

*Insert your agency's header*

**CERTIFICATION**

**AGENCY** : \_\_\_\_\_

**NAME OF CONTRACT /  
SUBJECT MATTER OF  
CONTRACT** : \_\_\_\_\_

**DATE OF CONTRACT  
EXECUTION** : \_\_\_\_\_

**CONTRACTING  
PARTIES** : \_\_\_\_\_  
: \_\_\_\_\_

**COST OF CONTRACT** : \_\_\_\_\_

**DATE OF SUBMISSION** : \_\_\_\_\_

**LIST OF DOCUMENTS  
SUBMITTED** : Refer to the checklist attached (for signed and executed  
contracts)

This is to certify that, in compliance with Executive Order (EO) No. 423 issued on 30 April 2005, we are submitting all documents relevant to the above-mentioned contract to the National Economic and Development Authority (NEDA); and that the documents, as submitted, are complete, true, and correct.

Further, this is to certify that the review, processing, approval, and awarding of the contract/s submitted to NEDA is compliant with the relevant laws, rules and regulations.

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME**  
Head of Agency

**Compliance to Executive Order No. 423  
Guide List of Requisite Documents<sup>1</sup>**

No.	Document	Mark if attached
1.	Certificate that due diligence was undertaken	<input type="checkbox"/>
2.	Signed Contract	<input type="checkbox"/>
3.	Matrix of Activities	<input type="checkbox"/>
4.	Bid or Tender Documents	<input type="checkbox"/>
5.	Abstract of Bid	<input type="checkbox"/>
6.	Bid/Proposal Evaluation Report	<input type="checkbox"/>
7.	Summary of Ratings ( <i>for consultancy contracts</i> )	<input type="checkbox"/>
8.	BAC Resolution recommending award of contract	<input type="checkbox"/>
9.	Board Resolution approving the award of contract ( <i>for GOCCs</i> )	<input type="checkbox"/>
10.	Certificate of Availability of Funds	<input type="checkbox"/>
11.	Performance Security	<input type="checkbox"/>
12.	Notice of Award (NOA)	<input type="checkbox"/>
13.	Notice to Proceed (NTP)	<input type="checkbox"/>

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<sup>1</sup> For signed or executed contracts; Other relevant documents considered may include: Obligation Request and Status (ORS); Post-Qualification Report; Technical Proposal Documents; Financial Proposal Documents; Eligibility Documents; Notification to the losing bidder that the project is awarded to the winning bidder; Department's Reply to Motion of Reconsideration; Notice of Single Calculated Responsive Bid; Notice of Single Calculated Bid; Summary of Agreements (SOA)/BAC Meeting Minutes; and Supplemental Bid Bulletins.