	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PUR 05-02
	PROCEDURES MANUAL	REVISION NUMBER	4
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	PROCUREMENT PROCESS FOR NON-PUBLIC BIDDING		

1.0 OBJECTIVE

To ensure that all approved purchase requests with Approved Budget for Contract of below PhP 1 Million are documented and complies with the 2016 Revised Implementing Rules and Regulations under Republic Act 9184 (Government Procurement Reform Act) including the risks and opportunities associated with the process.

2.0 SCOPE

This procedure covers all the activities entailed in the procurement of goods and services, *infrastructure projects and consulting services* from the receipt of approved purchase request form to inspection and acceptance of delivered goods and services, *infrastructure projects and consulting services* with reference to the Purchase Order.

This procedure does not cover procurement of goods and services amounting to PhP 1 Million and above.

3.0 ACCESS

This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.

4.0 DEFINITIONS OF TERMS



Bids and Awards Committee (BAC) – Refers to the committee established in accordance with Rule V of the Revised IRR of RA 9184. The Head of Procuring Entity (HoPE) designates at least 5 but not more than seven (7) members to BAC of unquestionable integrity and procurement proficiency.


Approved Budget for the Contract (ABC) – Refers to the budget for the contract duly approved by the HoPE, as provided for by the General Appropriations Act (GAA), continuing, and appropriations.

Finance and Administrative Information Management System (FAIMS) - an online system that effectively facilitates the Administrative operations, specifically the procurement process. Assists the supply/procurement personnel starting from the preparation of purchase requests of the end-user to bids and quotations, preparations of purchase orders, inspection reports, until payment or preparation of obligation requests and vouchers.

Purchase Request (PR) – a document used in filing for requests to purchase office supplies, materials, equipment and/or services.

Purchase Order (PO) – a contract between DOST Regional Office No. IX and the winning bidder for the delivery of office supplies, materials, equipment and/or services at certain agreed terms and conditions.

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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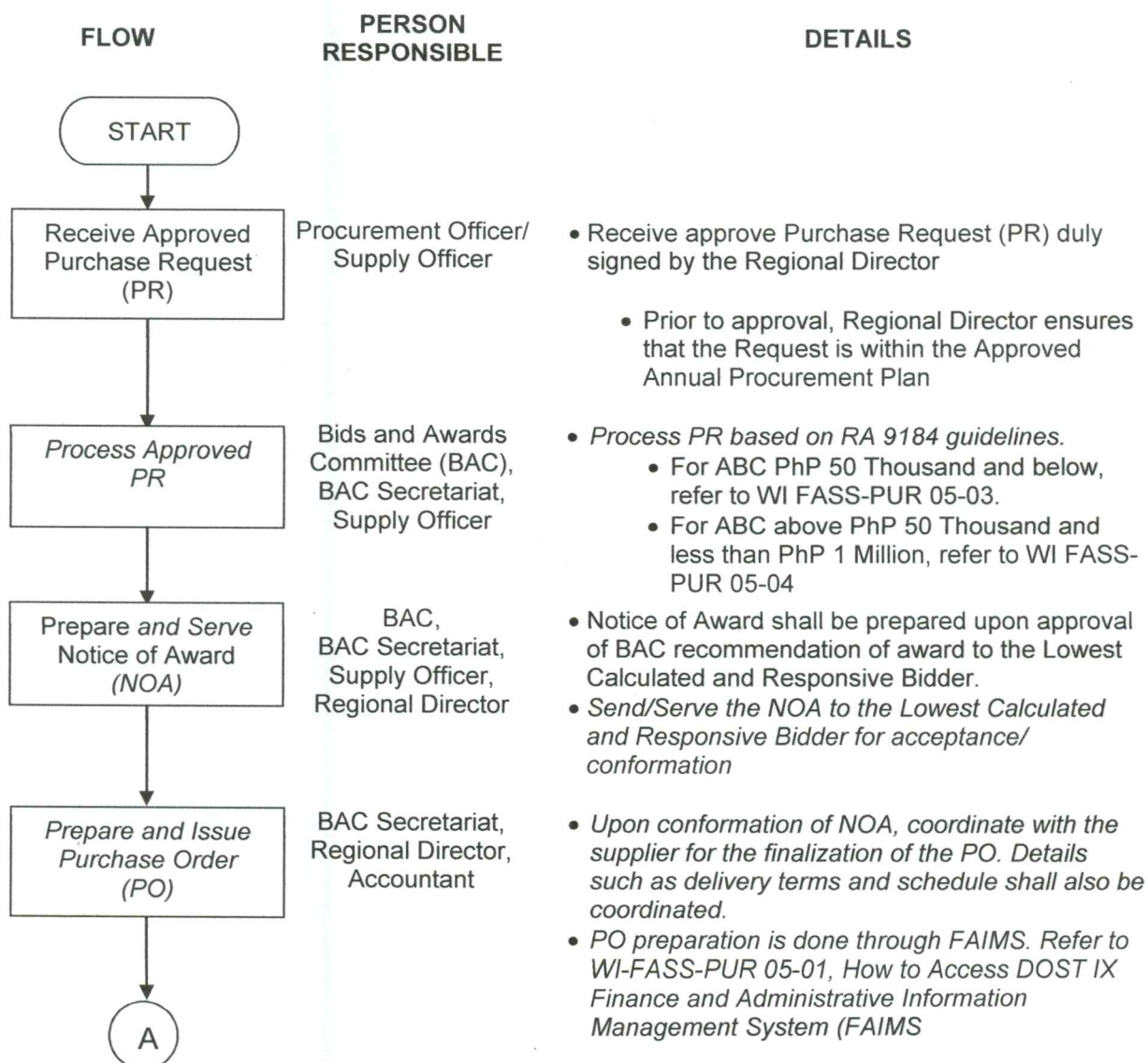
5.0 RECORDS

- Purchase Request
- Purchase Order

6.0 REFERENCES

- RA 9184, Government Procurement Reform Act
- Philippine Bidding Documents (PBD)
- Annual Procurement Plan (APP)

7.0 PROCEDURE

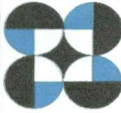


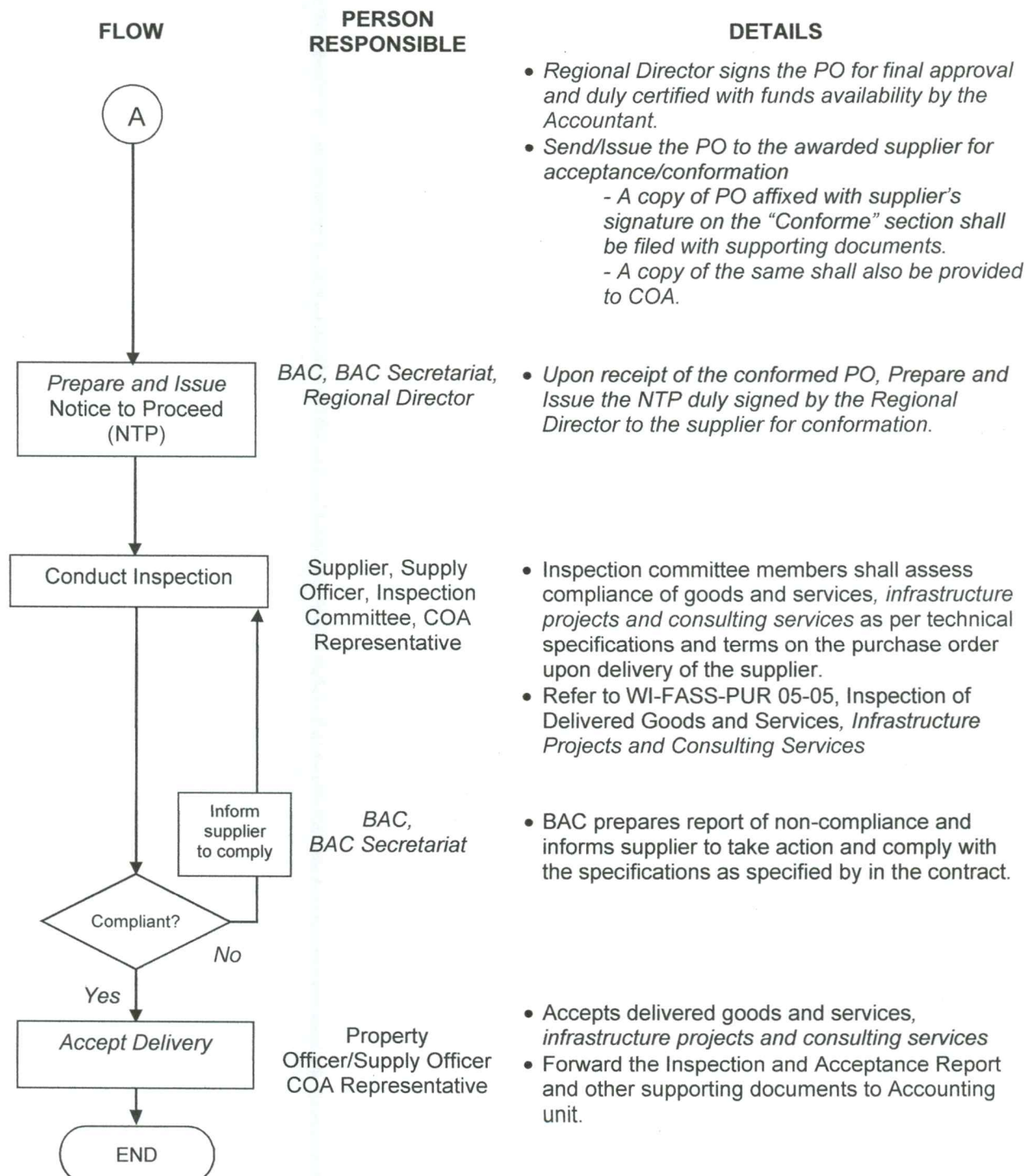
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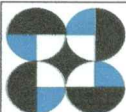
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8.0 RECORDS

<i>Title</i>	<i>Collection and Filing</i>	<i>Location</i>	<i>Maintenance and Disposal</i>
Purchase Request (FASS-PUR F01)	Filed by procurement staff/supply officer	Procurement Unit (FASS-PUR-MFH#02)	4 years retention period
Purchase Order (FASS-PUR F08)	Filed by procurement staff/supply officer	Procurement Unit (FASS-PUR-MFH#02)	4 years retention period
Inspection and Acceptance Report (FASS-PUR F09)	Filed by procurement staff/supply officer	Procurement Unit (FASS-PUR-MFH#02)	4 years retention period

9.0 RESPONSIBILITIES

- 9.1 End-user is responsible in ensuring completeness of the required technical specifications of the Purchase request and approval thereof.
- 9.2 Bids and Awards Committee (BAC) and its secretariat ensures conduct of bidding procedures in accordance with RA 9184 and its IRR.
- 9.3 Inspection Committee, together with the end-user confirm delivered items/services in accordance with the required specifications as specified in the purchase order.

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