

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	AIR-CONDITIONING UNIT(ACU) MAINTENANCE SERVICES MANUAL	Class Code: D
		Reference Code:
		OM-ACU-3.0
	Chapter 3: Contract Acceptance and Implementation	Revision Number:
		00
		Date: Effective
		Nov. 20, 2018
		Page 1 of 2

A. General Guidelines

1. Memorandum of Agreements (MOA)/ Service Agreements/ Contracts accepted/entered into by LBRDC shall be signed by the President and CEO in accordance with the LBRDC's Codified Approving and Signing Authorities (CASA).
2. If required in the contract, LBRDC shall furnish the client with a performance bond with a surety company.

B. Procedures

1. Receipt of Notice of Award

Department Head	1.1	Upon receipt of the NOA, NTP, and MOA, reviews, initials the documents and endorses same to the President & CEO for signature.
President & CEO	1.2	Approves and signs the NOA, NTP, and MOA.
Account Officer	1.3	Facilitates transmittal of the duly signed NOA, NTP, and MOA to the client.

2. Processing of Performance Bond

	1.4	Upon receipt of signed and notarized MOA, prepares request for quotation for performance bond (if required by client) and forwards to Dept. Head for review and President & CEO for approval/signature.
Department Head	1.5	Reviews and initials the letter of request.
President & CEO	1.6	Approves and signs the letter of request.
Account Officer	1.7	Attaches a copy of the MOA and transmits letter of request to LBP Insurance Brokerage, Inc. (LIBI).

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	AIR-CONDITIONING UNIT(ACU) MAINTENANCE SERVICES MANUAL	Class Code: D
	Chapter 3: Contract Acceptance and Implementation	Reference Code:
Revision Number:		00
Date: Effective		Nov. 20, 2018
		Page 2 of 2

3. Payment of Performance Bond

- | | | |
|-----------------|------|---|
| | 1.8 | Upon receipt of quotation, prepares request for payment of premium and submits to Department Head and President & CEO for approval/signature. |
| Dept. Head | 1.9 | Reviews and initial the request for payment. |
| President & CEO | 1.10 | Approves/signs the request for payment. |
| Account Officer | 1.11 | Submits the request to the Accounting Unit for processing of payment. |
| | 1.12 | Upon availability of the performance documents, furnishes a copy to the client. |