

VII. Procurement

Description: Procurement is one of the support functions of the Finance and Administrative Services Section of the DOST-CAR. Its goal is to award timely and cost-effective contracts to qualified contractors, suppliers and service providers for the provision of goods, works and services to support the agency's operations, in accordance with principles and procedures established in RA 9184 or the Government Procurement Act.

Office or Division:	Finance and Administrative Services
Classification:	Highly Technical
Type of Transaction:	G2C - for services whose client is the transacting public G2B - for services whose client is a business entity G2G - for services whose client is another government agency, government employee or official
Who may avail:	Internal and External Claimants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Procurement Documents (Annex A)	Supporting Documents are system-generated at https://pftms.dostcar.ph

Procurement Through Public Bidding

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for procurement of goods/ services	A. Conduct of Pre-Procurement Conference	None	1 day	Bids and Awards Committee Members, Technical Working Group (TWG), Secretariat, and End-user	
	B. Receipt, recording, and approval of the signed Purchase Request (P.R) in the Procurement and Financial Transaction Management System		5 minutes	Property and Supply Officer Property and Supply Staff	
	C. Advertisement/ Posting of Bids			Property and Supply Officer	
	C.1 Option 1: Procurement through DBM-PS			Property and Supply Staff	
	a. Forwarding of PR to DBM-PS	None	2 minutes		
	b. Receipt of the list of Available goods from DBM-PS		2 minutes		
	c. Preparation of the Agency Procurement Request (APR) based on the list of available goods provided by DBM-PS		15 minutes		
	d. Proceed to Process D and I		refer to process D and I		
	e. Proceed to Process G and H		refer to process G and H		
	C.2 Option 2: Procurement through Suppliers				

	C.2.1. Preparation, review, and finalization of bidding documents; and scheduling of procurement activities	None	1 day, 2 hours	Bids and Awards Committee Members, TWG, and Secretariat
	C.2.2. Posting of advertisement at PhilGEPS		1 hour	BAC Secretariat
	C.2.3 Pre-bid Conference		1 day	Bids and Awards Committee Members, TWG, and Secretariat
	C.2.4 Receipt of Bids		1 day	BAC Chairperson BAC Secretariat
	D. Bid Evaluation			Bids and Awards Committee Members, TWG, Secretariat, and End-user
	D. 1 Opening and Evaluation of Bids	None	1 day	
	D. 2 Post-Qualification		7 days	BAC TWG
	D. 3 Preparation, and finalization of Abstract of Bids as read and calculated and BAC Resolution		3 days	BAC Secretariat
	D. 4 Signing and Approval of Abstract of Bids as read and calculated and BAC Resolution		1 day	Bids and Awards Committee Members, TWG, Secretariat, and End-user, Regional Director
	D. 5 Preparation, signing and issuance of Notice of Post-qualification		1 day	BAC Secretariat Regional Director
	D. 6 Preparation, signing and issuance of Notice of Award		1 day	BAC Secretariat Regional Director
	D.7 Receipt of Performance Bond			BAC Secretariat
	D.7.1 Receipt of Performance Bond directly from supplier		1 minute	BAC Secretariat
	D.7.2 Payment of Performance Bond			Accountant Cashier
	E. Preparation, signing, and forwarding of			10 minutes

	Obligation Request Status (ORS) to Budget Unit			Property and Supply Staff End-user
	F. Processing of Obligation Request and Status (ORS)		30 to 40 minutes (please refer to the Budget unit's citizens' charter)	Budget Officer/ Budget Staff
	G. Preparation, signing, issuance and posting of Contract,Purchase Order(PO)/ Job Order (JO), Notice to Proceed			
	G. 1 Preparation of Contract, P.O/ J.O, Notice to Proceed	None	3 days	Property and Supply Officer
	G. 2 Signing and notarization of Contract, P.O/J.O, Notice to Proceed		10 days	Accountant Assistant Regional Director for Finance and Administrative Services Assistant Regional Director for Technical Services Regional Director Supplier Notary Public
	G. 3 Issuance of Contract, P.O/J.O, NTP to supplier and auditor		3 hours	Property and Supply Officer Property and Supply Staff
	G. 4 Submission of Contract, P.O/J.O, NTP to auditor		5 minutes	Property and Supply Officer Property and Supply Staff
	G. 5 Posting of the awarded P.O/ J.O, Contract, NTP, Abstract, and BAC Resolution in the PhilGEPS		4 hours	BAC Secretariat
	H. Delivery, Inspection and Acceptance			
	H.1 Inspection and test-run of delivered goods	None	20 minutes	Inspectors
	H.2 Acceptance		5 minutes	Property and Supply Officer Property and Supply Staff
	H.3 Preparation and signing of Inspection and Acceptance Report, and recording in the Monitoring Report		5 minutes	Property and Supply Officer Property and Supply Staff Inspectors
	H. Issuance of delivered goods/services; preparation, and		45 minutes	Property and Supply Officer Property and Supply Staff End-user

	signing of the Property Acknowledgement Receipt(PAR)/ Inventory Custodian Slip(ICS)/ Requisition and Issue Slip(RIS)			
	I. Preparation, signing, and forwarding of the Disbursement Voucher to Accounting		11 minutes	Property and Supply Officer Property and Supply Staff End-user
	J. Processing of Disbursement Vouchers (DVs)		40 - 60 minutes depending on the nature of the transaction (please refer to the citizen's charter of accounting unit)	Accountant/ Accounting Staff
	K. Processing of Payment			Cashier/ Cashiering Staff
	K.1 Processing of Payment of claims by check	None	2 hours	
	K.2 Processing of Payment by List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)		2 hours, 40 minutes	
Total estimated time frame for public bidding (procurement to payment)			33 days, 2 hours, 37 minutes	
Small Value Procurement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for procurement of goods/ services	A. Receipt, recording, and acknowledgement of the signed Purchase Request (P.R) in the Procurement and Financial Transaction Management System	None	5 minutes	Property and Supply Officer Property and Supply Staff
	B. Preparation, floating, and processing of the Agency Procurement Request (APR) and Request for Quotation (RFQ)			Property and Supply Officer Property and Supply Staff
	B.1 Procurement through DBM-PS			

	a. Forwarding of PR to DBM-PS	None	2 minutes	
	b. Receipt of the list of Available goods from DBM-PS		2 minutes	
	c. Preparation of the Agency Procurement Request (APR) based on the list of available goods provided by DBM-PS		15 minutes	
	d. Proceed to Process D and I		refer to process D and I	
	e. Proceed to Process G and H		refer to process G and H	
	B.2 Procurement through Suppliers			
	a. Preparation, printing, and signing of the Request for Quotations (RFQ)	None	10 minutes	Property and Supply Officer Property and Supply Staff
	b. Posting of advertisement at PhilGEPs website		30 minutes	Property and Supply Officer
	c. Floating of the RFQ/ canvass		1 day	Property and Supply Officer Property and Supply Staff Canvassers
	d. Receipt and recording of the accomplished RFQ		3 minutes	Property and Supply Officer Property and Supply Staff
	C. Bid Evaluation			Bids and Awards Committee Members, TWG, Secretariat, End-user
	C. 1 Opening and Evaluation of Bids	None	35 minutes	
	C. 2 Checking and evaluation of eligibility; and signing of Supplier Evaluation Sheet		20 minutes	Property and Supply Officer Property and Supply Staff Assistant Regional Director for Finance and Administrative Services
	C. 3 Encoding/ inclusion of the bidders in the List of Accredited suppliers/ Supplier's Directory		10 minutes	Property and Supply Officer Property and Supply Staff

	C. 5 Abstract Preparation and finalization		30 minutes	Property and Supply Officer Property and Supply Staff
	C. 6 Signing of Abstract of Bids		10 minutes	Bids and Awards Committee Members, End-user
	D. Preparation, signing, and forwarding of ORS to Budget Unit		10 minutes	Property and Supply Officer Property and Supply Staff End-user
	E. Processing of Obligation Request and Status (ORS)		30 to 40 minutes (please refer to the Budget unit's citizens' charter)	Budget Officer Budget Staff
	F. Preparation, signing, issuance, and posting of Purchase Order(PO)/ Job Order (JO)			
	F. 1 Preparation, and signing of P.O/J.O	None	15 minutes	Property and Supply Officer Property and Supply Staff Accountant Regional Director End-user
	F. 2 Issuance P.O/J.O to supplier and auditor		1day	Property and Supply Officer Property and Supply Staff End-user
	F. 3 Posting of the awarded P.O/ J.O, and Abstract in the PhilGEPS		3 hours	BAC Secretariat
	G. Delivery, Inspection and Acceptance			
	G.1 Inspection and test-run of delivered goods	None	10 minutes	Inspectors
	G.2 Acceptance		5 minutes	Property and Supply Officer
	G.3 Preparation and signing of Inspection and Acceptance Report and recording in the Monitoring Report		5 minutes	Property and Supply Officer Property and Supply Staff Inspectors
	H. Issuance of delivered goods/services; preparation, and signing of the Property Acknowledgement Receipt(PAR)/ Inventory Custodian Slip(ICS)/ Requisition and Issue Slip(RIS)		45 minutes	Property and Supply Officer Property and Supply Staff End-user

	I. Preparation, signing, and forwarding of the Disbursement Voucher to Accounting		11 minutes	Property and Supply Officer Property and Supply Staff Accountant Regional Director End-user
	J. Processing of Disbursement Vouchers (DVs)		40 - 60 minutes depending on the nature of the transaction (please refer to the citizen's charter of accounting unit)	Accountant Accounting Staff
	K. Processing of Payment		2 hours	Cashier Cashiering Staff
	K.1 Processing of Payment of claims by check			
	K.2 Processing of Payment by List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)			
Total estimated time frame for small value procurement (procurement to payment)			3 days, 5 hours, 58 minutes	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved APP	Property and Supply Unit
PR	https://pftms.dostcar.ph End-user
Procurement Forms: Request for Quotation Abstract of Quotation/ Canvass Purchase Order/ Job Order Inspection and Acceptance Report Property Acknowledgment Report Inventory Custodian Slip Requisition Issue Slip	 https://pftms.dostcar.ph
Obligation Request Statement (ORS)	https://pftms.dostcar.ph Budget Unit
Disbursement Voucher (DV)	https://pftms.dostcar.ph Accounting Unit