



## REVIEW OF CONTRACT

The Technical Staff, which is in charge of the Department's integral legal services, reviews and/or prepares contracts and instruments to which the Department is a party, and interprets provisions of contracts to covering work performed for the Department by private entities.

<b>Office or Division:</b>	Technical Staff
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	All

### CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Draft Contract	1	Property Management Division
2. Other supporting and relating documents, if any and necessary.		

### PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits contract to Technical Staff for review	Receives contract	None	5 minutes	Receiving Staff
	Review the contract submitted	None	<ul style="list-style-type: none"> <li><b>3-5 days</b> for procurement contracts which availed alternative method of Shopping and Small Value Procurement (SVP) provided complete document are submitted.</li> <li><b>7-14 days</b> for other contracts and procurement contracts procured through Public Bidding and Alternative Modes other than Shopping and SVP</li> </ul>	Technical Staff
	Preparation of recommendation letter/Memorandum for the approval of contract	None		Technical Staff
	Submission of contract to HOPE for approval	None		Technical Staff



			provided complete documents are submitted. <ul style="list-style-type: none"> <li>• <b>14-20 days</b> for highly technical contracts that may in the future be assigned.</li> </ul>	
<b>TOTAL:</b>			<b><u>3-5 days</u> (Shopping and SVP)</b> <b><u>7-14 days</u> (Simple Contract which went through Public and other alternative modes)</b>  <b><u>14-20 days</u> (Highly Technical contacts)</b>	

*Note: On instances where multiple contracts that are highly technical or complicated were assigned the technical staff and which were all tagged as priority with corresponding follow-ups/ required to be immediately acted upon /or with specified deadlines, the 14-20 days processing time may be extended.*