



## 7. Request for Advance Payment

Request from the contractor to advance payment to commence construction of a government project.

<b>Office or Division:</b>	City Engineer's Office – Construction Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Infrastructure Project Contractors			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Picture of Billboard</li> <li>3. Certificate of Commencement of Work by the Contractor</li> <li>4. Construction Safety and Health Program</li> <li>5. Performance Bond with certification (certified true copy)</li> <li>6. Original Bidding Documents</li> <li>7. PERT/CPM</li> </ol>		<ol style="list-style-type: none"> <li>1. Contractor</li> <li>2. Contractor</li> <li>3. Contractor</li> <li>4. Contractor</li> <li>5. Contractor</li> <li>6. Bids and Awards Committee (BAC)</li> <li>7. Contractor</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter and supporting documents to advance payment	1.1. Receive, log, and forward the documents to City Engineer	None	5 mins	Receiving in Charge, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Receive, log and forward the documents to Construction Division	None	5 mins	Dept. Head's Secretary, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Review the completeness of the project document and forward to Admin Division	None	30 mins	Resident Engineer, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Prepare Advance Payment documents	None	1 hour	Accounting Section, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Submit Advance Payment Documents to DH with indorsement to City Accounting Office, copy furnish the contractor	None	5 mins	Accounting Section, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Approve and sign payment documents	None	5 mins	Department Head, City Engineer's Office, CEO Compound, Bula, GSC

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Receive copy of indorsement	1.7 Release one copy of indorsement to contractor and deliver the rest of the document to CAO	None	5 mins	Admin Clerk III o release document to contractor; Liaison Officer to CAO
	<b>TOTAL</b>	<b>None</b>	<b>1 hour, 55 mins</b>	
<b>END OF TRANSACTION</b>				