



DENR Mimaropa Region &lt;mimaroparegion@denr.gov.ph&gt;

## SUBMISSION OF DOCUMENTARY REQUIREMENTS IN COMPLIANCE WITH THE STREAMLINING AND PROCESS IMPROVEMENT OF CRITICAL SERVICES (SPICS) FOR THE FIRST QUARTER, FY 2023

1 message

**R4B PENRO Marinduque** <penromarinduque@denr.gov.ph>

Thu, Mar 30, 2023 at 1:04 PM

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Cc: MSD PENRO Marinduque <msd.penromarinduque@gmail.com>, Administrative Section PENRO Marinduque <admsec.penromarinduque@gmail.com>, General Services Unit PENRO Marinduque <gen.serv.unit@gmail.com>

Greetings.

In compliance with DENR Memorandum 2022-244 dated April 12, 2022 issued by the DENR Undersecretary for Legal, Administration, Human Resources and Legislative Affairs on the submission of documentary requirements related with the Process Improvement for Sales of Bidding Documents, submitted are the following Means of Verifications (MOVs) to wit:

1. Scanned copy of Client Satisfaction Survey (CSS) Form filled-out by the bidder;
2. Copy of Official Receipt (OR);
3. Copy of Logbook indicating the Turn Around Time (TaT) of the bidder; and
4. Other related MOVs, such as,
  - a. Letter of Intent;
  - b. Special Power of Attorney (SPA);
  - c. Valid ID of the Authorized Representative; and
  - d. Copy of Bidding Document.

Said MOVs can be viewed and downloaded through this Google Drive link: [https://drive.google.com/drive/folders/1HLJRzfwcFaESr-pkpMPMQQI8hHoPhbZQ?usp=share\\_link](https://drive.google.com/drive/folders/1HLJRzfwcFaESr-pkpMPMQQI8hHoPhbZQ?usp=share_link).

Likewise, attached is the Annex 1. Streamlining Monitoring Form 1 for your reference.

For information and record.

Kindly acknowledge upon receipt. Thank you.

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