



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



Bachelor of Secondary Education



**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias , Cavite

**BACHELOR OF SCIENCE IN
SECONDARY EDUCATION
MAJOR IN ENGLISH**

PRELIMINARY SURVEY VISIT

**AREA X.
ADMINISTRATION**

E. Supply Management

E.1 Composition of the Supply Management Office, including their qualification, functions and responsibilities.





Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite, 4107
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Ref. No.: R-220411-13
Sent: Laura R. Pascua
Received: Apr. 13, 2022

April 11, 2022

MA. AGNES P. NUESTRO, Ph.D.
OIC, Office of the University President
This University

Dear Dr. Nuestro:

CAVITE STATE UNIVERSITY	
Indang, Cavite, Philippines	
Administrative Services	
Reference No.:	A-220411-131
Received: By	PLW
Date:	04-11-22
(Please use the Ref. No. for Recording / Follow-up)	

I would like to respectfully recommend the designations of the following campus personnel of CvSU General Trias City Campus for April – December 2022:

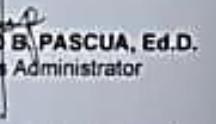
NAME	EMPLOYMENT STATUS	DESIGNATION
SHAINNE C. HAYAG	PERMANENT	Campus Secretary, Administrative, Finance & Support Services Coordinator, Human Resource Management Coordinator, Psychology Program Coordinator, NSTP Coordinator
RONCESVALLE J. CAIPANG	PERMANENT	Chairperson Arts & Science, Psychology, Education, & Information Technology Department, Extension Coordinator, Planning & Development Coordinator, Quality Assurance Coordinator
VICTORIANO P. BARLISO, JR.	PERMANENT	Education Program Coordinator, Instructional Material and Development Coordinator
DR. NOEL B. MANARPIIS	PERMANENT	Research Coordinator, Campus Publication Coordinator, Student Publication Coordinator/Adviser
APRIL G. GILE	PERMANENT	Chairperson Office Administration, Business Management, Hospitality Management, & Tourism Management
LAARNI MAYE P. PEREZ	JOB ORDER	Guidance Coordinator
MICHAEL E. PAREJA	JOB ORDER	Information Technology Program Coordinator
CHEYNE L. BANDOGON	JOB ORDER	Business Management Program Coordinator
ALBINO F. PANOTES	JOB ORDER	Office Administration Program Coordinator
JOHN DARREN H. LUBATON	JOB ORDER	Hospitality Management Program Coordinator
KATHERINE ANN M. MAGRACIA	JOB ORDER	Tourism Management Program Coordinator
ROMMEL H. SARREAL	JOB ORDER	Physical Plant and Security Services Coordinator, Campus Risk & Disaster Coordinator, Pollution Control Officer

RE ANN DINGLASA	JOB ORDER	Gender & Development Coordinator; Student Development Services Officer; Student Government Organization Coordinator
JONEL N. CAMALIG	JOB ORDER	Office of the Student Affairs & Services Coordinator; Sports Development and Socio-Cultural Affairs Officer
KAYCELYN MARJORIE O. GAMBON	JOB ORDER	Resource & Income Generation Coordinator
CLEAFERE N. NOCON	JOB ORDER	Student Welfare Services Officer; Career and Job Placement Coordinator
ROGELYNN P. ALARCA	PERMANENT	Campus Registrar; Cashier; Collecting Officer
EDWIN Y. CAADAN	JOB ORDER	Liaison Officer; Canvasser
ARIEL T. ATIENZA	JOB ORDER	Public Assistance & Information Coordinator; Management Information System Officer
MYLA S. SABLAYAN	JOB ORDER	Campus Librarian
LMARL SARIA	JOB ORDER	Data Encoder
JING JING R. SUING	JOB ORDER	Campus Nurse; Admission, Evaluation, and Testing Officer
ROLAND C. HELMO	JOB ORDER	Supply & Property Custodian Budget Officer Institutional Students Programs and Services Officer; Scholarship and Financial Assistance Officer;
RUFFA MAE VERIL	JOB ORDER	Registrar Aide

It is understood that these designations are in addition to their usual duties and responsibilities and do not entail additional compensation.

Thank you.

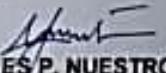
Respectfully,


LAURO B. PASCUA, Ed.D.
Campus Administrator

Recommending Approval:


MA. AGNES P. NUESTRO, Ph.D.
Vice President for Academic Affairs

Approved:


MA. AGNES P. NUESTRO, Ph.D.
OIC, Office of the University President
For HERNANDO D. ROBLES, EdD
University President

CAVITE STATE UNIVERSITY
RECEIPT NUMBER

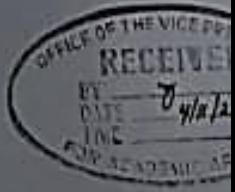
RELEASED

REF. NO. 0-1264
BY: 
DATE: 13 APR 2022

CAVITE STATE UNIVERSITY
RECEIPT NUMBER

RELEASED

REF. NO. A-320411-131
BY: 
DATE: 11 APR 2022





Roland Camacho

Helmo

rolandhelmo.jobs180.com

PERSONAL INFORMATION

Birthdate: December 04, 1997

Civil Status: Single

Nationality: Filipino

Address: B8 L7 Phase 2-B, Grand Riverside Subdivision, Pasong Camachile I, City of General Trias Cavite, CALABARZON 4107

Gender: Male

CONTACT INFORMATION

Mobile: 09055657911

Email: roland.helmo@cvsu.edu.ph

SKILLS

- Microsoft Office
- HTML

LANGUAGES

- English
- Filipino

ACHIEVEMENTS

Graduated With Distinction - 2017

Graduated As Magna Cum Laude - 2022

Full Academic Scholar - 2017-2019

Partial Academic Scholar - 2020-2021

Service Scholar - 2018-2021

Public Information Officer, Central Student Government - 2018-2019

Secretary, Central Student Government - 2019-2021

Outstanding NSTP Student - 2018

WORK EXPERIENCE

Cavite State University - General Trias City Campus

(2021 Sep to 2021 Nov)

Position: OJT Trainee
Trainee

Specialization: Clerical/Administrative Support

Industry: Education

Nature of Work: Filing and managing of student information
Answering inquiries through telephone calls
Encoding student information
Assist in the preparation of accreditation
Assist during general meetings
Release student documents
Ensure that all student documents are complete according to the requirements given
Prepare summary report every afternoon and submit to the registrar

EDUCATION

2022 Mar	Bachelor's/College Degree Cavite State University-Gen. Trias Major: BS In Office Administration Field of Study: Business Studies/Administration/Management
2019 Jun	Bachelor's/College Degree Cavite State University-Gen. Trias Major: Associate In Computer Secretarial Field of Study: Secretarial

SEMINARS

2020	A Global Prospective Of The Administrative Profession (Webinar)	2020	Managing A Complex And Dynamic Office Through Communication (Webinar)
2020	The Executive Assistant As A Force Multiplier (Webinar)	2017	Leadership And Team Development For Managerial Success

REFERENCES

Mark Allen D Sabino

Friend
Research And Development Engineer
P.IMES Corporation
09957230122

Mary Jane R Mangubat

Friend
Virtual Assistant
Self-employed
09657432597

View more of my ResumèLink at <http://rolandhelmo.jobs180.com>

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DOCUMENTS SIGNED BY SUPPLY OFFICER

➤ **Procurement Office**

Composition of the Procurement Office

The Procurement Office of the University has a Head supported by clerks, a buyer and a canvasser. The Office also involves the participation of designated inspectors from every college/unit of the institution.

➤ Procurement Office

Functions and Responsibilities

1. Buyer

- a) prepare Purchase Order and Work Order
- b) serve Purchase Orders and Work Orders
- c) facilitate immediate purchase/delivery of supplies, materials, equipment in which purchase/work order have been approved by proper authorities
- d) facilitate the insurance of University vehicles and buildings
- e) facilitate license of communication equipment and firearms
- f) member of the Presidential management staff of the CvSU system
- g) perform other duties that may be assigned from time to time

➤ **Procurement Office**

Functions and Responsibilities

2. Canvasser

- a) prepare canvass papers and abstract of canvass**
- b) conduct canvassing of requisition for supplies/materials/equipment**
- c) assist in serving of duly approved Purchase/Work Orders**
- d) assist in the conduct of annual inventory of vehicles and heavy equipment**
- e) assist in the receipt of delivery of supplies/materials/equipment**
- f) photocopy of various documents**

➤ **Procurement Office
Functions and Responsibilities**

3. Clerk

a) properly records requisitions made by various units for supplies, materials and equipment transmitted daily

b) assign number to Purchase and Work Orders/Property Card/Pre-repair inspection/Report of Waste Materials/ARE's

c) maintain complete and updated file of Purchase and Work Orders/Property Card/Building Permit/Insurance of vehicles/equipment repaired/prepare ARE's/DV's/PR's/Property Card

d) update record of vehicles/equipment repaired

e) prepare ARE's/DV's/PO's/PR's/Property Card

f) conduct inspection of delivered supplies and materials

g) assist in encoding of various reports

h) assist in receipt /issuance of supplies/materials/equipment

➤ **Supply Management Office**

SMO Composition

The university has a Supply Management Office headed by a Supply Officer III, with two clerks, buyer III, canvasser and encoder. Each of the personnel understands the general functions and responsibilities of this office as they understand their spelled out respective duties/responsibilities.

On such, each of the prepares his/her performance commitment which will be the bases of their performance evaluation.

➤ Supply Management Office

Functions and responsibilities of SMO:

The SMO shall have the following functions:

- a) Implement the quarterly procurement program of the college/major units
- b) Facilitate the purchase, delivery, inspection, acceptance and issuance of supplies/materials/equipment in accordance with the existing rules and regulations.
- c) Conduct physical count of all properties and equipment and submit the corresponding reports to higher authorities/COA
- d) Takes charge of the safekeeping and storage of delivered supplies/materials/equipment

> Supply Management Office

Functions and responsibilities of SMO:

The SMO shall have the following functions:

- e) Takes charge of the issuance of goods to the end user**
- f) Takes charge in the disposal of unserviceable properties with the help of the Committee on Disposal**
- g) Secure issuance of University properties (building, motor vehicles)**
- h) Secure license of communication equipment/firearms owned by the University**
- i) Establish a storage area for delivered supplies/materials/equipment**
- j) Prepare and submit the required reports to the concerned offices on due date**

E.2 Description of the system of supply management.



THE 2016 REVISED
IMPLEMENTING RULES
AND REGULATIONS OF
REPUBLIC ACT NO. 9184

THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9184, OTHERWISE KNOWN AS THE GOVERNMENT PROCUREMENT REFORM ACT

RULE I – GENERAL PROVISIONS

Section 1. Short Title and Purpose

This 2016 Revised Implementing Rules and Regulations¹, hereinafter called the IRR, is promulgated pursuant to Section 75 of Republic Act No. (R.A.) 9184, otherwise known as the "Government Procurement Reform Act," for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the Government of the Philippines (GoP).²

Section 2. Declaration of Policy

The provisions of this IRR are in line with the commitment of the GoP to promote good governance and its effort to adhere to the principles of transparency, accountability, equity, efficiency, and economy in its procurement process. It is the policy of the GoP that procurement of Goods, Infrastructure Projects and Consulting Services shall be competitive and transparent; and therefore shall undergo competitive bidding, except as provided in Rule XVI of this IRR.³

Section 3. Governing Principles on Government Procurement

The procurement of the GoP shall be governed by these principles:

- a) Transparency in the procurement process and in the implementation of procurement contracts through wide dissemination of bid opportunities and participation of pertinent non-government organizations.
- b) Competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in competitive bidding.
- c) Streamlined procurement process that will uniformly apply to all government procurement. The procurement process shall be simple and made adaptable to advances in modern technology in order to ensure an effective and efficient method.
- d) System of accountability where both the public officials directly or indirectly involved in the procurement process as well as in the implementation of procurement contracts and the private parties that deal with GoP are, when warranted by circumstances, investigated and held liable for their actions relative thereto.
- e) Public monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded pursuant to the provisions of the Act and this IRR, and that all these contracts are performed strictly according to specifications.

¹ The 2016 Revised IRR was approved by the Government Procurement Policy Board (GPPB) through its Resolution 13-2016, dated 9 August 2016, and published in the Official Gazette on 29 August 2016. It took effect forty (40) days after its publication or on 26 October 2016.

Section 4. Scope and Application of the IRR

- 4.1 This IRR shall apply to all procurement of any branch, agency, department, bureau, office, or instrumentality of the GoP, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs).
- 4.2 Any Treaty or International or Executive Agreement to which the GoP is a signatory affecting the subject matter of the Act and this IRR shall be observed. In case of conflict between the terms of the Treaty or International or Executive Agreement and this IRR, the former shall prevail.
- 4.3 Unless the Treaty or International or Executive Agreement expressly provides another or different procurement procedures and guidelines, R.A. 9184 and this IRR shall apply to Foreign-funded Procurement of Goods, Infrastructure Projects, and Consulting Services by the GoP.

The GoP negotiating panels shall, as its default position, adhere to R.A. 9184 and this IRR, or at the very least, selection through competitive bidding, in all Foreign-funded Procurement. If the Treaty or International or Executive Agreement states otherwise, then the negotiating panel shall ensure that the reasons for the adoption of a different rule or method of procurement are clearly reflected in the records of discussion.¹⁰¹

- 4.4 This IRR shall not apply to the following activities:
 - a) Procurement of Goods, Infrastructure Projects and Consulting Services funded from Foreign Grants covered by R.A. 8182, as amended by R.A. 3555, entitled "An Act Excluding Official Development Assistance (ODA) from the Foreign Debt Limit in order to Facilitate the Absorption and Optimize the Utilization of ODA Resources, Amending for the Purpose Paragraph 1, Section 2 of R.A. 4650, As Amended," unless the GoP and the foreign grantor/foreign or international financing institution agree otherwise;
 - b) Acquisition of real property which shall be governed by R.A. 10752, entitled "An Act Facilitating the Acquisition of Right-Of-Way Site or Location for National Government Infrastructure Projects," and other applicable laws, rules and regulations; and
 - c) Public-Private sector Infrastructure or development projects and other procurement covered by R.A. 6957, as amended by R.A. 7718, entitled "An Act Authorizing the Financing, Construction, Operation and Maintenance of Infrastructure Projects by the Private Sector, and for Other Purposes," as amended. Provided, however, That for the portions financed by the GoP, in whole or in part, the provisions of the Act and this IRR shall apply.¹⁰²
- 4.5 The following are not procurement activities under R.A. 9184 and this IRR:
 - a) Direct financial or material assistance given to beneficiaries in accordance with the existing laws, rules and regulations, and subject to the guidelines of the concerned agency;

- b) Participation in local or foreign scholarships, trainings, continuing education, conferences, seminars or similar activities that shall be governed by applicable CDA, CSC, and DBM rules;
- c) Lease of government-owned property as lessor for private use;
- d) Hiring of Job Order Workers;
- e) Joint Venture under the revised NEDA Guidelines (GOCC and Private Entities), and Joint Venture Agreements by LGU with Private entities; and
- f) Disposal of Property and Other Assets of the Government.⁽¹⁾

Section 5. Definition of Terms

For purposes of this IRR, the following terms or words and phrases shall mean or be understood as follows:

- a) **Act.** Refers to R.A. 9184, entitled "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes," otherwise known as the Government Procurement Reform Act.
- b) **Approved Budget for the Contract (ABC).** Refers to the budget for the contract duly approved by the HoPE, as provided for in the General Appropriations Act (GAA), continuing, and automatic appropriations, in the case of national government agencies (NGAs); the corporate budget for the contract approved by the governing board, pursuant to Executive Order (E.O.) No. 518, s. 1979, in the case of GOCCs and GFTs, and R.A. 8252 in the case of SUCs; the budget approved by the Sanggunian through an appropriations ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Obligational Authority (MYOA) or an equivalent document is required, the ABC shall be that incorporated in the project cost reflected in the MYOA or equivalent document.

For Foreign-funded Procurement, the ABC refers to the cost estimate prepared by the Procuring Entity and approved by the foreign government/foreign or international financing institution as specified in the Treaty or International or Executive Agreement.⁽²⁾

- c) **Bid.** Refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents. For purposes of, and throughout this IRR, the term "Bid" shall be equivalent to and be used interchangeably with "Proposal" and "Tender."⁽³⁾
- d) **Bidder.** Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents.⁽³⁾
- e) **Bidding Documents.** Refers to the documents issued by the Procuring Entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects and/or Consulting Services required by the Procuring Entity.⁽³⁾
- f) **Bids and Awards Committee (BAC).** Refers to the Committee established in accordance with Rule V of this IRR.⁽³⁾

- (i) **Common-use Supplies and Equipment (CSE).** Refers to those goods, materials and equipment that are used in the day-to-day operations of Procuring Entities in the performance of their functions. For the purpose of this IRR, CSE shall be those included in the Electronic Catalogue of the PhilGEPS.¹⁶
- (ii) **Competitive Bidding.** Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this IRR, the terms "Competitive Bidding" and "Public Bidding" shall have the same meaning and shall be used interchangeably.
- (iii) **Consulting Services.** Refers to services for infrastructure projects and other types of projects or activities of the GoP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GoP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. General principles on Consulting Services are provided for in Annex "B" of this IRR.
- (iv) **Domestic Bidder.** Refers to any person or entity offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.
- (v) **Domestic Entity.** Refers to an individual or a sole proprietor who is a citizen of the Philippines or a partnership, corporation, cooperative, or association duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest or outstanding capital stock belongs to citizens of the Philippines, habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid.¹⁷
- (vi) **Executive Agreements.** Refer to International Agreements except that they do not require legislative ratification.
- (vii) **Expendable Supplies.** Refers to articles which are normally consumed in use within one (1) year or converted in the process of manufacture or construction, or those having a life expectancy of more than one (1) year but which shall have decreased substantially in value after being put to use for only one (1) year (e.g., medicines, stationery, fuel, and spare parts).
- (viii) **Foreign Bid.** Refers to any offer of articles, materials or supplies not manufactured or not to be manufactured in the Philippines, substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

¹⁶ Preference to domestic entities, provided for under Commonwealth Act 138, dated 7 November 2006, which has been expressly repealed by R.A. 10667, The Philippine Competition Act of 2015, shall no longer be applied.

- c) **Foreign-Bunded Procurement.** Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the GoP which are wholly or partly funded by Foreign Loans or Grants pursuant to a Treaty or International or Executive Agreement. For purposes of, and throughout this IRR, the term "foreign-funded procurement" shall have the same meaning as and shall be used interchangeably with "foreign-funded projects" or "foreign-assisted projects."
- d) **Foreign Grants.** Refer to grants with no repayment obligations and are provided in monetary form, goods, works, and consultancy services, among others.
- e) **Foreign Loans.** Refer to loans, credits, and indebtedness with private foreign banks or with foreign governments, agencies, or instrumentalities of such foreign government; foreign financial institutions, or other international organizations with whom, or belonging to countries with which, the Philippines has diplomatic relations, as may be necessary and upon such terms and conditions as may be agreed upon, to enable the GoP to finance, either directly or through any government office, agency or instrumentality or any government-owned and controlled corporation, industrial, agricultural or other economic development purposes or projects authorized by law.
- f) **Goods.** Refer to all items, supplies, materials and general support services, except Consulting Services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services, such as, the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity.
- g) **Government Procurement Policy Board (GPPB).** Refers to the Body created in accordance with Rule XX of this IRR.
- h) **Head of the Procuring Entity (HoPE).** Refers to: (i) the head of the agency or body, or his duly authorized official, for NGAs and the constitutional commissions or offices, and other branches of government; (ii) the governing board or its duly authorized official, for GOCOs, GFIs and SLICs; or (iii) the local chief executive, for LGUs. *Provided, however, That in an agency, department, or office where the procurement is decentralized, the head of each decentralized unit shall be considered as the HoPE, subject to the limitations and authority delegated by the head of the agency, department, or office.*
- i) **Infrastructure Projects.** Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. For purposes of, and throughout this IRR, the term "Infrastructure Projects" shall have the same meaning as, and shall be used interchangeably with, "civil works" or "works."

- v) *International Agreement*: Refers to a contract or understanding, regardless of nomenclature, entered into between the GoP and another government or foreign or international financing institution in written form and governed by international law, whether embodied in a single instrument or in two (2) or more related instruments.
- w) *Non-expendable Supplies*: Refer to articles which are not consumed in use and ordinarily retain their original identity during the period of use, whose serviceable life is more than one (1) year and which add to the assets of the GoP (e.g., furniture, fixtures, transport and other equipment). For this IRR, the term non-expendable supplies shall include semi-expendable property.⁽ⁱⁱ⁾
- x) *Philippine Government Electronic Procurement System (PHIGEPS)*: Refers to the electronic System as provided in Section 8 of this IRR. For purposes of, and throughout this IRR, the term "PHIGEPS" shall have the same meaning as, and shall be used interchangably with, "G-EPS" referred to in the Act.
- y) *Philippine National*: Refers to an individual or a sole proprietor who is a citizen of the Philippines or a partnership, corporation, or association organized under the laws of the Philippines of which at least sixty percent (60%) of the capital or interest is owned by citizens of the Philippines, or cooperatives registered with the Cooperative Development Authority.^(iv)
- z) *Portal*: Refers to a website that integrates a wide variety of contents for the purpose of attracting and aggregating multiple users together in a central virtual space.
- aa) *Procurement*: Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the Procuring Entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., Goods, Infrastructure Projects or Consulting Services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 10732 and other applicable laws, rules and regulations.⁽ⁱⁱⁱ⁾
- bb) *Procuring Entity*: Refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the GoP (NGA), including GOCC, GFI, SUC and LGU procuring goods, infrastructure projects and consulting services.
- cc) *Treaties*: Refer to international agreements entered into by the GoP which require legislative ratification after executive concurrence.
- dd) *Universal or Commercial Banks*: Refer to universal or commercial banks duly authorized under R.A. 8791, otherwise known as "The General Banking Act of 2006."

Section 6. Standardization of Procurement Process and Forms

- 6.1 To systematize the procurement process, avoid confusion and ensure transparency, the GPPB shall pursue the development and approval of generic procurement manuals, standard Bidding Documents, and forms, including those to be used for major procurement like drugs and textbooks.^(v)
- 6.2 Procuring Entities are mandated to use the Generic Procurement Manuals (GPMs), Philippine Bidding Documents (PBDs), and other standard forms issued by the GPPB. However, whenever necessary, to suit the particular needs of the Procuring Entity,

modifications may be made, particularly for major and specialized procurement, subject to the approval of the GPPB.¹⁰

RULE II – PROCUREMENT PLANNING

Section 7. Procurement Planning and Budgeting Linkage

- 7.1. All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP). For purposes of this IRR, a procurement project shall be considered crucial to the efficient discharge of governmental functions if it is required for the day-to-day operations or is in pursuit of the principal mandate of the Procuring Entity concerned. The APP shall include provisions for foreseeable emergencies based on historical records. In the case of Infrastructure Projects, the APP shall consider the appropriate timing/phasing of related project activities, such as, engineering design and acquisition of right-of-way site or location, to reduce/lower project costs.¹¹
- 7.2. No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the HoPE or second-ranking official designated by the HoPE to act on his behalf.¹²
- 7.3. The APP shall be formulated and revised only in accordance with the following guidelines:
 - 7.3.1. Upon issuance of the budget call in the case of NGAs, SUCs, Constitutional Commissions or Offices, or similar document for GDCOs, GFIIs and LGUs, the Procuring Entity shall prepare its indicative APP for the succeeding calendar year to support its proposed budget taking into consideration the budget framework for that year in order to reflect its priorities and objectives.¹³
 - 7.3.2. In the preparation of the indicative APP, the end-user or implementing units of the Procuring Entity shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities, and projects (PAPs). The PPMP shall include:
 - a) information on whether PAPs will be contracted out, implemented by administration in accordance with the guidelines¹⁴ issued by the GPPB, or consigned;
 - b) the type and objective of contract to be employed;
 - c) the extent/size of contract scopes/packages;

¹⁰ Refer to Appendix I for the Revised Guidelines for the Implementation of Infrastructure Projects By Administration.

- b) the procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 7.3.3 of this IRR;
- c) the time schedule for each procurement activity and for the contract implementation; and
- d) the estimated budget for the general components of the contract.

For purposes of this Section, consignment refers to an arrangement where the following requirements are present: (a) delivery of goods by their owner (consignor), without sale, to a government agency (consignee); (b) consignee must try to sell the goods and remit the price of the sold goods to the consignor; (c) consignee accepts without any liability except for failure to reasonably protect them from damage; (d) no disbursement of government funds is involved; and (e) at terms not disadvantageous to the GaP.

Based on the specific needs, the end-user or implementing units of the Procuring Entity shall be responsible for the preparation of all documents necessary for the procurement activity, including but shall not be limited to, the technical specifications, scope of work, or terms of reference.^(a)

7.3.3. In order to hasten project implementation, Procuring Entities which may not have the proficiency or capability to undertake a particular procurement, as determined by the HoPE concerned, may outsource the procurement tasks by:

- a) Requesting other GoP agencies to undertake such procurement for them, through the execution of a memorandum of agreement containing specific arrangements, stipulations and covenants, in accordance with government budgeting, accounting and auditing rules;
- b) Engaging private procurement agents to directly undertake the procurement for them, subject to the guidelines to be issued by the GPPB; or
- c) Recruiting or engaging consultants to assist them directly and/or train their staff in the management of the procurement function.^{(a)(e)}

7.3.4. The PPMPs shall then be submitted to the Procuring Entity's Budget Office for evaluation in order to ensure consistency with the Procuring Entity's budget proposal and compliance with existing budgeting rules. The PPMPs included in the budget proposal shall be forwarded to the BAC Secretariat for consolidation into an indicative APP, and to the BAC for final recommendation of the appropriate procurement modality. For this purpose, the indicative APP shall include the following:

- a) Name of Procurement Project;
- b) Procurement Management Office (PMO)/end-user/implementing unit;
- c) Method of Procurement;

- d) Schedule of identified procurement activities as reflected in the APP form approved by the GPPB⁴;
- e) Source of funds;
- f) Indicative ABC; and
- g) Other relevant descriptions of the project, if applicable.

The Indicative APP and budget proposal shall be simultaneously submitted to the HoPE and/or other oversight bodies for approval.⁵⁶

7.3.5. As soon as the GAA, corporate budget, or appropriation ordinance, as the case may be, becomes final, the end-user or implementing units shall revise and adjust the PPPMs to reflect the budgetary allocation for their respective PAPs. The revised PPPMs shall be submitted to the BAC, through its Secretariat, for the final recommendation of the methods of procurement. This Indicative APP shall then be revised and approved in accordance with Section 7.2 of this IRR. The APP shall be submitted to the GPPB on or before the end of January of the budget year, and shall be posted in accordance with E.O. 662, series of 2007, as amended.⁵⁷

7.4. Changes to the individual PPPMs and the consolidated APP may be undertaken every six (6) months or as often as may be required by the HoPE. The respective end-user or implementing units of the Procuring Entity shall be responsible for the changes to the PPPMs, while the BAC Secretariat shall be responsible for the consolidation of these PPPMs into an APP, which shall be subject to the approval of the HoPE.

Changes in the APP, if any, for the budget year shall be submitted to the GPPB in July of the current budget year, and in January of the following budget year.⁵⁸

7.5. The ABC as reflected in the approved APP shall be at all times consistent with the appropriations for the project authorized in the GAA, continuing, and automatic appropriations, the corporate budget, and the appropriations ordinance, as the case may be.⁵⁹

7.6. To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget or appropriations ordinance, as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake the procurement activities short of award.

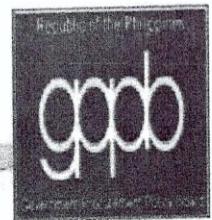
NGAs, SUCs, Constitutional Commissions or Offices are encouraged to start their procurement activities immediately after the National Expenditure Program (NEP) has been submitted by the President to Congress, provided that the HoPE has approved the corresponding Indicative APP. This will facilitate the awarding of procurement contracts after the enactment of the GAA, enabling the timely implementation and completion of programs and projects.

For a contract with a period not exceeding one (1) year, the ABC shall be based on the amount in the Indicative APP as included in the proposed national budget submitted by the President to Congress; for GOCCs, on budget levels as proposed to

⁴ Refer to Appendix 2 for the Annual Procurement Plan (APP) format.

FLOW CHART IN THE PROCESSING OF PURCHASE REQUEST AND DISBURSEMENT VOUCHER FOR SUPPLIES AND MATERIALS





PROCUREMENT PLANNING

Preparation of PPMP, APP PMR

CAPACITY DEVELOPMENT DIVISION
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE (GPPB-TSO)

OUTLINE

1. What is planning?
2. Nature of Planning
3. Procurement Planning
 - 3.1 Importance of Planning
 - 3.2 Preparing the PPMP
 - 3.2.1 Identifying the need
 - 3.2.2 Developing project requirements
 - 3.2.3 Technical Specifications
 - 3.2.4 Costing (Determining the ABC)
 - 3.2.5 Procurement Timelines
 - 3.2.6 Procurement Methods
 - 3.2.7 PPMP format
 - 3.3 Consolidating PPMPs into APP
 - 3.3.1 Techniques in consolidating items in the APP
 - 3.4 Updating the PPMP and APP
4. Procurement Monitoring

Capacity Development Division



SECTION 7.2 OF IRR

- No procurement unless in accordance with the Annual Procurement Plan (APP)
- Approval of Head of Procuring Entity (HOPE) or designated second-ranking official

Capacity Development Division



WHY PROCUREMENT PLANNING

- Procurement Planning ensures that the overall goal of a particular project will be effectively and efficiently achieved.
- Precludes occasions for unnecessary government purchases and circumventions of the prescribed procurement procedures
 - advance deliveries
 - suki system
 - unwarranted resort to alternative methods procurement
- However, it must be done within budgetary context

SECTION 7.1 OF IRR

- Within approved budget of procuring entity
- Judiciously done
- Consistent with government fiscal measures
- Considered crucial to the efficient discharge of governmental functions
 - Required for the day-to-day operations
 - In pursuit of the principal mandate of the procuring entity concerned

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)



- ❖ A guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring.
- ❖ Tool allowing the PE the flexibility to optimize the utilization of scarce resources.
- ❖ Minimize the practice of doing short-cuts
- ❖ Prepared by the end-user unit during the budget preparation to support the cost estimates in the budget proposal.

Capacity Development Division



HOW TO WRITE TECHNICAL SPECIFICATIONS?

❖ Functional Description

- a pen is expected to write 1.5 km of straight, continuous lines

❖ Performance Description

- should do so continuously and smoothly, without skipping, and with the color of the ink being consistent

❖ Environmental Interface

- on pad paper or bond paper, but not necessarily on wood or on a white board

❖ Design

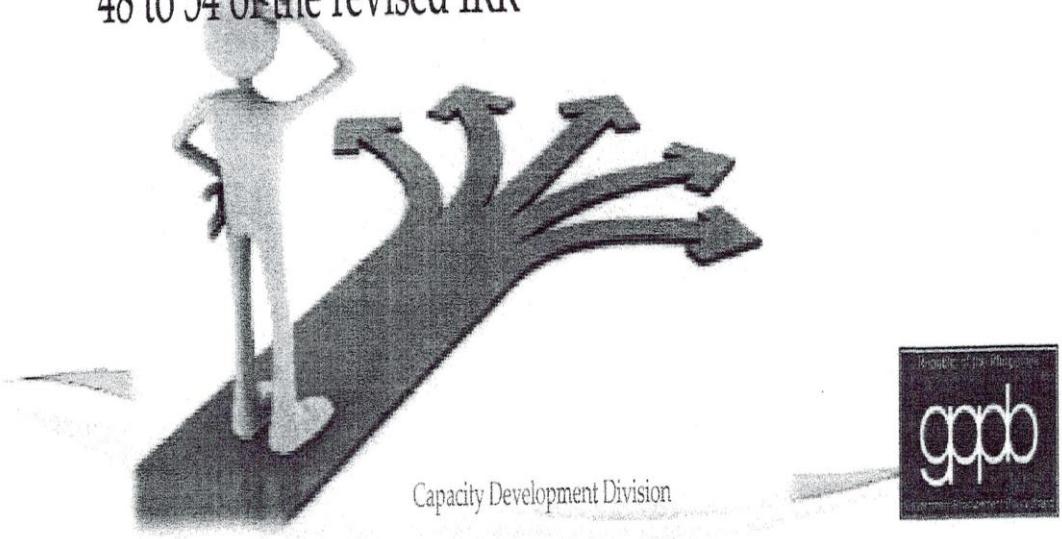
- Ballpoint, gel-tip, sign pen, technical pen, etc.

Capacity Development Division



METHOD OF PROCUREMENT

- ❖ As a general rule, all procurement should be through public bidding
- ❖ The selection of the method of procurement is dependent on the presence or absence of specific conditions of other methods of procurement in Sections 48 to 54 of the revised IRR



Capacity Development Division



PROCUREMENT PLANNING

PLANNING



PROCUREMENT PLANNING

❖ It is the government's fiduciary responsibility

- protect the taxpayers' interests
- safeguard the resources allotted to each department

Capacity Development Division



PPMP vs PR

- ❖ Purchase Request (P.R) - Request for purchase or requisition of supplies, materials and equipment or its equivalent shall be duly approved by proper authorities.
(Source: *Training Handbook on Government Expenditures*)
- ❖ In no way that the End-user Unit submit their P.R ahead of the approved PPMP item.

Capacity Development Division



ANNUAL PROCUREMENT PLAN (APP)

- ❖ Legal Basis: Section 7 of the IRR of RA 9184
- ❖ Refers to the entirety of the procurement activities that will be undertaken by the procuring Entity within the calendar year using the prescribed format required by the GPPB.
- ❖ Shall be consolidated by the BAC Secretariat from the PPMPs of end-user units. The BAC shall take into consideration the following factors:
 - ❖ One year planning perspective
 - ❖ Emergency or Contingency Fund
 - ❖ Schedule of Activities

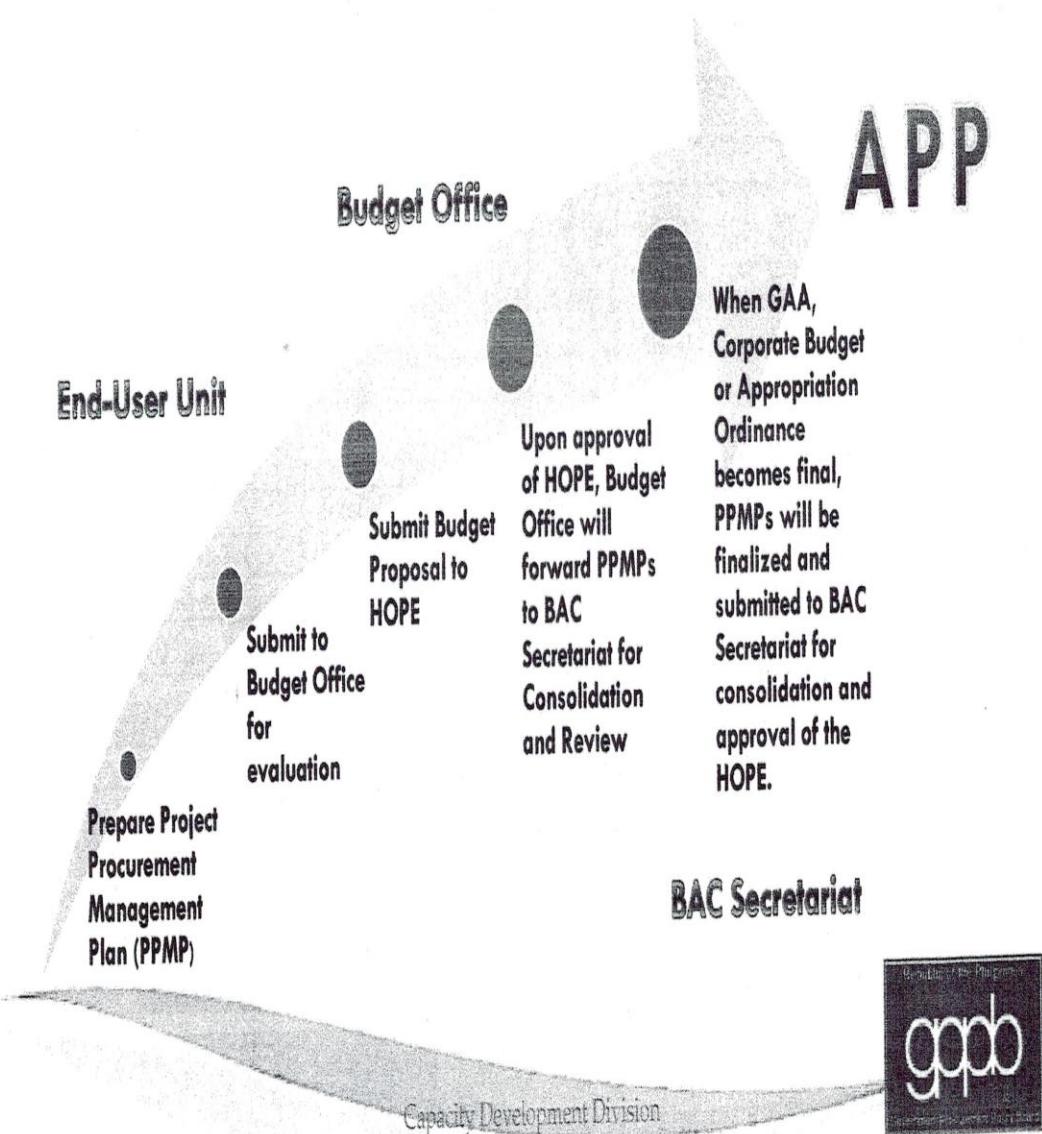
Capacity Development Division



ANNUAL PROCUREMENT PLAN (APP)

- ❖ No procurement shall be undertaken unless in accordance with APP
- ❖ All procurement should be meticulously and judiciously planned by procuring entity
- ❖ APP should be maintained and updated regularly
- ❖ In the consolidation of PPMPs, the BAC may adopt a strategy through where similar items of procurement are packaged into one procurement undertaking.
- ❖ A review and updating of the individual PPMPs and the APP shall be done regularly, at least once every 6 mos. or as often as necessary.

PREPARATION OF APP



APP-CSE

Item & Specifications	Unit of Measure	Quantity Requirement												PP Price Catalogue as of (06-30-2013)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
A. AVAILABLE AT PROCUREMENT SERVICE STORES															
COMMON ELECTRICAL SUPPLIES															
1. BALLAST, 18 watts	piece													0	73.74
2. BALLAST, 36 watts	piece													0	69.63
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet													0	36.40
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet													0	15.59
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	72.33
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	327.60
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	416.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	34.27
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	36.35
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	103.79
11. FUSE, 30 amperes	piece													0	10.35
12. FUSE, 60 amperes	piece													0	25.48
13. STARTER, 440 watts	piece													0	3.90
14. TAPE, electrical	roll													0	18.20
COMMON COMPUTER SUPPLIES/CONSUMABLES															
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	508.90
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	755.61

➤ Supply Management Office

Related document supporting the responsibilities and functions under supply management office can be accessed here:

<https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?usp=sharing>

- Duly approved Project Procurement Management Plan of the Program being surveyed can be accessed here:

[https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?
usp=sharing](https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?usp=sharing)

- **Duly approved Annual Procurement Plan of the Institution (current) can be accessed here:**

<https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?usp=sharing>

E.3 Composition and functions of the BIDs and Award Committee



> composition, functions and responsibilities of the Bids and Awards Committee:



CAVITE STATE UNIVERSITY

DON SEVERINO DELAS ALAS CAMPUS

Indang, Cavite

(046) 4150-010

www.cvsu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

January 11, 2017

OFFICE MEMORANDUM
NO. PHDR-08-17

TO : ALL CONCERNED

FROM : HERNANDO D. ROBLES Ed. D.
President

SUBJECT : RECONSTITUTION OF BIDS AND AWARDS COMMITTEE

The following are hereby designated as members of the BAC effective January 16, 2017 up to December 31, 2017:

Goods and Consulting Services:

- | | |
|------------------------------|----------------------|
| 1. Dr. David L. Cero | - Chairman |
| 2. Dr. Marilyn M. Escobar | - Vice Chair |
| 3. Engr. Rosalie A. Pelle | - Member |
| 4. Dr. Gilchor P. Cubillo | - Member |
| 5. Dr. Adolfo C. Manuel, Jr. | - Member |
| 6. Mrs. Edwina O. Roderos | - Member |
| 7. End User | - Provisional Member |

Infrastructure Projects:

- | | |
|---------------------------------|----------------------|
| 1. Dr. Camilo A. Polinga | - Chairman |
| 2. Dr. Ruel M. Mojica | - Vice Chairman |
| 3. Engr. Marcelino A. Dagdasdas | - Member |
| 4. Dr. Ma. Agnes P. Nuestro | - Member |
| 5. Engr. Roslyn Peña | - Member |
| 6. Engr. Cesar C. Carriaga | - Member |
| 7. End User | - Provisional Member |

BAC Secretariat:

- | | |
|-------------------------------|--|
| 1. Ms. Preciosa G. Eraña | - Chair |
| 2. Ms. Camille Joy V. Capupus | - Member (Goods and Consulting Services) |
| 3. Ms. Johanna M. Baes | - Member (Goods and Consulting Services) |
| 4. Ms. Kristine de Leon | - Member (Goods and Consulting Services) |
| 5. Mr. Edgar Dello, Jr. | - Member (Infrastructure Projects) |

➤ composition, functions and responsibilities of the Bids and Awards Committee:

7. Ms. Michelle A. Santos
- Member (Infrastructure Projects)
- Member (Infrastructure Projects)

Technical Working Group (TWG)

A. Goods and Consulting Services:

1. For Computer and Office Equipment:
 - a) Ms. Emeline C. Guevarra - Chair
 - b) Mr. Edwin R. Arboleda - Member
2. For Office and Other Supplies and Laboratory Equipment:
 - a) Engr. Orlando B. Delos Reyes - Chairman
 - b) Mr. Rene B. Betonio - Member
3. For Security, Janitorial and Consulting Services:
 - a) Engr. Renato B. Cubilla - Chairman
 - b) Ms. Ruby Espineli - Member
 - c) Prof. Roderick M. Rupido - Member
4. For Machineries, Vehicles and Other Transportation Equipment:
 - a) Engr. Michael Costa - Chairman
 - b) Mr. Danielito R. Escano - Member

B. For Infrastructure Projects, Construction Supplies, Air-conditioning, Electrical Supplies and Accessories:

- a) Engr. Cene M. Bago - Chair
- c) Engr. Efren R. Rocillo - Member
- d) Engr. Rico C. Asuncion - Member

The functions and other terms of reference (TOR) of the BAC shall be those that are stipulated in Section 12, 13 and 14 of IRR-A of RA 9184 embodied in Memorandum Order No. 119 of the President of the Philippines.

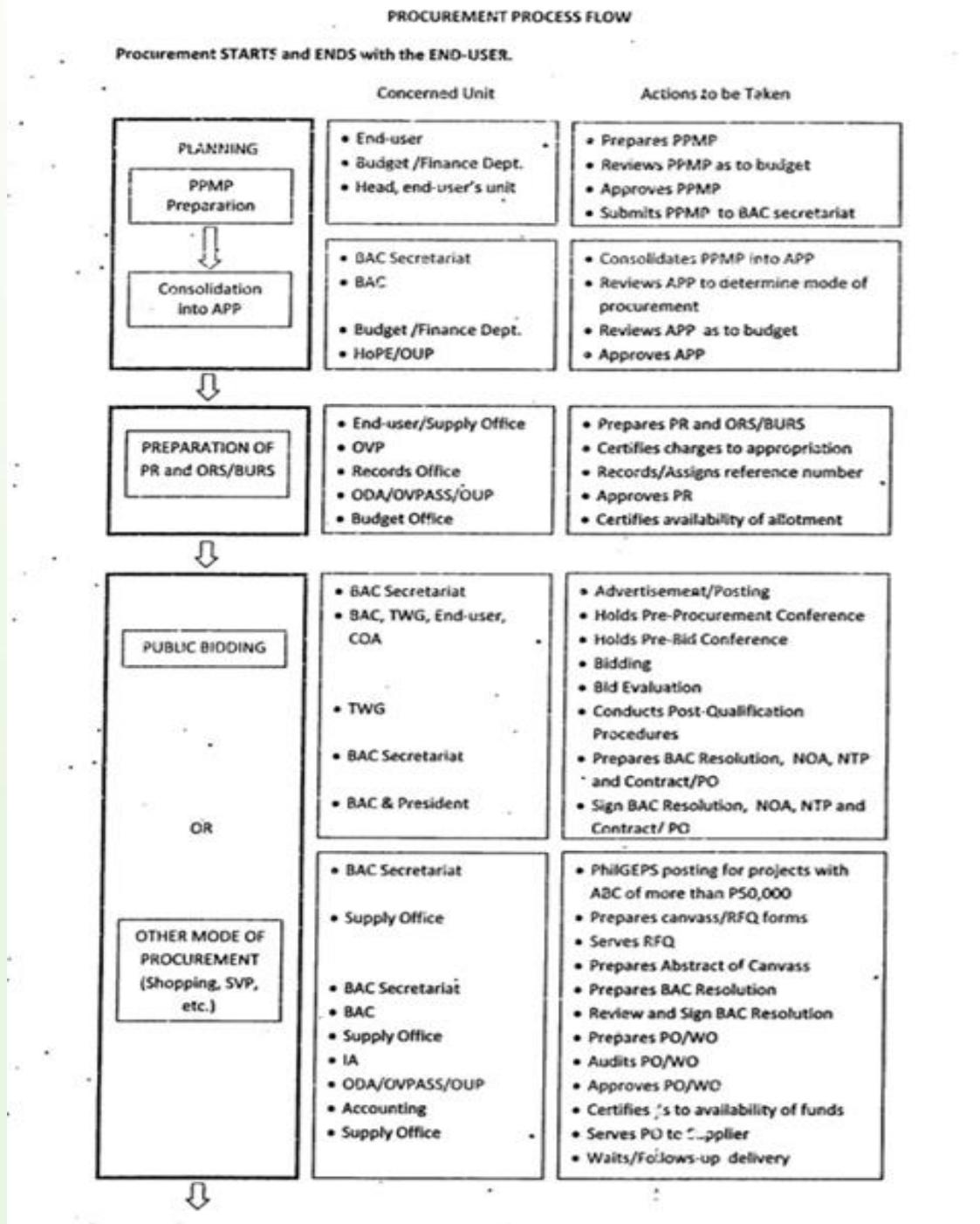
All other special committees involved in the procurement of goods services and infrastructure projects and created prior to the issuance of this memorandum shall be considered dissolved and their functions terminated.

Please be guided accordingly.

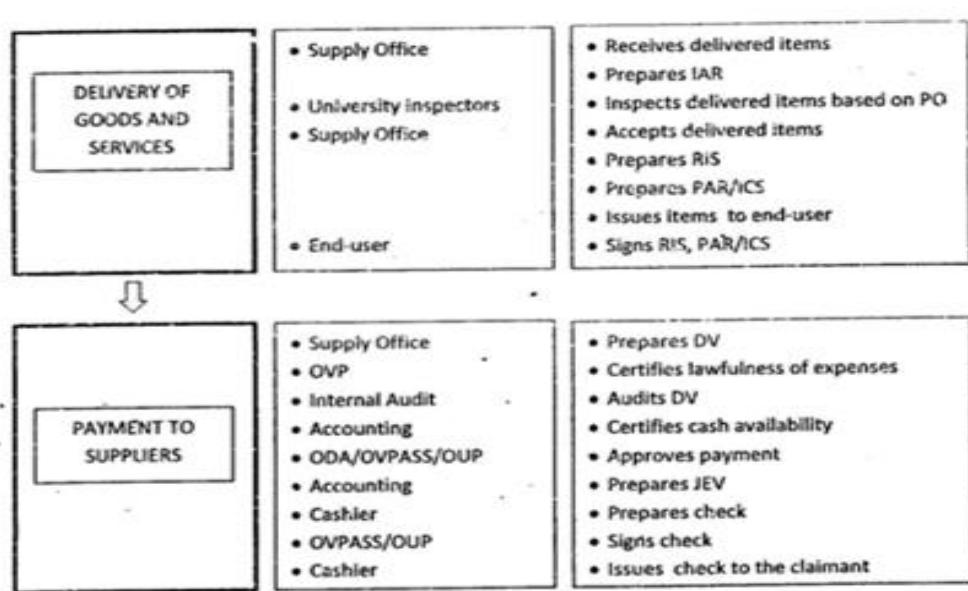
➤ **Composition, functions and responsibilities of the Bids and Awards Committee:**

[https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3N
L5a?usp=sharing](https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?usp=sharing)

➤ flow chart for the procurement procedures through Public Bidding



➤ flow chart for the procurement procedures through Public Bidding



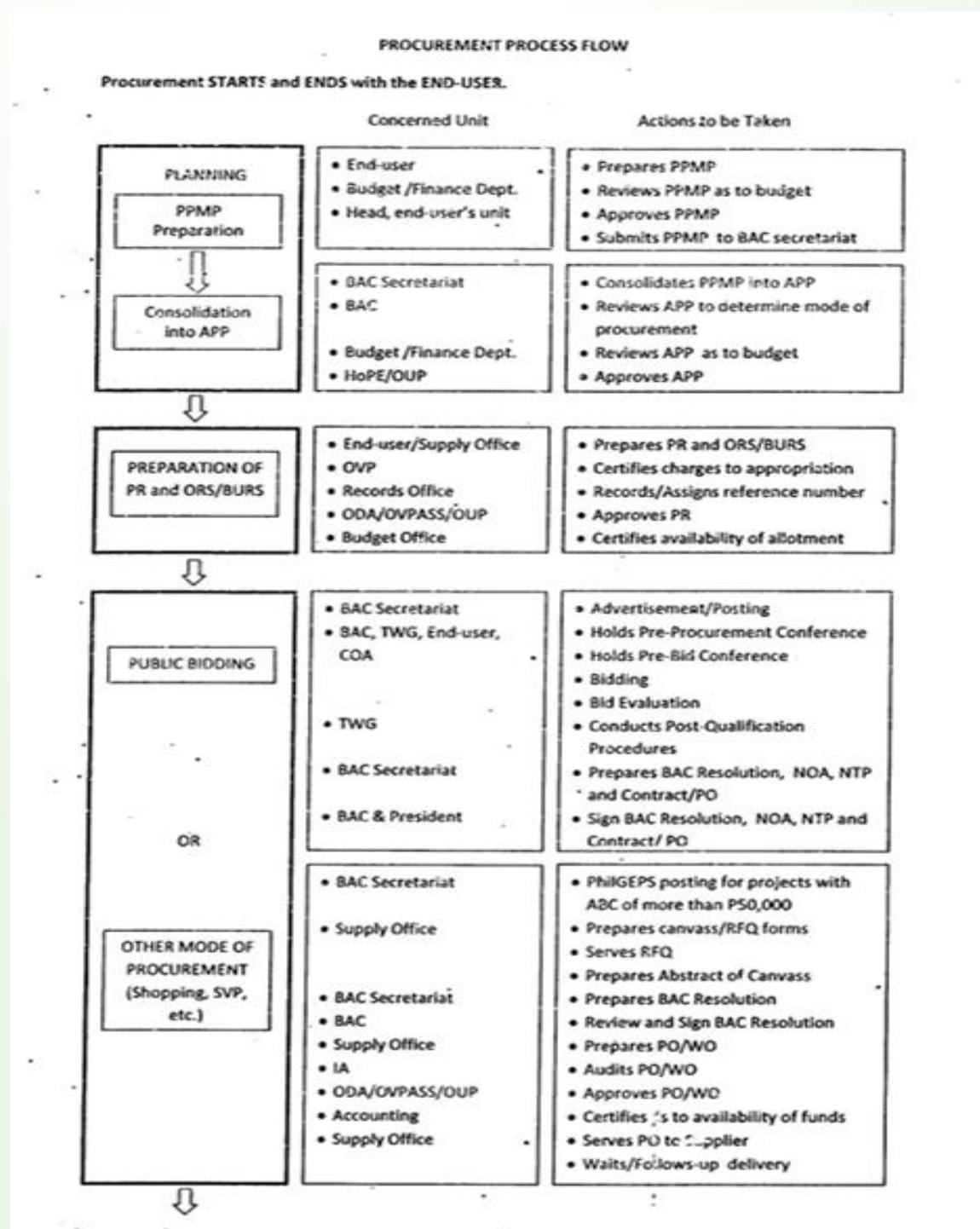
ACRONYMS:

ABC	- Approved Budget for the Contract
APP	- Annual Procurement Plan
BAC	- Bids and Awards Committee
BURS	- Budget Utilization Request and Status
COA	- Commission on Audit
DV	- Disbursement Voucher
HoPE	- Head of the Procuring Entity
IA	- Internal Audit
IAR	- Inspection and Acceptance Report
ICS	- Inventory Custodian Slip
JEV	- Journal Entry Voucher
NOA	- Notice of Award
NTP	- Notice to Proceed
ODA	- Office of the Director for Administration
ORS	- Obligation Request and Status
OUP	- Office of the University President
OVP	- Office of the Vice President
OVPASS	- Office of the Vice President for Administrative and Support Services
PAR	- Property Acknowledgement Receipt
PhilGEPS	- Philippine Government Electronic Procurement System
PO	- Purchase Order
PR	- Purchase Request
PPMP	- Project Procurement Management Plan
RFQ	- Request for Quotation
RIS	- Requisition and Issue Slip
SVP	- Small Value Procurement
WO	- Work Order

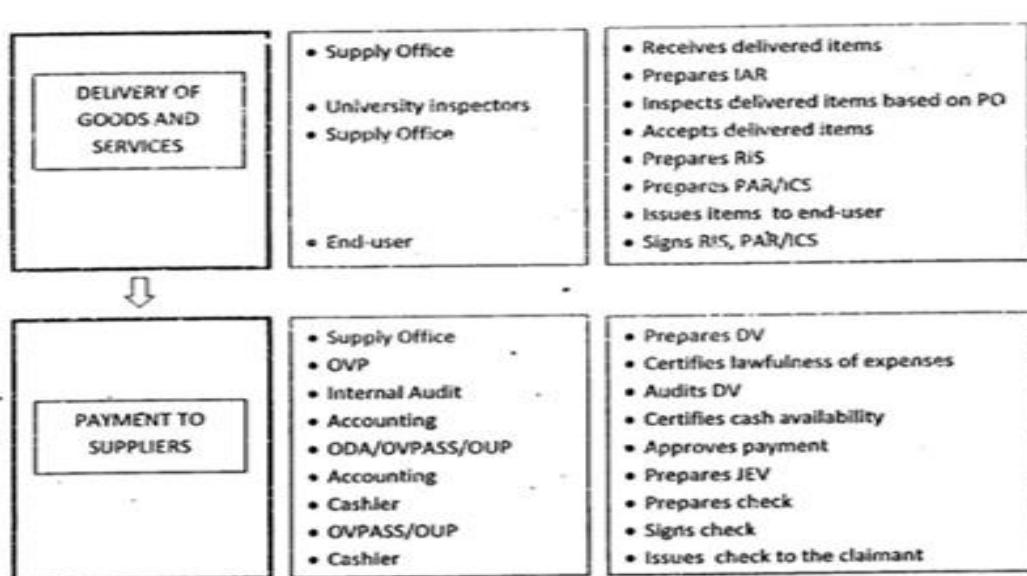
Prepared by:

ROSALENE A. PELLE
AO5, Supply & Property Office

➤ flow chart the procurement procedures through Alternative Mode of procurement.



➤ flow chart the procurement procedures through Alternative Mode of procurement.



ACRONYMS:

ABC	- Approved Budget for the Contract
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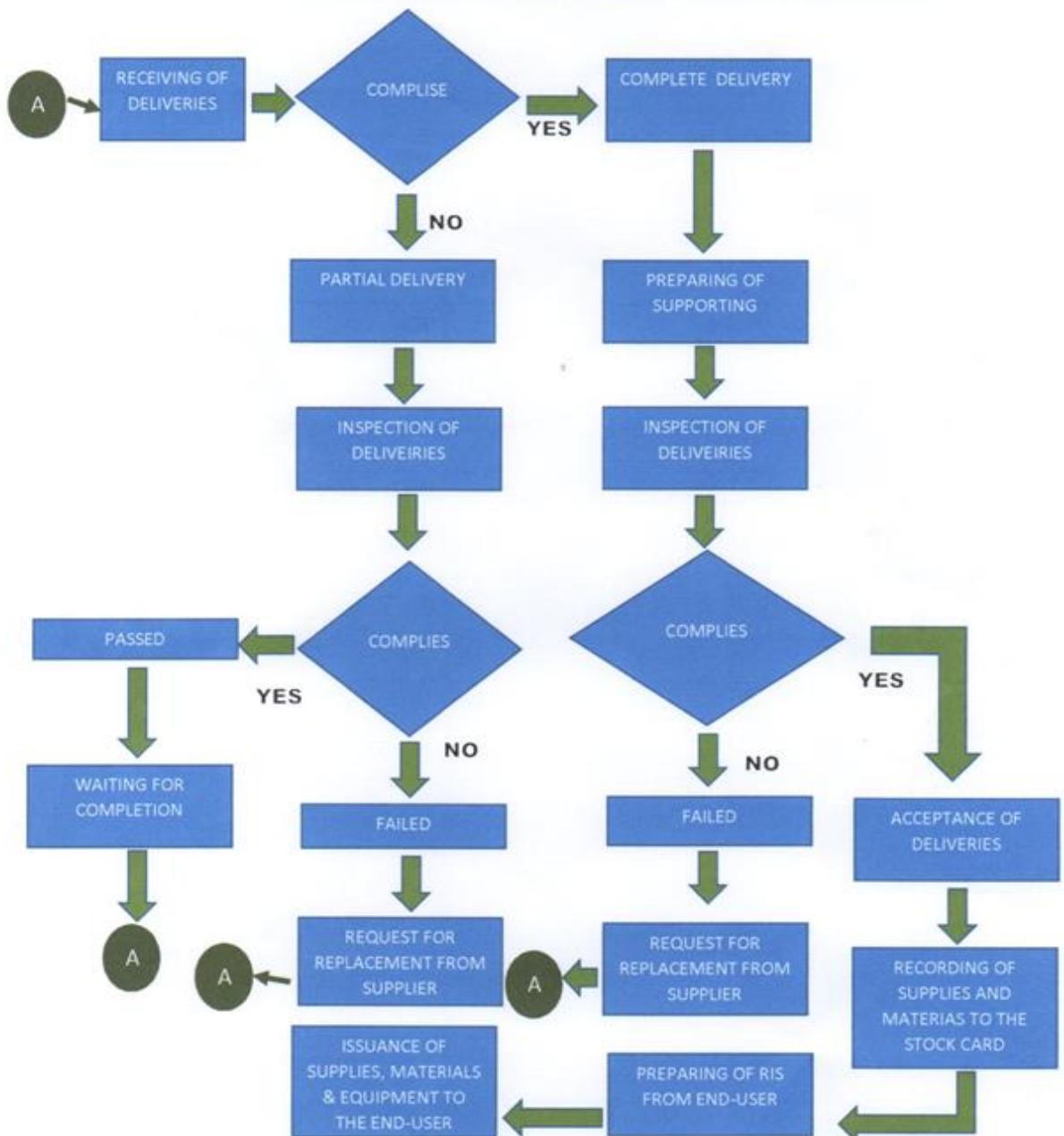
Prepared by:

ROSALENE A. PELLE

AOS/Supply & Property Office

- flow chart from the institution's system of storing and warehousing of supplies, materials and equipment including system of repairs and maintenance program.

FLOW CHART FOR ISSUANCE AND UTILIZATION OF SUPPLIES AND EQUIPMENT



M.R.San.
MICHAEL DEL ROSARIO

E.4. Evidence of compliance to RA 9184 (procurement of equipment, supplies and materials.)

- **evidences/manifestations that the institution has an efficient and effective procurement and supply management system.**

<https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?usp=sharing>

➤ **evidences/manifestations that the institution's procurement transactions are transparent.**



Republic of the Philippines
CAVITE STATE UNIVERSITY
(CvSU)
DON SEVERINO DE LAS ALAS CAMPUS
Indang, Cavite
Tel. (6346) 4150-010 / 4150-011
Email add: cvsu.op206@gmail.com

CERTIFICATION OF COMPLIANCE

Transparency Seal Provision of the General Appropriations Act of FY 2012

This is to certify that the **CAVITE STATE UNIVERSITY** has complied with the Transparency Seal Provision of the General Appropriation Act of FY 2012 by Cavite State University, as the person in charge, whose signature appears below, has personally prepared, or has personally overseen the preparation of documents containing the following information pertinent to the Cavite State University:

- a. the agency's mandates and functions, names of its official with their position and designation, and contact information;
- b. annual reports, as required under National Budget Circular Nos. 507 and 507-A dated January 31, 2007 and June 12, 2007, respectively, for the last three (3) years;
- c. the agency's approved budget and corresponding targets immediately upon approval of the General Appropriations Act of FY 2012;
- d. major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011;
- e. the program/projects beneficiaries as identified in the applicable/special provisions;
- f. status of implementation and program/project evaluation and/or assessment reports; and
- g. annual procurement plan, contracts awarded and the name of contractors/suppliers/consultants.

This certification is being issued to attest to the truth and accuracy of all information contained therein based on available records and information that can be verified with the Cavite State University.

This is further certify that the same documents and information are posted in the website of the Cavite State University with this Uniform Resource Locator (URL): www.cvsu.edu.ph, under a single Transparency Seal Icon, prominently located at the home page of the aforementioned website and that the same shall remain unchanged unless otherwise necessitated by circumstances, such as updates, clerical corrections, and similar causes.

IN WITNESS WHEREOF, we have hereunto affixed our signature this 7th day of January 2013 at Indang, Cavite, Philippines.

DIVINIA C. CHAVEZ, PhD

Cavite State University / President

- evidences/manifestations that the institution's procurement transactions are transparent.

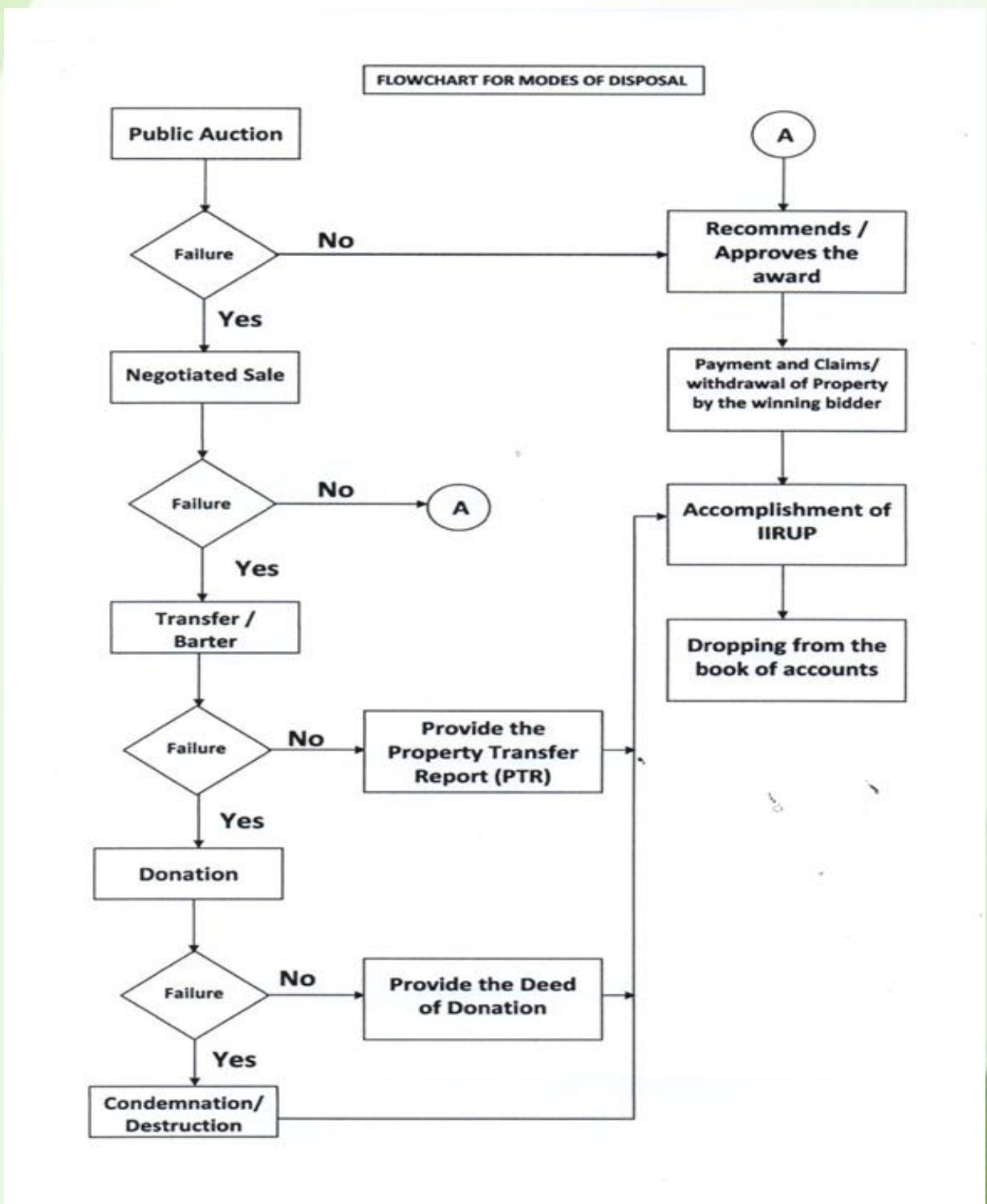


- To efficiently and effectively deliver supply services, the Institution adopted the following practices:



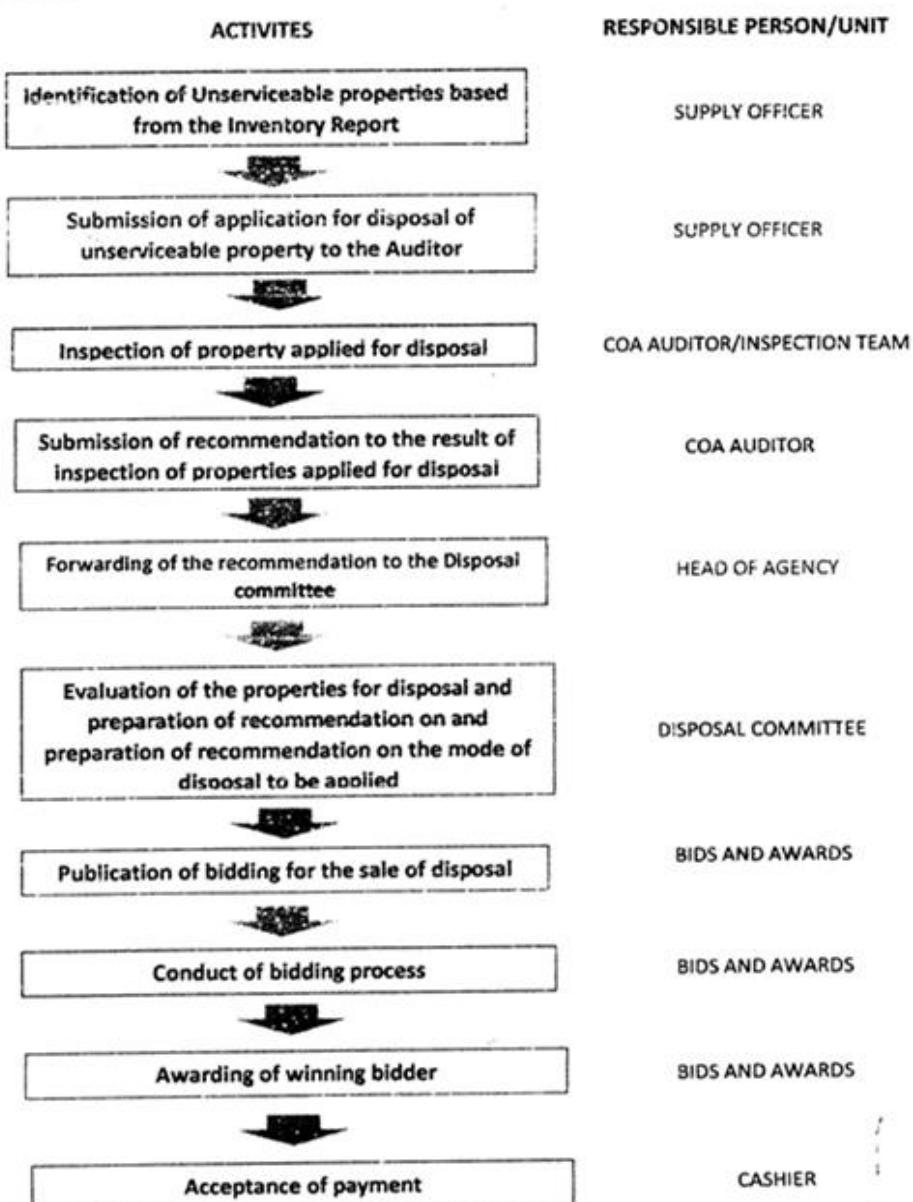
**E.5. File copies of
annual inventories of
serviceable and
non-serviceable
equipment.**

➤ flow chart from the institution's proper disposal of non-serviceable and condemnation of equipment and other materials.



- flow chart from the institution's proper disposal of non-serviceable and condemnation of equipment and other materials.

FLOWCHART IN THE DISPOSAL OF GOVERNMENT PROPERTIES



M.S. Del Rosario
Prepared by: MICHAEL S. DEL ROSARIO

- **duly approved Inventory of Serviceable and Non-Serviceable Property of the Institution can be accessed here:**

<https://drive.google.com/drive/folders/1vCMUam2kZ2v4BgAqxSnK66WG7Yh3NL5a?usp=sharing>

➤ samples of publication of procurement needs in the Philippine Government Electronic Procurement System (Phil-GEPS).

1207



Phil-GEPS
Central Portal for
Procurement
Philippine Government Electronic Procurement System

Bid Notice Abstract

Notice for Negotiated Procurement

Reference Number	4291652
Procuring Entity	CAVITE STATE UNIVERSITY
Title	IMPROVEMENT OF THE UNIVERSITY MATERIAL RECOVERY FACILITY (MRF) BUILDING
Area of Delivery	Cavite
Solicitation Number:	17-CW-007
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Two Failed Biddings (Sec. 53.1)
Classification:	Civil Works
Category:	Construction Projects
Approved Budget for the Contract:	PHP 536,536.52
Delivery Period:	30 Day/s
Client Agency:	
Contact Person:	Preciosa G. Erana Bac Secretary Indang, Indang Cavite Philippines 4122 63-46-8620852 cvsumainbac@gmail.com
Status	Pending
Associated Components	1
Bid Supplements	0
Document Request List	0
Date Published	13-Jan-2017
Last Updated / Time	12-Jan-2017 08:54 AM
Closing Date / Time	20-Jan-2017 13:00 PM

Description

Republic of the Philippines
CAVITE STATE UNIVERSITY
(CVSU)
Don Severino De Las Alas Campus
Cavite, Philippines
 (046-4150010-012)
www.cvsu.edu.ph

INVITATION TO SUBMIT PROPOSAL FOR NEGOTIATED PROCUREMENT

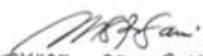
Cavite State University, through its Bids and Award Committee (BAC), invites all interested suppliers/manufacturers/distributors/contractors, who are technically, legally and financially capable, to submit proposals for the following project;

1/12/2017 8:55 AM

- samples of publication of procurement needs in the Philippine Government Electronic Procurement System (Phil-GEPS).

STORING AND WAREHOUSING OF SUPPLIES, MATERIALS AND EQUIPMENTS




MICHAEL DEL ROSARIO

- samples of publication of procurement needs in the Philippine Government Electronic Procurement System (Phil-GEPS).

FLOW CHART FOR REPAIR AND MAINTENANCE OF EQUIPMENT



M.S. Del Rosario
Prepared by: MICHAEL S. DEL ROSARIO

➤ samples of Notice to Proceed and approved Award of Projects related to the program.

Re: Raynor



Republic of the Philippines
CAVITE STATE UNIVERSITY
DON SEVERINO DELAS ALAS CAMPUS
Indang, Cavite
(046) 4150-010
www.cvsu.edu.ph

NOTICE TO PROCEED

July 18, 2016

LEVIN'S INTERNATIONAL CORP..
3/F R. Syjuco Bldg., 993 EDSA Corner
Bansalan Street,
1105 Quezon City

Dear Sir/Madam:

The Attached Contract Agreement having been approved, notice is hereby given to **LEVIN'S INTERNATIONAL CORP.** as the Responsive Bidder for the Supply, Delivery and Installation of Laboratory Equipment (*Research-DA Biotech*) for Item No. 1 (Refrigerated Centrifuge) and Item No. 5 (Cell Incubator). The total amount of the contract is Seven Hundred Thirty Three Thousand Nine Hundred Eighty Pesos (₱ 733,980.00).

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Cavite State University.

Very truly yours,

[Signature]
DIVINIA C. CHAVEZ, PhD
President

I acknowledge receipt of this Notice on:

8.17. 2016

Name of the Representative of the Bidder:

VOMAR I. SULI

Authorized Signature:

[Signature]

➤ samples of Notice to Proceed and approved Award of Projects related to the program.



Republic of the Philippines
CAVITE STATE UNIVERSITY
DON SEVERINO DELAS ALAS CAMPUS
Indang, Cavite
(046) 4150-010
www.cvsu.edu.ph

NOTICE OF AWARD

July 5, 2016

LEVIN'S INTERNATIONAL CORP.
3/F R. Syjuco Bldg., 993 EDSA Corner
Bansalangit Street,
1105 Quezon City

Dear Sir/Madam:

We are happy to notify you that your bid dated April 27, 2015 for the execution on the Supply, Delivery and Installation of Laboratory Equipment (*Research – DA Biotech*) as corrected and modified in accordance with the Instructions to Bidders is hereby accepted for the item:

Item No. 1 – Refrigerated Centrifuge	₱ 677,400.00
Item No. 5 – Cell Incubator	56,580.00
	=====
	₱ 733,980.00

You are hereby required to provide within ten (10) days the performance security in the form and the amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,

DIVINIA C. CHAVEZ, PhD
President

Conforme:
LEVIN'S INTERNATIONAL CORP.
Date: _____