

3. Processing of Payment of the Delivered Supplies and Services

Processing of payment has to work in accordance with the regulatory requirement of the organization. This requires that the organization involved at every step of the process take full responsibility for policies and procedures regarding purchasing, payment, and vendor relations. Purchases also need to be made in the most efficient and cost-effective manner.

Processors for the payment can coordinate different offices to make the process of payment complete and each has different operating characteristics, rules and settlement mechanisms. Processing of payment varies depending on parties involved in the transactions.

Office or Division:	PGSO – Procurement and Warehousing Division	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government G2B – Government to Business	
Who may avail:	Business Entity (Suppliers, Contractors)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Competitive Bidding/Negotiated Procurement: <ol style="list-style-type: none"> a. Disbursement Voucher (3cps) b. Obligation Request/Trust Fund Control Slip/General Fund – Trust Liability (2cps) c. Purchase Request (1cpy) d. DR/Charge Invoice/Statement of Account/Billing Statement/Cash Invoices/Official Receipts (1cpy) e. Authenticated photocopy of the approved APP and any amendment thereto (if applicable) (1cpy) f. Purchase Order (1cpy) g. Transmittal of P.O (1cpy) h. Bid Forms/Bidding Documents (1cpy) i. Abstract of Bids(with Bidders Technical/Financial proposal) (1cpy) j. Samples and brochures/photography if applicable (1cpy) k. Certificate of product registration, license to operate and good manufacturing practice from DFA, if applicable(1cpy) l. Batch Release Certificate from DFA, if applicable (1cpy) 		PGSO - BAC Secretariat

- m. Certificate of Analysis (from the Quality Control Department of the manufacturer (1cpy)
- n. Minutes of Pre-Bid Conference (Approved Budget Contract of P1.0M and above (1cpy)
- o. Agenda and/or Supplemental Bulletins, if any (1cpy)
- p. Minutes of Bid Opening (1cpy)
- q. Notice of Post Qualifications (1cpy)
- r. Bid Evaluation Report with Post Qua Report of the TWG (1cpy)
- s. BAC Resolution declaring winning bidder (1cpy)
- t. Notice of Award (1cpy)
- u. Performance Security (1cpy)
- v. BIR Certificate of Registration (when applicable) (1cpy)
- w. Notice to Proceed indicating the date of receipt (1cpy)
- x. Printout copy of Advertisement posted in PhilGeps (1cpy)
- y. Certificate from the Head of BAC Secretariat on the posting of advertisement at conspicuous places (1cpy)
- z. Printout copies and advertisement posted in agency website, if any (1cpy)
- aa. Minutes of Pre-procurement Conference for projects costing above P5M for infra, P2M and above for goods, and P1M and above for consulting services
- bb. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of Award in the PhilGeps (1cpy)
- cc. Evidence of Invitation of three observers in all stages of the procurement process (1cpy)
- dd. Acceptance and Inspection Report (1cpy)
- ee. Omnibus Sworn Statement (1cpy)
- ff. Notice of Delivery stamped by COA (1cpy)

gg. Letter request for Extension, if applicable (1cpy) hh. Notice of Extension approved by LCE/BAC, if applicable (1cpy) ii. BAC minutes approving/disapproving the request (1cpy) jj. Property Issue Slip/AE/ICS (1cpy) kk. Warranty Security (1cpy) ll. Result of Test Analysis, if applicable (1cpy) mm. List of Recipients indicating address and items received (1cpy) nn. Dated pictures during the activity, when applicable (1cpy) oo. Other documents peculiar to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof. (1cpy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare all necessary documents for processing of payments	none	15 minutes	PGSO – Admin. Aide - I
1. Follow – up vouchers	Trace the vouchers through database Inform the client the status of their vouchers Give the OBR Number, PO Number for them to verify to PACCO	none	5 minutes	PGSO – Admin. Aide - I
2. Presents to PACCO, give the OBR number and PO number	Verify and check the OBR number and PO number through Fund Management System (FMS)		2 minutes	PACCO

	Inform the client the status of the vouchers			
3. Proceed to PTO, give the OBR number and PO number	Verify and check the OBR number and PO number through Fund Management System (FMS) Check for payment will be released after the advice from PACCO		2 minutes 1 day	PTO - LRCO
TOTAL:		none	1 day and 14 minutes	