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| **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 Property and Supply Staff |
|  | C.1 Option 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 | |
|  | 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   Obligation Request   Status (ORS) to Budget   Unit | 10 minutes | Property and Supply Officer 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 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 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   eligibiltity; 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) | 2 hours, 40 minutes |
| Total estimated time frame for small value procurement (procurement to payment) | | | 3 days, 5 hours, 58 minutes |  |

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

*Annex A*