

## Claims for Performance Bond and Retention Money

- This refers to a supplier's claim for the retention money, which is typically 1% of the contract amount, from a payment made under a contract and the Performance Bond in the form of cash paid thru the City Treasurer's Office

<b>Office or Division:</b>	City General Services Office			
<b>Classification:</b>	External Clients (within LGU Offices)			
<b>Type of Transaction:</b>	G2G and G2C			
<b>Who may avail:</b>	LGU Suppliers			
<b>CHECKLIST OF REQUIREMENT/S</b>			<b>WHERE TO SECURE</b>	
4. Original receipt of Performance Bond 5. Official Receipt for Certification Fee			Bids and Awards Committee City Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit original Official Receipts as Certification Fee from CTO; One copy of the disbursement voucher indicating the date of release of retention	1.1 Receives and records the documents.	None	5 minutes	Administrative Aide III
No Activity	1.2 Encodes in E-LGPs and print the Direct Payment Form, and attach a photocopy of the Inspection and Acceptance Report (IAR).	None	15 minutes	Administrative Aide III
No Activity	1.3 Signs the certification that the supplier has fully delivered the items stated in the contract or without defect or complaint from end-user.	None	2 hours	Department Head
No Activity	1.4 Signs the transmittal in in behalf of the Department Head	None	5 minutes	Supply Officer IV
No Activity	1.5 Forwards the documents to the City Accounting Office	None	30 minutes	Administrative Aide V
<b>TOTAL</b>		None	2hours and 55 minutes	
<b>END OF TRANSACTION</b>				