

6. Issuance of Certification for Site Inspection for Bidding

Certification issued to would be bidders of provincial projects certifying that they have inspected the project site as per requirement in joining the bidding.

Office or Division:	Provincial Engineer's Office (PEO) – Planning, Designing, Programming and Monitoring (PDPM) Division			
Classification:	Complex			
Type of Transaction:	G2B – Government-to-Business; G2C - Government-to-Client			
Who may avail:	Contractors, Bidders, Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bid Documents (1 set original)		Bids and Awards Committee (BAC) Secretariat - Provincial General Services Office (PGSO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Show Bid Documents.	1.1. Verify documents and issue Order of Payment for Site Inspection.	None	3 Minutes	<i>Admin. Assistant III</i> PEO - Planning, Designing, Programming and Monitoring (PDPM) Division
2. Present Order of Payment and pay to the Cashier.	2.1. Process payment and issue Official Receipt (O.R.).	PHP 200.00 per Certification	10 Minutes	<i>Cashier</i> Window 1 - Provincial Treasurer's Office
3. Present O.R.	3.1. Schedule site inspection.	None	5 Minutes	<i>Engineering Assistant</i> PEO - PDPM Division
4. Accompany Site Inspector to project site.	4.1. Conduct site inspection and prepare Report with pictorials.	None	1 Day	<i>Designer</i> PEO - PDPM Division
	4.2. Receive Report with pictorials, prepare Certification and have it signed by the Provincial Engineer.	None	5 Minutes	<i>Admin. Assistant III</i> PEO - PDPM Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Claim Certification.				<i>Admin. Assistant III PEO - PDPM Division</i>
TOTAL:		PHP 200.00	1 Day, 23 Minutes	