining the documentary and information requirements, and providing therein the checklists for all types of technical evaluation covered by the memorandum.

1.2 These issuances notwithstanding, it has been observed that management's submission of copies of perfected contracts and supporting documents within the prescribed period had not been complied with and is, at times, lacking in basic supporting documents. In view of these circumstances and the irregularities discovered in government contracts, it has become imperative to reiterate the submission of the requirements to implement a systematic and effective review process with a view of generating timely and relevant audit results.
2.0 COVERAGE

2.1 This circular shall cover all contracts, purchase orders and the like, entered into by any government agency irrespective of amount involved.

3.0 SUBMISSION AND REVIEW PROCESS

3.1 Contracts

3.1.1 Within five (5) working days from the execution of a contract by the government or any of its subdivisions, agencies or instrumentalities, including government-owned and controlled corporations and their subsidiaries, a copy of said contract and each of all the documents forming part thereof by reference or incorporation shall be furnished to the Auditor of the agency concerned. In case of agencies audited on an engagement basis, submission of a copy of the contract and its supporting documents shall be to the Auditor of the mother agency or parent company, as the case may be.

3.1.2. The copies of documents required to be submitted shall include but not limited to the following:

a. Invitation to Apply for Eligibility and to Bid;
b. Letter of Intent;
c. Eligibility Documents and Eligibility Data Sheet;
d. Eligibility Requirements;
e. Results of Eligibility Check/Screening;
f. Bidding Documents (Sec. 17.1, IRR-A, RA 9184);
g. Minutes of Pre-bid Conference, if applicable;
h. Agenda and/or Supplemental Bid Bulletins, if any;
i. Bidders Technical and Financial Proposals;
j. Minutes of Bid Opening;
k. Abstract of Bids;
l. Post Qualification Report of Technical Working Group;
m. BAC Resolution declaring winning bidder;
n. Notice of Post Qualification;
o. BAC Resolution recommending approval;
p. Notice of Award;
q. Contract Agreement;
r. Performance Security;
s. Program of Work and Detailed Estimates;
t. Certificate of Availability of Funds, Obligation Request;
u. Notice to Proceed;
v. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof.
3.1.3 For technical review purposes, submission of contracts and their supporting documents shall furthermore be guided by the specific documentary requirements outlined in the attached checklist marked as Annexes “A” to “T” of this circular.

3.1.4 The Auditor shall review the contract within a period ranging from five (5) to twenty (20) working days from receipt, depending on the complexity of the contract. The auditorial review shall consist in the evaluation of compliance with the requirements of applicable laws, rules and regulations, completeness of documentary requirements and an initial evaluation that the contractual covenants are not disadvantageous to the government. Without waiting for the lapse of the period herein established, the Auditor concerned shall call the immediate attention of management regarding defects and deficiencies noted in the contract and suggest such corrective measures as are appropriate and warranted. Where the defect or deficiency is not susceptible of rectification and renders the contract totally or partially void, the head of the agency shall be notified within twenty-four (24) hours from such determination indicating the reasons therein.

3.1.5 Within five (5) working days after the auditorial review, the Auditor shall forward the contract and its supporting documents for technical review to the Technical Audit Specialist (TAS) assigned in the auditing unit/cluster or to the Regional Technical Services Office (RTSO), as the case may be, accompanied by the relevant checklist of documentary requirements mentioned in item 3.1.3 hereof.

3.1.6 The TAS shall complete the technical review thereof as follows:

<table>
<thead>
<tr>
<th>Contract Amount</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>P5 million and below</td>
<td>5 working days</td>
</tr>
<tr>
<td>Above P5 million up to P20 million</td>
<td>14 working days</td>
</tr>
<tr>
<td>Above P20 million</td>
<td>21 working days</td>
</tr>
</tbody>
</table>

3.1.7 The procedures and timelines herein outlined shall also apply to supplementary contracts, variation orders and the like.

3.2 Purchase Orders

3.2.1 A copy of any purchase order irrespective of amount, and each and every supporting document, shall, within five (5) working days from issuance thereof, be submitted to the Auditor concerned. Within the same period, the Auditor shall review and point out to management defects and/or deficiencies, if any, in the same manner provided in the second and third sentences of item 3.1.4 hereof.
3.2.2 In case of doubt as to the reasonableness of the price of the items purchased, the Auditor shall conduct a canvass thereof making use of price references provided, among others, by legitimate suppliers, the Procurement Service, the Technical Services Office, other government agencies with similar procurement and those posted in the internet.

4.0 PENALTY CLAUSE

4.1 Any unjustified failure of the officials and employees concerned to comply with the requirements herein imposed shall be subject to the administrative disciplinary action provided in (a) Section 127 of Presidential Decree No. 1445; (b) Section 55, Title I-B, Book V of the Revised Administrative Code of 1987; and (c) Section 11 of Republic Act No. 6713.

4.2 Upon receipt of information or discovery by the auditor of such failure by management to comply with the required submission, an Audit Observation Memorandum shall be issued by him calling the attention of the latter, and requesting compliance, else the transactions covered by the unsubmitted documents be suspended in audit and the penalty prescribed by law under 4.1 be enforced.

5.0 REPEALING CLAUSE

All COA circulars and memoranda inconsistent herewith are hereby revoked, amended or modified accordingly.

6.0 EFFECTIVITY

This circular shall take effect 15 days after its publication in two (2) newspapers of general circulation in the Philippines.
CHECKLIST FOR TECHNICAL EVALUATION OF INFRASTRUCTURE CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Determination of the reasonableness of the contract cost and duration. Technical Aspect of contracts for infrastructure projects which shall include, but not limited to, construction, improvement/rehabilitation/repair, demolition, restoration and/or maintenance of: roads, bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power/electrification facilities, national school buildings including schools and hospitals, and other related construction projects of the government.

1. Copy of the approved contract and all of its integral parts necessary for the review

2. Copy of the complete set of approved plans/drawings including the following:
   a. Site development plan
   b. Profile sheet, typical section and details
   c. Drainage details where applicable
   d. Structural plans at appropriate scale indicating all details necessary in order that the complete structure can be set out and constructed
   e. Other necessary details

3. Copy of complete Technical specifications

4. Copy of the document containing the Detailed Breakdown of the Approved Budget for the Contract (ABC) including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot.

5. Copy of the document containing the Detailed Breakdown of the Contract Cost including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot.

6. Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF INFRASTRUCTURE CONTRACT VARIATION ORDERS

SCOPE OF TECHNICAL EVALUATION: Determination of reasonableness of the cost of variation order and the additive/deductive period, if any.

1. Copy of the approved Change Order (C.O./Extra Work Order (EWO))
2. Copy of the approved Original Contract.
3. Copy of the approved original plans indicating the affected portion(s) of the project and duly approved revised plans and specifications, if applicable, indicating the changes made which shall be color-coded
4. Copy of the agency’s report establishing the necessity/justification(s) for the need of such CO and/or EWO which shall include (a) the computation as to the quantities of the additional works involved per item indicating the specific stations where such works are needed, (b) the date of inspection conducted and the results of such inspection, and (c) a detailed estimate of the unit cost of such items of work for new unit costs, including those expressed in volume/area/lump sum/lot
5. Copy of approved revised PERT/CPM Network Diagram which shall be color-coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order
6. Copy of the approved detailed breakdown of contract cost for the original contract
7. Copy of the approved detailed breakdown of contract cost for the variation order
8. Copy of the Notice to Proceed indicating the date of receipt by the contractor
9. Copy of the COA Technical Evaluation Report for the original contract
10. If the variation order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed, otherwise, copy of COA Technical Evaluation Report for the previously approved variation orders.

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF INFRASTRUCTURE PROJECTS PROGRESS ACCOMPLISHMENT

SCOPE OF TECHNICAL EVALUATION: Inspection/validation of progress accomplishments for infrastructure projects which shall include, but not limited to, construction, improvement/rehabilitation/repair, demolition, restoration and/or maintenance of: roads, bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power/electricity facilities, buildings including schools and hospitals, and other related construction projects of the government.

1. Copy of the approved contract
2. Copy of approved Change Order and/or Extra Work Order, if any.
3. Copy of the complete set of approved plans/drawings for the original contract and the approved revised plans/drawings for the variation order(s)
4. Technical specifications for the original contract and for all variation orders, if any
5. Copy of the approved Statement of Work Accomplished/Progress Report/Accomplishment Report
6. Copy of the approved detailed breakdown of the original contract amount and for all the variation orders issued, if any
7. Copy of Certificate of Completion and Certificate of Acceptance (if any) for 100% Accomplishment
8. As built-plans (for completed projects only)

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF CONSULTANCY SERVICES CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Determination of the reasonableness of the contract cost of consultancy services which shall include, but not limited to, advisory and review services, pre-investment and feasibility studies, design services, construction supervision, management and related services, and Other Services or Special Studies

1. Copy of the approved consultancy contract
2. Copy of the Terms of Reference (TOR)
3. Copy of the Technical and Financial Proposals of the winning bidder
4. Copy of the detailed breakdown of the Approved Budget for the Contract (ABC)
5. Copy of the detailed breakdown of the contract cost indicating the following, among others:
   a. schedule of basic rates certified by the consultant with a sworn statement
   b. derivation of the billing factor/multiplier certified by the consultant with a sworn statement
   c. detailed breakdown of reimbursable costs based on agreed fixed rates
   d. detailed breakdown of reimbursable costs based on actual costs

If not in the TOR, appropriate approved documents containing the following:

a. Statement of the scope of work, expected outputs / deliverables and expected time frame
b. minimum requirements on the expertise of the consultants and the qualifications of individual personnel necessary for the undertaking

6. Copy of the Approved Program of Work/Project Schedule (PERT/CPM Network Diagram, Gantt Chart or equivalent)
7. Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project.

8. Copy of the curriculum vitae of the consultants and staff.

Submitted by:

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CHECKLIST FOR INFRASTRUCTURE PROJECTS and CONSULTING SERVICES
TIME EXTENSION EVALUATION

SCOPE OF TECHNICAL EVALUATION: Validation of the reasonableness of the grounds for the issuance and the period of the requested extension of contract time for infrastructure projects and consulting services

1. Copy of the approved Time Extension
2. Copy of contractor’s/consultant’s request for Time Extension
3. Copy of the approved contract
4. Copy of Evaluation Report by the agency concerned establishing the need for time extension including the computation showing in sufficient detail how the number of days of extension was determined
5. Certification or reports establishing the existence of the grounds for the contract time extension, as follows:
   a. PAGASA Report covering the area where the project is located, if extension requested is due to adverse weather conditions
   b. Provincial Commander’s Report, if the extension requested is due to deteriorating/worsening peace and order situation
   c. Certification from DOLE, DTI, DILG and/or DND, among others, whichever is applicable, for other grounds such as shortage of construction materials, general labor strike or similar activities that disrupted construction operations through no fault of the contractor
6. Copy of the Notice to Proceed with the date of receipt by the contractor/consultant
7. Copy of the approved original PERT/CPM Network Diagram and the corresponding detailed computation of the contract time
8. Copy of the approved revised PERT/CPM Network Diagram reflecting the effect of the subject time extension on the original contract time and all previously issued Time Extensions, Suspension/Resumption Orders, and variation Orders (for infrastructure projects), if any
9. Copy of COA Technical Evaluation Report for the original contract and for all previously issued variation orders (for infrastructure projects) with additive/deductive time, and all previously issued time extensions
10. Copy of the Terms of Reference
11. Copy of the Approved Original and Revised (if any) Manning Schedule

12. If the original contract and/or any previously issued Time Extension and/or Variation Order (for infrastructure projects) with deductive/additive time have not yet been reviewed by COA, all requirements under Technical Evaluation of Infrastructure Contract Variation Checklist for each variation order and/or time Extension, must be submitted.

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF SUPPLIES, MATERIALS AND EQUIPMENT PROCUREMENT CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Technical aspect of contracts for the procurement of supplies, materials and equipment; and fabrication services for the determination of the reasonableness of the contract amount

1. Copy of the approved contract (Purchase Order, Job Order, etc.)
2. Technical and Financial Proposal of the winning bidder/supplier
3. Complete set of technical specifications
4. Approved detailed plans/drawings/layout, if applicable
5. Conditions of Contract
6. Copy of the document containing the approved Breakdown of the Approved Budget for the Contract (ABC) and of the contract amount
7. Certificate of Exclusive Distributorship, if applicable

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF DELIVERED SUPPLIES, MATERIALS AND EQUIPMENT

SCOPE OF TECHNICAL EVALUATION: Inspection/validation of items delivered, fabricated, and/or installed (supplies, materials, equipment, furniture and fixtures, etc)

1. Copy of the approved contract (Purchase Order, Job Order, Letter Order, Contract)
2. Copy of Sales Invoice and Delivery Receipt
3. Copy of Certificate of Acceptance
4. Performance/Quality Tests Results, if applicable
5. Detailed Breakdown of Contract Cost
6. Copy of the complete set of approved plans/drawings, if applicable
7. Copy of Brochures/manuals, if applicable

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF JANITORIAL SERVICES CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Technical aspect of janitorial services contracts for the determination of the reasonableness of the contract cost

1. Copy of the approved contract

2. Appropriate approved documents indicating the following:
   a. the number of personnel involved and their corresponding rates/salary
   b. schedule of work and places of assignment or station

3. Detailed breakdown of the contract cost showing in sufficient details the derivation of the direct and indirect cost (e.g. quantities and cost of materials, spare parts, and supplies, etc. furnished by the contractor)

4. The scaled floor plans of the building and other area/s covered by the service contract

5. The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing Republic Act No. 6727

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF SECURITY SERVICES CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Technical aspect of the contract for the determination of the reasonableness of the contract cost

___ 1. Copy of the approved contract

___ 2. Approved documents indicating the following;
   ___ a. the number and the corresponding rates/salary of personnel involved
   ___ b. schedule of work and places of assignment or station

___ 3. Detailed breakdown of the contract cost showing in sufficient details the derivation of the direct and indirect cost

___ 4. Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project

___ 5. The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing Republic Act No. 6727

___ 6. The population of the agency where the services is rendered

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF MAINTENANCE SERVICES CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Technical aspect of the contract for the determination of the reasonableness of the contract amount

___1. Copy of the approved contract

___2. Detailed description of the maintenance services to be rendered or activities to be performed

___3. Approved detailed breakdown of the contract cost showing in sufficient detail the derivations of the direct and indirect costs, the cost/s and date/s of acquisition of the equipment; and the list, quantities and costs of materials, spare parts, and supplies furnished by the contractor

___4. In the case of visitorial maintenance service:

    ___ a. number of personnel involved per visit
    ___ b. salary and positions of personnel involved
    ___ c. schedule of visits indicating, among others, the number of hours per visit
    ___ d. the type and number of equipment to be serviced

___5. The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing Republic Act No. 6727

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF GARBAGE COLLECTION AND DISPOSAL CONTRACT

SCOPE OF TECHNICAL EVALUATION: Technical aspect of the contract for the determination of the reasonableness of the contract amount

1. Copy of the Approved contract

2. Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used

3. Complete description/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used

4. Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment; whether per trip or package deal; and other relevant condition

5. The designated dumpsite/location of dumpsite (if provided in a separate document)

6. The detailed breakdown of the Approved Budget for the Contract and the contract amount showing in sufficient detail its derivation, including the number of "paleros"/Laborers/crew, prices/costs of spare parts, machine shop costs, and other maintenance parts used in the detailed breakdown of the contract amount

7. The detailed breakdown of the Contract amount showing in sufficient detail its derivation, including the number of "paleros"/Laborers/crew, prices/costs of spare parts, machine shop costs, and other maintenance parts used in the detailed breakdown of the contract amount

8. The measurement in kilometers of the total distance covered by one (1) complete route for all the required routes to be traveled

9. Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates

10. In cases where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract.

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF LEASE/RENTAL CONTRACTS FOR PRIVATELY OWNED OFFICE/BUILDING

SCOPE OF TECHNICAL EVALUATION: Technical aspect of lease/rental contracts for the determination of the reasonableness of the lease/rental rates

1. Copy of the approved contract
2. Complete copy of the building floor plans indicating in shaded colors the rentable space
3. Copy of the Certificate of Occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building
4. Complete description of the building as to type, kind and class including its component parts and equipment facilities such as, but not limited to, parking areas, elevators, air-conditioning systems, firefighting equipment, etc.
5. Copy of the Master of Deed Declaration and Restrictions in case of lease/rental of office condominiums

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF APRAISED VALUE FOR VARIOUS PROPERTY

SCOPE OF TECHNICAL EVALUATION: Technical aspect of contracts for the review of appraised value of various properties such, as but not limited to equipment, machineries, facilities, etc., other than antique property and Works of Art.

A. AIRCRAFT
   ___1. Copy of the in-house or private company appraisal report
   ___2. Cost and date of acquisition
   ___3. Latest copy of Certificate of Airworthiness from the Air Transportation Office
   ___4. Certificate of Registration
   ___5. Latest service bulletin
   ___6. Total hours since last overhaul of engine
   ___7. Airtime flying hours
   ___8. Time between overhaul
   ___9. Certificate of total flying time
  ___10. Colored photographs showing three sides
  ___11. List of instruments/equipment accessories installed

B. MARINE VESSEL
   ___1. Copy of the in-house or private property appraisal report
   ___2. Complete technical description of the vessel to include the following:
      ___a. type of vessel, year built
      ___b. dimensions (length over-all, length between perpendiculars, breadth, depth)
      ___c. deadweight/light displacement weight, net tonnage, and gross tonnage/general description
      ___d. vessel classification
e. description of propulsion machinery/engine and Break Horse Power (BHP)

3. Date and cost of acquisition

4. Copy of Certificate of Philippine Registry

5. Copy of Certificate of Ownership issued by the Philippine Coast Guard

6. Date of last dry-docking and itemized extent and cost of repairs

7. Colored photographs showing three sides

8. List of major equipment and major accessories on board

C. REAL ESTATE: LAND

1. Copy of the in-house or private company appraisal report indicating the following:
   a. The derivation or source of information/data used in the approach to value
   b. Physical characteristics of the property under appraisal
   c. Statement of property rights or interests involved
   d. Utility connections – electricity, water, telephone, sanitary sewer, etc.
   e. Public Transportation, traffic patterns and controls
   f. Highest and best Use of the subject property (Present and Anticipated)

2. Copy of the Transfer Certificate of Title (TCT) of land/lot

3. Lot plan and vicinity map

4. Colored photographs

5. Copy of the latest Declaration of Real Property

6. Applicable Zonal Value
D. REAL ESTATE : BUILDING

___1. Copy of the in-house or private company appraisal report

___2. Complete building plans and specifications

___3. Complete description of the building indicating the type/kind, and class; component parts and facilities such as but not limited to, parking areas, elevators, air-conditioning system, fire fighting equipment, etc.

___4. Copy of Certificate of Occupancy of the building and appropriate document indicating the date the building was constructed or age of the building

___5. Vicinity map of the property

___6. Colored photographs

___7. The Master Deed of Declaration and Restriction for condominiums

E. EQUIPMENT, MACHINERIES, OFFICE EQUIPMENT and FURNITURE

___1. Copy of the in-house or private company appraisal report

___2. Complete technical description of the property indicating the capacity, type, model, brand, dimension, and other relevant description

___3. Acquisition cost and date

___4. The date the property was put into operation

___5. Colored photographs of the property

___6. The location/site of the property

___7. The Equipment ledger/record of maintenance/repair of the equipment

___8. The equipment inspection report indicating specifically the missing parts, if any

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF EQUIPMENT RENTAL CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Technical aspect of equipment rental contracts particularly the determination of the reasonableness of the rental rates

___1. Copy of the approved contract

___2. Approved documents containing the number and complete technical specifications of the equipment to be rented (e.g., brand name, make/country of origin, hp, model, piston displacement, etc.)

___3. Approved detailed breakdown of the approved budget for the contract and the contract amount showing in sufficient detail its derivation

___4. Agency evaluation of equipment utilization

___5. Pertinent data of area of operation

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF EQUIPMENT
LEASE-PURCHASE CONTRACTS

SCOPE OF TECHNICAL EVALUATION: Technical aspect of lease-purchase contracts particularly the determination of the reasonableness of the contract amount

1. Copy of the approved contract

2. Copy of approved documents containing the complete technical description of the equipment and accessories

3. Approved detailed breakdown of contract amount showing in sufficient detail the derivation of the direct and indirect costs such as, but not limited to, the depreciation charges, cost of money, profit, overhead, maintenance, etc.; and the one-time non-refundable charge, if applicable

4. Appropriate document showing the monthly lease payment and period of lease

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF
FORWARDING/SHIPPING/HAULING CONTRACT

SCOPE OF TECHNICAL EVALUATION: Technical aspect particularly determination of the reasonableness of the contract amount

1. Copy of the Approved contract

2. The detailed breakdown of the Approved Budget for the Contract and the contract amount showing in sufficient detail its derivations

3. The type/kind and technical description of the mode of transportation used

4. The point of origin and destination including the estimated distance/s if transported by land

5. The estimated weight and volume of cargoes involved

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF CONTRACT FOR THE REPAIR OF AIRCRAFT, EQUIPMENT AND VEHICLE

SCOPE OF TECHNICAL EVALUATION: Technical aspect of the contract particularly the determination of the reasonableness of the contract amount

____ 1. Copy of the approved contract or Job Order
____ 2. Complete technical description of the aircraft/equipment
____ 3. Detailed breakdown of the contract amount showing in sufficient detail the derivation of the direct and indirect costs
____ 4. Copy of the pre-repair evaluation report by the agency showing in sufficient detail the scope of work to be done
____ 5. Copy of the latest service bulletin, in case of aircraft
____ 6. Report of waste materials
____ 7. Copy of document indicating the history of repair

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF CONTRACT
FOR THE REPAIR OF MARINE VESSEL

SCOPE OF TECHNICAL EVALUATION: Technical aspect of contracts for the repair of marine vessel for the determination of the reasonableness of contract amount

___1. Copy of the approved contract or Job Order

___2. Complete technical description of the vessel to include the following:
   ___a. type of vessel, year built, and acquisition date
   ___b. dimensions (length over-all, length between perpendiculars, breadth, depth)
   ___c. deadweight/light displacement weight
   ___d. vessel classification
   ___e. main propulsion and other major equipment on board

___3. Detailed breakdown of the contract amount showing in sufficient detail the derivation of the direct and indirect costs.

___4. Copy of the pre-repair evaluation report by the agency showing in sufficient detail the scope of work to be done/itemized program of work

___5. Copy of the approved detailed plans showing the extent of repair work to be done

___6. Report of waste materials

___7. Appropriate document showing history of repair

Submitted by:
CHECKLIST FOR PRICE VERIFICATION OF SUPPLIES, MATERIALS AND EQUIPMENT

SCOPE OF TECHNICAL EVALUATION: Provision of Price references for goods

___ 1. Copy of the approved contract (Purchase Order, Job Order, etc.)

___ 2. Copy of the Sales Invoice, Delivery Receipts (if applicable)

___ 3. Complete set of approved agency specifications/item description indicating the following, among others, brand, unit of measurement, accessories (if any), make, country of origin, size/dimension/volume, model, use of item, color, capacity, horsepower, voltage, watts, gauge, kind of equipment where spare parts are to be used, statement whether replacement or original (for spare parts), part number of spare parts, type and classification of materials, packing (quantity per pack), substance, speed, kind of service rendered

___ 4. Approved detailed plans/drawings/sketch, if applicable

___ 5. Appropriate approved documents indicating the unit prices of the items.

___ 6. Samples and brochures/photographs, if applicable

___ 7. Certificate of Exclusive Distributorship, if applicable

___ 8. For imported items:

___ a. Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details

___ b. Home Consumption Value of the Items

___ c. Breakdown of the expenses incurred in the Importation

Submitted by:
CHECKLIST FOR TECHNICAL EVALUATION OF THE OUTPUT OF CONSULTANCY SERVICES PROGRESS ACCOMPLISHMENT

SCOPE OF TECHNICAL EVALUATION: Inspection/Validation of progress accomplishments for consultancy services projects.

1. Copy of the approved consultancy contract
2. Copy of the Terms of Reference (TOR)
3. Copy of the Technical and Financial Proposals of the winning bidder
4. Copy of the detailed breakdown of the Approved Budget for the Contract (ABC) including all variation orders involved
5. Copy of the detailed breakdown of the contract cost indicating the following, among others:
   a. schedule of basic rates certified by the consultant with a sworn statement
   b. derivation of the billing factor/multiplier certified by the consultant with a sworn statement
   c. detailed breakdown of reimbursable costs based on agreed fixed rates
   d. detailed breakdown of reimbursable costs based on actual costs
6. If not in the TOR, appropriate approved documents containing the Statement of the scope of work, expected outputs/deliverables and expected time frame
7. Copy of the Approved Program of Work/Project Schedule (PERT/CPM Network Diagram, Gantt Chart or equivalent)
8. Copy of the approved Consultancy Progress Reports and billings/output on the Agreement of Engineering and Management Services

Submitted by: