



COLLECTION OF BID DOCS

Bid Docs payments are collected through manually issued Accountable Form No.51 (AF51) as official receipts

Office or Division:	Cash Division – Payment Lounge Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Interested Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Computerized Bid Documents.		Bids and Awards Committee		
2. Cash/ Manager and / or Cashier Check		Interested Bidders		
CLIENT STEPS	AGENCY ACTION.	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Taxpayer's Payment Lounge. 1.1Present the approved Computerized Bid Docs order of payment and pay the required amount. 1.2Receive the manually issued Accountable Form No.51 (AF51) official receipts.	1. Accept the approved computerized Bid Docs order of payment. 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date. 1.2 Manually issued Accountable Form No.51 (AF51) official receipts.		1.One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills provided by the business owner	Local Revenue Collection Officer Contractor/ Bidders in the Payment Lounge
Total			10 minutes /bulk dependent	

REMITTANCE OF CASH COLLECTION

Bonded Collectors shall prepare the Report of Collection and Deposits (RCD) in 5 copies and remit / turn-over intact all collections (cash, checks and tax credit memos) to the liquidating officers at the Cash Division.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Quezon City Bonded Collectors and Barangay Treasurer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Report of Collection and Deposits (RCD)		Accountable Officer		
2.Issued or duplicate copy of Official receipt		Accountable Officer		
3.Order of payment		Revenue Generating Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For AF51 users, submit a duplicate copy of issued official receipt with attached	1.Verify the accuracy of the amount collected		30 minutes to process and it constantly	Collection Officer and Verifier from the Fiscal