**CONTRACT MONITORING DIVISION/SUPPLY UNIT**

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| **Activity/Transaction** | **Process/Steps** | **Responsible Person** | **Duration/Timeline** | **Documentary Reqt/Fees** | **Location** |
| Contract Signing | Head of Procuring Entity approves the Award, and parties sign the contract prior to notarization | CMD, HOPE/EndUser, Supplier/Service Provider | Parties should formally enter into contract within 10 calendar days from receipt of the NOA  | BAC Resolution, Notice of Award (NOA) | DSWD premises |
| Issuance of Notice to Proceed (NTP) | Issuance of NTP to winning bidder and contract effectivity shall commence only upon receipt hereofPosting of Contract and NTP A copy of the signed/notarized contract is provided to the COA | CMD, Supplier/Service ProviderBAC SecretariatCMD | Within 7 calendar days from the approval of the contract by the HOPEWithin 7 days of signatures/contractingWithin 7 days of issuance of NTP | NOA, contract and all attachments (ie., TOR, Scope of Work)Contract and NTPContract, TOR, NOA, BAC Resolution | DSWD – CMDDSWD website, PhilGepsResident COA –DSWD Premises |
| Contract Implementation/Receipt of Deliveries | Receive or reject deliveries, Refer to Inspection Committee for inspection of goods and EndUser shall issue a Final Acceptance Submit Report on Deliveries to COA | CMD/Supply Unit, Supplier/Service ProviderSupply Unit | Within the delivery period stated in the contract or w/in the contract duration/term Within 24 hours of deliveries of goods | Delivery Receipts/Sales Invoice, Acknowledgement Receipts, Sales invoice, Delivery receipts, PRs, POs | DSWD premises / location stated in the contractResident COA – DSWD premises |
| Payment/Termination of Contract  | Preparation of Disbursement Voucher (DV) for payment processing and consolidate all necessary supporting documentsAfter Final Acceptance by End-User, supplier/service provider may already claim refund of Performance security\*EndUser may opt to terminate the contractdue to Supplier’s default and performance security may be forfeitedPosting of Bank Guarantee as warranty | CMD-Supply Unit, End-User, FMSCMD, End-UserEnd-User, CMD, FMSCMD, FMS | Within 15-30 days of complete submission of all necessary supporting documentsWithin 15-30 days of complete submission of all necessary documentsBank guarantee validity should be good for the warranty period of 3mos/1 yr | SOA/Billing Statement, Certificate of Services Rendered/Certificate of Acceptance or Completion, Attendance Sheet/Distribution List/ICS Request for Refund, Official Receipt of posted Performance SecurityNotice of TerminationBank Guarantee Certificate | Via ADA/directly to bank accts of suppliers/service providersDSWD-FMSVia mailDSWD -PMS |
| Refund of Retention Money (as warranty) | Supplier/Service Provider may file a Request for Refund of the amount deducted as retention money after the warranty period of 3mos/1yr | CMD, FMS | Within 15-30 days from Request of refund by supplier/service provider | Request for Refund, Receipt or certificate of security posted/deduction | DSWD-FMS |