



**DEPARTMENT OF SOCIAL WELFARE AND
DEVELOPMENT, FIELD OFFICE VII**

CITIZEN'S CHARTER

2022 (1st Edition)



**ADMINISTRATIVE DIVISION
PROCUREMENT SECTION**

CITIZEN'S CHARTER
2022 (1st Edition)

I. Mandate:

The Department of Social Welfare and Development (DSWD) is the primary government agency mandated to develop, implement and coordinate social protection and poverty-reduction solutions for and with the poor, vulnerable and disadvantaged.

II. Vision:

The Department of Social Welfare and Development envisions all Filipinos free from hunger and poverty, have equal access to opportunities, enabled by a fair, just, and peaceful society.

III. Mission:

To lead in the formulation, implementation and coordination of social welfare and development policies and programs for and with the poor, vulnerable and disadvantaged.

IV. Service Pledge:

We are committed to provide you quality, prompt and courteous service from Mondays to Fridays, 8:00 A.M. to 5:00 P.M., without noon breaks and thereby ensure that all applicants or requesting parties who are within the DSWD premises prior to the end of the official working hours and during lunch break shall be attended to. In view of this, we shall ensure availability of Officers-in-Charge of our frontline services at all times for consultation and advice.

Furthermore, we shall endeavor to complete your transactions within the day and in the event that we are unable to do so, we shall inform you promptly of our actions taken so far and clearly explain to you the reason/s for such delay.

We shall appreciate any positive or negative feedback regarding our services, facilities and personnel.

All these we pledge for the best interest of the clients/customers we serve.

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Administrative Division - Procurement Section

Non-Frontline Services

1. Competitive Bidding / Public Bidding

Procurement of Goods, Non-consulting and Consulting Services and contracting of Infrastructure Projects based on the requirement needed by the agency to be procured using Competitive Bidding as the primary mode of government procurement under Republic Act 9184 or the Government Procurement Reform Act (GPRA).

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Field Office VII / Division / Section / Unit / Program
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
All PR must be submitted in three (3) copies signed by the Assistant Regional Director for Operations / Administration (ARDO/A) and approved by the Authorized Representative of the Head of the Procuring Entity (HOPE), indicating complete technical specifications / terms of reference of the item/services requested, and with a certified true copy of approved PPMP and Project Proposal / Terms of Reference, if necessary.	DSWD Field Office – End-user Unit submit to PMS/BAC Secretariat located at the Ground Floor, ACSWD Building, DSWD Field Office VII
Mandatory Services: 1. Security and Janitorial Services: 1.1. Terms of Reference (TOR)	Must be attached to the Purchase Request
Vehicle: 1. Authority to Purchase a Motor Vehicle, 2. SARO and NCA, 3. Technical Assistance on the specifications of the vehicle 4. Result of Market Research/Scanning; 5. Breakdown of the Approved Budget for the Contract (<i>Pursuant to COA Checklist Circular No. 2012-001</i>);	DBM DBM AS-GSMS End-user

Infrastructure Projects - Construction of Building: 1. Program of Works and other necessary documents;		GSMS		
I.T. Equipment and Software: 1. ISSP 2. SARO and NCA, 3. Technical Assistance on the specifications of the items / TOR 4. Market Research/Scanning; and 5. Breakdown of the Approved Budget for the Contract (<i>Pursuant to COA Checklist Circular No. 2012-001</i>)		DICT DBM ICTS End-User		
Consulting Services: 1. Approved Project Proposal, 2. Approved TOR indicating Scope of Work, Delivery and Payment Schedule, required qualification and evaluation criteria and passing rate				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat receives and checks the PR (as to authority of signatory and completeness of attachments); attaches PR Tracking Slip, and endorses to BAC-Secretariat staff for encoding to the Procurement Monitoring Tool (PMT). Once encoded in the PMR; endorses to the BAC Secretariat staff for checking as to inclusion in the APP / PPMP. BAC Secretariat in-charge checks the	None	One (1) calendar day	<i>PMS - PPMU and PMS - BAC Secretariat</i>

	<p>inclusion in the APP and forward to PPMU-RU.</p> <p>PPMU-RU forward to PPMU-Head who shall assign the PR to the concerned Procurement Staff.</p> <p>Procurement Staff in Charge, reviews the PR as to completeness of the supporting documents, technical specifications, ABC and availability in the market.</p> <p>If found in order (If not in order prepare PR – Action Slip to return to End-User to be signed by the PMS Head), initial under the name of the PMS-Head, endorse to PPMU-RU.</p> <p>PMS Head signs / approves the PR and forward to PPMU-RU. PPMU-RU updates the PMR, log and endorse to Budget Section.</p>		Three (3) calendar days	
	<p><i>1.1 (Once PR is received by PPMU from Budget Section)</i></p> <p>PPMU-RU updates, log and endorse to Procurement Staff in-charge. BAC Secretariat Admin. staff drafts the Bidding Documents (BD) and ensure that the requirements indicated in the PR and its</p>	None	one (1) calendar day	<i>PMS- PPMU</i>

	<p>supporting documents (ToR / TA / Project Proposal) are incorporated therein. Prepares the endorsement memorandum to BAC for signature of PMS Head and sends the electronic copy to the BAC Secretariat e-mail. Forwards to PPMU-RU to update PMR and endorse to BAC Secretariat</p>			
2. Attendance to the Pre-procurement Conference	<p>2. Conduct of Pre-Procurement Conference</p> <p>The BAC shall conduct Pre-procurement conference for projects costing 2 million & up for goods and services; Php1,000,000.00 and above for consulting services; Php5,000,000.00 and above for infrastructure projects to determine the readiness of the project for procurement process.</p> <p>2.1. Check the completeness of the document being endorsed.</p> <p>2.2. Review the PR and its supporting documents (correctness).</p> <p>2.3. Review the Bidding Document (BD). Ensure that the requirement</p>	None	Within two (2) calendar days	<i>PMS - BAC Secretariat</i>

	<p>indicated in the PR and its supporting documents are consistent with what is written in the BD.</p> <p>2.4. Prepare the necessary documents for the conduct of pre-procurement conference.</p> <p>2.5. Prepare the Notice for the conduct of Pre-Procurement Conference (to be signed by the BAC Chairperson) and invite the following: BAC Members including the Provisional Member; Representative from the end-user; PMS Head; Procurement Staff-in-Charge (from PPMU and CMU); and Head of Requesting Office.</p> <p>2.6. Actual conduct of Pre-Procurement conference. BAC Secretariat moderates the conduct of the Pre-Procurement Conference, documents and prepares the Minutes of the</p>			
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	Meeting, and facilitates the routing for signature of all the parties concerned.			
3. Prospective bidder/supplier, contractor/ consultant and service provider may check all DSWD procurement opportunities at PhilGEPS, DSWD Website and DSWD Bulletin Board (conspicuous place)	<p>3. Posting of Procurement Opportunities</p> <p>3.1. Update the content of the BD based on the agreements during the Pre-Procurement Conference</p> <p>3.2. Input the dates of procurement activities such as: Conduct of Pre-Bid Conference and Opening of Bids, Cost of the BD and where to secure said document, and the exact time and venue of all the BAC Activities indicated in the Invitation to Bid (ITB) which is part of the BD.</p> <p>3.3. Forward the ITB to the BAC Chairperson for his/her signature.</p> <p>3.4. Scan the signed ITB.</p> <p>3.5. Post the soft copy of the BD including the signed ITB to PhilGEPS and DSWD website. While a certified copy of the ITB will</p>			

	be posted at DSWD designated BAC Bulletin Board (conspicuous place). 3.6. Issuance of posted soft copy of ITB / Bidding documents to BAC Secretariat Unit Head to invite prospective Suppliers / Service Providers.			
4. Bring a copy of the ITB to the Accounting Section at the 1st floor of FO Main Building for the Issuance of Order of Payment; then proceed to Cash Section (located in same floor near Accounting Section) to present the Order of Payment which is a requirement prior to payment of the cost of bidding document; after receipt of the Official Receipt, will proceed to the Procurement Management Section, Ground floor, ACSWD Building to claim the paid Bidding Document.	4. Sale of Bidding Document Check the Official Receipt (OR) issued by the DSWD FO VII - Cash Section to the prospective bidder/supplier, contractor/ consultant/service provider for the sale of the bidding documents and ensure that the amount in the receipt is the appropriate cost of the BD.	Cost of bidding document depends on the Approved Budget for the Contract (ABC) of the procurement at hand.	Within the posting period indicated above	<i>PMS – BAC Secretariat</i>
	4.1 Sending of Invitation to Observers a. Prepare the Notice of BAC Activities and send to observers five (5) calendar days before the actual	None	One (1) calendar day	<i>PMS – BAC Secretariat</i>

	<p>activity to be signed by BAC Chairperson.</p> <p>b. Forward the Notice to the BAC Chairperson for his/her signature.</p> <p>c. Send thru electronic mail (email) an advance copy of the Notice to the Observers.</p> <p>Prepare Records Transmittal Sheet for the Records and Archives Management Section (RAMS)</p>			
<p>5. Review the Bidding Documents which can be downloaded from the PhilGEPS or DSWD Website for free;</p> <p>Attendance to the Pre-Bid Conference to raise questions/clarifications which they would like to be considered and be documented through issuance of Supplemental Bulletin.</p> <p>Pre-Bid Conference will be conducted to give chance for the suppliers to clarify the terms of reference and propose amendments. Pre-Bid Conference may not be conducted</p>	<p>5. Conduct of Pre-Bid Conference</p> <p>Actual conduct of Pre-Bid Conference. BAC Secretariat moderates the conduct of the Pre-Bid Conference.</p> <p>Pre-Bid Conference may be done thru Video Conferencing.</p> <p><i>Note: All clarifications issues and concerns raised will be responded by the BAC (BAC Secretariat) through a Supplemental/Bid Bulletin to be disseminated to all prospective bidder/supplier, contractor/consultant, service provider who purchased the BD.</i></p>	None	One (1) calendar day (must be 12 calendar days before the deadline of submission and receipt of bids)	<i>PMS – BAC Secretariat</i>

if the Approved Budget for the Project (ABC) is below PHP 1,000,000.00.				
6. Secure a copy of the posted Supplemental Bid Bulletin which shall be included in the submission of Bid Proposal	6. Posting of Supplemental Bid Bulletin All clarifications and amendments made during the Pre-Bid Conference must be contained in a Supplemental Bid which must be posted on PhilGEPS website at least seven (7) days before the opening of bids	None	At least seven (7) calendar days before the deadline of submission and receipt of bids	<i>PMS – BAC Secretariat</i>
7. Submit Bid Proposal not later than the set deadline of submission to the venue indicated in the ITB or Supplemental Bid Bulletin; May attend the conduct of the Opening of Bids	7. Conduct of the Opening of Bids On the day of the Bid Opening/ Eligibility Screening, the BAC members will evaluate the submitted bid documents based on the pass/fail criteria. Only the financial bid of bidders who passed the Eligibility Screening will be opened. The Result of the Eligibility Screening shall be recorded in the Abstract of Bids and signed by the BAC.	None	One (1) calendar day	<i>PMS – BAC Secretariat</i>
	7.1 Conduct of Bid Evaluation The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid	None	Seven (7) calendar days	<i>PMS – BAC Secretariat</i>

	comparison. For this purpose, all bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.			
	7.2 Creation of Technical Working Group (TWG), if necessary	None	One (1) calendar day	<i>PMS – BAC Secretariat</i>
	7.3 Conduct of Post Qualification The Lowest Calculated Bid (LCB) / Highest Rated Bid (HRB) shall undergo post-qualification in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents. The post-qualification shall verify, validate, and ascertain all statements made and documents submitted by the bidder with the LCB / HRB, using non-discretionary criteria, as stated in the Bidding Documents.	None	Twelve (12) calendar days from the determination of the Lowest Calculated Bid / Highest Rated Bid	<i>PMS – BAC Secretariat</i>
8. Awarded Lowest	8. Signing of BAC	None	Three (3)	<i>PMS – BAC</i>

<p>Calculated and Responsive Bidder (LCRB) / Highest Rated and Responsive Bidder (HRRB) to acknowledge receipt of the NOA.</p> <p>Payment of Performance Security based on the awarded cost within ten (10) days upon receipt of NOA</p>	<p>Resolution and Issuance / Signing of Notice of Award (NOA)</p> <p>a. The BAC shall recommend to the HoPE the award of contract to the bidder with the LCRB, HRRB, SCRB, or SRRB after the post-qualification process has been completed thru a BAC Resolution.</p> <p>b. Once the Bids and Awards Committee Resolution was duly signed by BAC Members and the Head of the Procuring Entity (HOPE), the preparation of the Notice of Award (NOA) will commence.</p> <p>c. Send a copy of the NOA to the awarded LCRB/SCRB through electronic mail (email) and request them to acknowledge receipt.</p> <p>Once acknowledged, awarded LCRB is advised to prepare the necessary performance bond within ten (10) calendar days to be submitted to PMS.</p> <p>Note: Awarded LCRB / HRRB will personally</p>	<p>None</p>	<p>calendar days</p> <p>one (1) calendar day</p>	<p><i>Secretariat</i></p> <p><i>PMS – BAC Secretariat / PMS - CMU</i></p>
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	appear at the PMS – BAC Secretariat office to sign the original copy of the Notice of Award and submit the Performance Bond.			
	8.1 PMS-CMU to draft the contract for the procurement at hand. Ensure that draft contract was subjected to Legal Review by DSWD FO VII Legal Unit.	None	two (2) calendar days	<i>PMS-CMU</i>
	8.2 (Once Legal Review is received by CMU from Legal Unit (LU)) Revise and Finalize the draft contract according to legal review of LU and package four (4) copies. Prepare the Commission on Audit Checklist.	None	one (1) calendar day	<i>PMS-CMU</i>
	8.3 Expedite signing of contract by End-User/HOPE; Coordinate with FMD Budget Section and Accounting Section for immediate funding and creation of OBRS; Receive signed copy of the contract for endorsement to Supplier/Service Provider	None	three (3) calendar days	<i>PMS-CMU</i>
9. Sign four (4) copies of the contract, have it notarized, and return to PMS-CMU	9. Receive funded contract within period for perfecting contract for signing and notarization by Supplier/Service Provider	None	one (1) calendar day	<i>PMS-CMU</i>

10. Sign the contract prior to Notarization	10. Receive duly signed and notarized contract from Supplier/Service Provider for preparation of NTP	None	Within 10 calendar days from the receipt of NOA	<i>PMS-CMU</i>
11. Post the required Performance Security	11. Ensure Supplier/Service Provider has posted the required Performance Security to be indicated in the NTP	The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the schedule provided in the R.A. 9184.	one (1) calendar day	<i>PMS-CMU</i>
12. Receive copy of the contract and NTP	12. Issue the Notice to Proceed and provide copy of the contract to Supplier/Service Provider	None	Within 7 calendar days from the approval of the contract by the HOPE	<i>PMS-CMU</i>
	Posting of Contract and NTP on PhilGEPS and DSWD website	None	one (1) calendar day	<i>PMS - BAC Secretariat</i>
	Provide copy of the contract and NTP to the COA	None	one (1) calendar day	<i>PMS-CMU</i>
13. Inform Supply Officer of exact date of delivery as provided in the contract	13. Coordinate with PSS and Inspection Committee about the schedule of delivery and ensure available warehouse space	None	one (1) calendar day	<i>PMS-CMU</i>
14. Deliver the goods at the location indicated in the contract	14. Receive the goods at the designated delivery site per contract (Reject obvious defective items and request for immediate replacement)	None	one (1) calendar day	<i>PMS-CMU / PSS</i>

	14.1 Prepare Request for Inspection of the delivered goods then Endorse to PSS for preparation of necessary PAR/ICS or PTR, if applicable	None	one (1) calendar day	<i>PMS-CMU</i>
15. Submit a Letter - Request for possible Delivery Extension, Substitution of Item, or cancellation of contract, if necessary.	15. Endorse Supplier's Letter-Request to the End-User for approval and waiving of liquidated damages for possible delay	None	one (1) calendar day	<i>PMS-CMU End-User</i>
16. After Final Acceptance by End-User, supplier/service provider may already claim refund of Performance security via formal request	16. Receive Letter-Request from supplier/service provider claiming refund of their posted Performance security and facilitate with FMD	None	Fifteen (15) calendar days.	<i>PMS-CMU FMS</i>
17. Submit Sales Invoice, Billing Statement or Statement of Accounts	17. Receive Sales Invoice, Billing/Statement of Account	None	one (1) calendar day	<i>PMS-CMU</i>
18. Preparation and Signing of Disbursement Vouchers	18. Check and consolidate all necessary supporting documents for attachment to the Disbursement Voucher and forwarding Bank information of the payee to the FMD – Cash Section	None	Fifteen (15) to Thirty (30) calendar days	<i>PMS-CMU FMS</i>
			Processing Time	
	TOTAL:	None	85 days	

2. Procurement under Small Value Procurement

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Small Value Procurement under Section 53.9 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)	
Who may avail:	DSWD Field Office VII / Division / Section / Unit / Program	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • TA Report (GSMS/ICTS/SMU) <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Projects • Consulting Services <p>Conditions for Small Value Procurement:</p> <p>Procurement of goods not covered by Shopping under Sec. 52, infrastructure projects and consulting services not exceeding the threshold.</p> <p>The BAC shall prepare and send the RFQs/RFPs to <u>at least three (3) suppliers, contractors or consultants</u> of known</p>		<p>End-user Unit submit to PMS/BAC Secretariat located at the Ground Floor, ACSWD Building, DSWD Field Office VII</p>

qualifications <ul style="list-style-type: none"> • <u>Receipt of at least one (1) quotation/proposal is sufficient</u> to proceed with the evaluation thereof • Threshold for SVP is not exceeding PhP 1,000,000.00 • Posting of RFQs/RFPs in the PhilGEPS website, PE's website, if available, and at any conspicuous place is required if the ABC of the procurement project is <u>more than PhP50,000.00</u>. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	<p>1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the</p>			

	<p>PPMU-Head who will then assign a BAC Secretariat staff to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare a PR-Action Slip addressed to the End-User Unit concerned, signed by the PMS Head, for further action</p>			
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	<p>and compliance.</p> <p>The PMS Head approves and signs the PR, and forwards to the PPMU- receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer updates, logs and endorses to the BAC Secretariat staff and shall then prepares the Request for Quotation (RFQ)/Request for Proposal (RFP) and ensures that the specific requirements indicated in the approved PR are consistent with the approved TOR and/or supporting documents. He/She then endorses the relevant supporting documents to the PPMU receiving officer for approval and signature of the</p>			

	<p>PMS Head. Once approved and signed, the PPMU receiving officer updates the PMT, and endorses to the BAC Secretariat staff / Canvasser to facilitate the procurement process.</p> <p>After the PR was reviewed and determined that the documents submitted are complete, the BAC Secretariat staff, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC to proceed with the posting at the PhilGEPS, DSWD Website and conspicuous places within the premises of the DSWD-Field Office VII for those projects/activities with an Approved Budget for the Contract (ABC) above Fifty Thousand Pesos (PhP 50,000.00) but not more than One Million Pesos (PhP1M) and/or for the BAC to proceed with evaluation for the procurement transactions with and ABC below</p>			
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	Fifty Thousand Pesos (PhP 50,000.00).			
	<p>2. Posting at PhilGEPS and DSWD Website and Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Procurement Request which requires posting shall be posted at the PhilGEPS, DSWD website and at the conspicuous places and the RFQ/RFP shall then endorse to BAC Secretariat staff/Canvasser to secure a quotation within three (3) to seven (7) calendar days or “on or before” the scheduled date of the deadline for submission and receipt of quotations/proposals.</p> <p>Upon receipt of the price quotations/proposals, BAC Secretariat staff/Canvasser shall conduct evaluation, reviews and verifies the veracity and completeness of the documents to</p>			

	<p>ensure that the supplier is technically, legally and financially capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>However, if the BAC Secretariat staff/ Canvasser could not proceed to evaluate the submitted price quotations/ proposals BAC Secretariat Procurement shall then proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-FO VII who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s, and recommend to the BAC their findings.</p>			
	<p>Preparation of Abstract of Quotation / BAC Resolution and Issuance of Notice</p>			

	<p>of Award (NOA)</p> <p>The BAC Secretariat Admin. Staff shall then prepare the BAC Resolution recommending adoption of the Negotiated Procurement - Small Value Procurement modality and award of the contract to the supplier/ service provider/ contractor and consultant with Lowest Calculated and Responsive Quotation/ Highest Rated Responsive Bidder. Likewise, the Notice of Award (NOA) is also prepared in cases of infrastructure projects/ consulting services. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p>			
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	<p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier, service provider, contractor and consultant. The BAC Secretariat Procurement Officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to the BAC receiving officer for the updating of PMT and afterwards endorse to CMU for preparation of Purchase Order (PO)/ Contract.</p>			
<p>2. Prepare the OBRS and have the PO signed by the HoPE</p>	<p>2. Endorsement to End-User Unit Concerned for preparation of Obligation Request and Status (ORS)</p> <p>The CMU prepares and facilitate the issuance PO/ Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR,</p>			

	<p>and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Staff upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p> <p>2.1 Receipt of the funded PO/Contract</p> <p>Upon receipt of the duly funded PO/Contract, the CMU Procurement Staff shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.</p>			
	<p>2.2 Supply and Delivery of Goods</p> <p>For the delivery of goods, the CMU Procurement Officer must coordinate with AS-PSS on the receiving of the stocks/goods, ensure availability</p>			

	<p>of warehouse space, and prepare the Request for Inspection (RFI) addressed to the Inspection Committee.</p> <p>The Inspection Committee shall inspect and examine compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the CMU, which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.</p>			
3.Submit Sales Invoice, Billing Statement or Statement of Accounts	<p>3. Contract Implementation -</p> <p>End-User Unit/s shall monitor the implementation of the project. The issuance of certification of services rendered shall be issued by the end-user unit in accordance with the approved TOR in reference with</p>	Not Applicable	As indicated in the approved TOR	End-user Unit

<p>4. Preparation and Signing of Disbursement Vouchers</p>	<p>the schedule of payment which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.</p> <p>4. Preparation of Disbursement Voucher (DV) for Payment</p> <p>Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV.</p> <p>The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier/consultant.</p>	<p>Not Applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-CMU, FMS</p>
			<p>Processing Time</p>	
	<p>TOTAL:</p>		<p>26 Days</p>	

3. Procurement under Lease of Real Property and Venue

Procurement of Goods or Services based on the requirement needed by the agency to be procured using Lease of Real Property and Venue under Section 53.10 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)	
Who may avail:	DSWD Field Office VII / Division / Section / Unit / Program	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Evaluation Criteria/Rating Factor • Justification on the proposed venue/location • Certification that DSWD facilities are not available <p>Applicability:</p> <ul style="list-style-type: none"> • Procurement covering lease of real property and venue of official use. • It is preferred that government agencies lease publicly-owned real property or venue from other government agencies. • It is preferred that government agencies lease publicly-owned real property or venue from other government agencies. • In the event that the PE would resort to privately-owned real property or venue, the End-User unit shall 		End-user Unit submit to PMS/BAC Secretariat located at the Ground Floor, ACSWD Building, DSWD Field Office VII

<p>justify that the same is more efficient and economical to the government</p> <p>Conditions for Lease of Real Property and Venue:</p> <ul style="list-style-type: none"> • The End-User shall prepare a Cost-Benefit Analysis indicating leasing privately-owned real property or venue is more efficient and economical <ul style="list-style-type: none"> ➤The ABC shall be set using the mid point of the range obtained from the results of the market analysis on the prevailing lease rates. ➤Rental rates should also be within the prevailing market rates • Technical Specifications shall be prepared taking into consideration the Rating Factors under Appendix B of 2016 Revised IRR of RA 9184. <ul style="list-style-type: none"> ➤The PMS-PPMU shall invite at least three (3) prospective lessors/venues within the vicinity of the selected location to submit sealed price quotations for real-property and open price quotations for venue. ➤Receipt of <u>at least one (1) quotation is sufficient</u> to proceed with the evaluation. ➤Lease contracts amounting to <u>more than PhP50,000.00</u> shall be posted in the PhilGEPS website. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase	Not applicable	Three (3) calendar days	End-User Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for</p>			
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	<p>thorough review of the technical specifications, which must be according to the approved project proposal/ approved Project Proposal.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
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	1.1 Approved PR received The PPMU receiving officer updates, records and endorses to the PPMU Procurement Officer who shall then prepares the Request for Quotation (RFQ)/ Request for Proposal (RFP) and ensures that the specific requirements indicated in the approved PR are consistent with the approved TOR and/or supporting documents. He/She then endorses the RFQ/ RFP and other relevant supporting documents to the PPMU receiving officer for approval and signature of the PPMU-Head. Once approved and signed, the PPMU receiving officer updates the PMT, and endorse to the PPMU Procurement Officer to facilitate the procurement process.	Not applicable	Three (3) calendar days	PMS-PPMU, BAC Secretariat/ TWG
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	<p>The PPMU Procurement Officer prepares the RFQ/ RFP and requests the prospective suppliers, service providers, contractors and consultant, to submit price quotation/ proposal that is responsive to the minimum technical specifications set by the end-user unit/s (OBSUs).</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Lease of Venue and award of contract to the legally, technically and financially capable supplier, service provider or contractor.</p> <p>Upon receipt of the price quotations/ proposals, BAC Sec Procurement Officer shall then proceed the</p>			
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	creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs), and recommend to the BAC their findings.			
	1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA) The BAC Sec Procurement Officer then prepares the BAC Resolution recommending adoption of the Negotiated Procurement – Lease of Venue modality and award of contract to the service provider with the Lowest Calculated and Responsive Quotation. The BAC Resolution and the NOA shall be endorsed to the	Not applicable	Ten (10) calendar days	PMS-PPMU, BAC Secretariat, End-user Unit

	<p>Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier or contractor. The BACSec-in-Charge shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Purchase Order (PO)/ Contract.</p>			
2. Prepare the OBRS and have the PO signed by the HoPE	2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and	Not Applicable	Three (3) calendar days	PMS-CMU, End-user Unit

	<p>Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance PO/Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p>			
	<p>2.1 Receipt of the funded PO/Contract</p> <p>Upon receipt of the duly funded PO/Contract, the CMU Procurement</p>	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier

	Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.			
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	3. Contract Implementation End-User Unit/s (OBSUs) shall monitor the implementation of the project. The issuance of certification of services rendered shall be issued by the end-user unit (OBSUs) which shall be basis for preparation of Disbursement Voucher (DV) for processing of payment.	Not Applicable	Three (3) calendar days	PMS-CMU, AS-PSS
4. Preparation and Signing of Disbursement Vouchers	4. Preparation of Disbursement Voucher (DV) for Payment Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall	Not Applicable	Three (3) calendar days	PMS-CMU, FMS

	prepare the DV. The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.			
			Processing Time	
	TOTAL:		28 Days	

4. Procurement under Shopping under Section 52.1(B)

Procurement of Goods based on the requirement needed by the agency to be procured using Shopping under Section 52 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • TA Report (BGMD/ICTMS/SMS) <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Projects <p>Shopping:</p> <p>It is a method where the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications.</p> <ul style="list-style-type: none"> • The phrase “ordinary or regular office supplies” are those supplies, commodities, or materials which are <u>necessary in the transaction of official business, and consumed in the day-to-day operations</u>. This will not 	<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>

<p>include services such as repair and maintenance of equipment and furniture, as well as trucking, hauling and related or analogous services.</p> <p>Conditions for Shopping under Section 52.1 (a):</p> <ul style="list-style-type: none"> • There is an unforeseen contingency requiring immediate purchase • Amount does not exceed the threshold • The RFQ may be sent directly to the supplier of known technical, legal and financial qualifications. Sending of <u>one (1) RFQ</u> will suffice. • Posting of the RFQ may be dispensed with <p>Conditions for Shopping under Section 52.1 (b):</p> <ul style="list-style-type: none"> • Procurement of ordinary or regular office supplies and equipment <u>not available in PS-DBM</u> • The BAC shall send the RFQs to at least three (3) suppliers of known qualifications, and <u>at least three (3) price quotations must be obtained.</u> <p>➤ The deadline for submission <u>may be extended thrice</u>, if none or less than the required number of quotations are received.</p> <p>➤ In case no supplier responded after the third extension, the BAC shall conduct a mandatory review in accordance with Section IV (K) of Annex H.</p> <p>➤ Threshold for unforeseen contingencies [Sec. 52.1(a) PhP 200,00.00</p>	
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➤ Threshold for unforeseen contingencies [Sec. 52.1(a) PhP 1,000,000.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	<p>1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving</p>	Not applicable	Three (3) calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head</p>			
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	approves and signs the PR, and forwards to the PPMU- receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.			
	1.1 Approved PR received The PPMU receiving officer updates, logs and endorses to the PPMU Procurement Officer and shall then prepares the Request for Quotation (RFQ) and ensures that the specific requirements indicated in the approved PR are consistent with the approved TOR and/or supporting documents. He/She then endorses the relevant supporting documents to the PPMU receiving officer for approval and signature of the PPMU-Head. Once approved and signed, the PPMU receiving officer updates the PMT,	Not applicable	One (1) calendar day	PMS-PPMU

	<p>and endorse to the PPMU Procurement Officer to facilitate procurement process.</p> <p>After the PR was reviewed and determined that the documents submitted are complete, the PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC to proceed with the posting at the PhilGEPS, DSWD Website and conspicuous places within the premises of the DSWD-CO for those projects/activities with an Approved Budget for the Contract (ABC) above Fifty Thousand Pesos (PhP 50,000.00) but not more than One Million Pesos (PhP1M) and/or for the BAC to proceed with evaluation for the procurement transactions with and ABC below Fifty Thousand</p>			
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	Pesos (PhP 50,000.00).			
	1.2 Posting at PhilGEPS and DSWD Website Procurement Request which requires posting shall be posted at the PhilGEPS, DSWD website and at the conspicuous places and the RFQ shall then endorse to PMS-PPMU to secure a quotation within three (3) to seven (7) calendar days or “on or before” the scheduled date of the deadline for submission and receipt of quotations/proposals. Upon receipt of the price quotations, BAC Sec Procurement Officer shall conduct evaluation, reviews and verifies the veracity and completeness of the documents to ensure that the supplier is technically, legally and financially	Not applicable	Three (3) calendar days	BAC Secretariat, End-user Unit/TWG

	<p>capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>However, if the BAC Secretariat Procurement Officer could not proceed to evaluate the submitted price quotations BAC Secretariat Procurement shall then proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs), and recommend to the BAC their findings.</p>			
	<p>1.3 Preparation of Abstract of Quotation</p> <p>The BAC Secretariat Procurement Officer shall then prepare the AOQ</p>	Not applicable	Seven (7) calendar days	BAC Secretariat, End-user Unit

	<p>recommending adoption of the Shopping modality and award of contract to the supplier/ service provider/ with Lowest Calculated and Responsive Quotation. The AOQ shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>The BAC Secretariat Procurement Officer shall then endorse the approved AOQ (CTC) with complete supporting documents to BAC receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Purchase Order (PO).</p>			
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<p>2. Prepare the OBRS and have the PO signed by the HoPE</p>	<p>2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance PO.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the AOQ, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p>	<p>Not Applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-CMU, End-user Unit</p>
	<p>2.1 Receipt of the funded PO</p>	<p>Not Applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-CMU, Supplier</p>

	<p>Upon receipt of the duly funded PO, the CMU Procurement Officer shall facilitate the signing of PO, notifies and serves immediately to the supplier, or contractor.</p>			
<p>3. Submit Sales Invoice, Billing Statement or Statement of Accounts</p>	<p>3. Supply and Delivery of Goods</p> <p>For the delivery of goods, the CMU Procurement Officer must coordinate with AS-PSS on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the Request for Inspection (RFI) addressed to the Inspection Committee.</p> <p>The Inspection Committee shall inspect and examine compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the CMU, which shall be the basis for</p>	<p>Not Applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-CMU, AS-PSS</p>

	preparation of Disbursement Voucher (DV) for processing of payment.			
4. Preparation and Signing of Disbursement Vouchers	4. Preparation of Disbursement Voucher (DV) for Payment Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV. The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier/consultant.	Not Applicable	Three (3) calendar days	PMS-CMU, FMS
			Processing Time	
	TOTAL:		26 Days	

5. Procurement under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

Procurement of Goods or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services under Section 53.6 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services or consulting services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference • Justification • Price Quotation/ Proposal • Market Scanning/ Research <p>Applicability:</p> <ul style="list-style-type: none"> • Work of art; commissioned work or services of an artist for specific artistic skills (e.g., singer, performer, poet, writer, painter, sculptor, etc.) • Scientific, academic, scholarly work or research, or legal services • Highly-specialized life-saving medical equipment, as certified by the 	<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>

<p>Department of Health</p> <ul style="list-style-type: none"> • Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; • Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; • The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor. <p>Conditions for Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services:</p> <ul style="list-style-type: none"> • The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor • The study should confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms • The study should confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories –	Not applicable	Three (3) Calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for</p>			
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	<p>thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
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	1.1 Approved PR received The PPMU receiving officer records, updates the PMT and endorses to the PPMU Procurement Officer who will facilitate the review of the submitted documents. The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement: Scientific, Scholar, or Artistic Work, Exclusive Technology and Media Services as the mode of procurement and award of contract to the identified supplier.	Not applicable	One (1) Calendar day	PMS-PPMU
	1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)	Not applicable	Ten (10) Calendar days	BAC Secretariat, End-user Unit

	<p>Upon receipt of the documents, BAC Sec Procurement Officer reviews and verifies the veracity and completeness of the documents – e.g. justification, market scanning/research, cost-benefit, analysis, price quotations/proposals – to ensure that the servicing agency, supplier, service provider, contractor and consultants is technically, legally and financially capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>The BAC Sec Procurement Officer shall then proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs),</p>			
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	<p>and recommend to the BAC their findings and recommendations.</p> <p>Prior to its award, the End-user Unit/s (OBSUs) to conduct negotiation meeting with the servicing agency, supplier, service provider, contractor and consultants to discuss the terms and conditions of the contract.</p> <p>The BAC Sec Procurement Officer shall then prepare the BAC Resolution recommending adoption of Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services modality and award of contract to the previously awarded servicing agency, supplier, service provider, contractor and consultant. The Notice of Award (NOA) is also prepared. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and</p>			
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	<p>comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier or contractor. The BACSec-in-Charge shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BACSec Receiving Officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Purchase Order (PO)/ Contract.</p>			
2. Prepare the OBRS and have the PO signed by the HoPE	2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)	Not applicable	Three (3) calendar day	PMS-CMU, End-user Unit

	<p>The PMS-CMU prepares and facilitate the issuance PO/Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p>			
	<p>2.1 Receipt of the funded PO/Contract</p> <p>Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or</p>	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier

	contractor.			
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	3. Preparation of Disbursement Voucher (DV) for Payment	Not Applicable	Three (3) calendar days	PMS-CMU, FMS
4. Preparation and Signing of Disbursement Vouchers	<p>4. Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV.</p> <p>The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.</p>			
			Processing Time	
	TOTAL:		23 Days	

6. Procurement under Highly Technical Consultant

Procurement of Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement – Highly Technical Consultant under Section 53.7 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services or consulting services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference • Justification • Curriculum Vitae <p>Applicability:</p> <ul style="list-style-type: none"> • Consultancy Services <p>Conditions for Highly Technical Consultant:</p> <ul style="list-style-type: none"> • Work involves: <ul style="list-style-type: none"> ➢ Highly technical or proprietary ➢ Primarily confidential or policy determining, where trust and confidence are the primary 	<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>

consideration <ul style="list-style-type: none"> Term is, at most, 1 year, renewable at the option of the appointing HOPE, but in no case to exceed the term of the latter 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	<p>1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and</p>	Not applicable	Three (3) Calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p>			
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	<p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer records, updates the PMT and endorses to the PPMU Procurement Officer who will facilitate the review of the submitted documents.</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement:</p>	Not applicable	One (1) Calendar day	PMS-PPMU

	Highly Technical Consultant as the mode of procurement and award of contract to the identified supplier.			
	<p>1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BAC Sec Procurement Officer reviews and verifies the veracity and completeness of the documents – e.g. justification, market scanning/research, cost-benefit, analysis, price quotations/proposals – to ensure that the servicing agency, supplier, service provider, contractor and consultants is technically, legally and financially capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>The BAC Sec Procurement Officer shall then proceed the</p>	Not applicable	Ten (10) Calendar days	BAC Secretariat, End-user Unit, TWG

	<p>creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs), and recommend to the BAC their findings and recommendations.</p> <p>Prior to its award, the End-user Unit/s (OBSUs) to conduct negotiation meeting with the servicing agency, supplier, service provider, contractor and consultants to discuss the terms and conditions of the contract.</p> <p>The BAC Sec Procurement Officer shall then prepare the BAC Resolution recommending adoption of Highly Technical Consultant modality and award of</p>			
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	<p>contract to consultant. The Notice of Award (NOA) is also prepared. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier or contractor. The BACSec-in-Charge shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BACSec Receiving Officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of</p>			
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	Purchase Order (PO)/ Contract.			
2. Prepare the OBRs and have the PO signed by the HoPE	2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS) The PMS-CMU prepares and facilitate the issuance PO/ Contract. Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of	Not applicable	Three (3) calendar day	PMS-CMU, End-user Unit

	Obligation Request and Status (ORS).			
	2.1 Receipt of the funded PO/Contract Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier
3. Submit Sales Invoice, Billing Statement or Statement of Accounts 4. Preparation and Signing of Disbursement Vouchers	3. Preparation of Disbursement Voucher (DV) for Payment 4. Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV. The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall	Not Applicable	Three (3) calendar days	PMS-CMU, FMS

	then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.			
			Processing Time	
	TOTAL:		23 Days	

7. Procurement under Agency to Agency

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement – Agency to Agency under Section 53.5 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)	
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services or consulting services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference • Justification • Price Quotation/ Proposal • Market Scanning/ Research, if applicable <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Projects • Consulting Services <p>Conditions for Agency to Agency:</p>		<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>

<ul style="list-style-type: none"> • Procurement from another agency of the government (Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure project or consultancy service as required by the PE • The PE shall justify that entering into A-to-A with the Servicing Agency is more efficient and economical to the government • The Servicing Agency has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the Procuring Entity • Servicing Agency has the absorptive capacity to undertake the project • Servicing Agency owns or has access to the necessary tools and equipment required for the project • Sub-contracting is not allowed. However, the servicing agency may implement the infrastructure projects in-house, by job-order, or through the pakyaw contracting system • For procurement of infrastructure project, the Servicing Agency must have a track record of having completed, or supervised a project, by administration or by contract, similar to and with a cost at least fifty percent (50%) of the project at hand 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with	Not applicable	Three (3) calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with</p>			
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	<p>the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
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	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer records, updates the PMT and endorses to the PPMU Procurement Officer who will facilitate the review of the submitted documents.</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement: Agency to Agency as the mode of procurement and award of contract to the identified supplier.</p>	Not applicable	One (1) calendar day	PMS-PPMU
	<p>1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BAC</p>	Not applicable	Ten (10) calendar days	BAC Secretariat, End-user Unit

	<p>Sec Procurement Officer reviews and verifies the veracity and completeness of the documents – e.g. justification, market scanning/ research, cost-benefit, analysis, price quotations/ proposals – to ensure that the servicing agency, supplier, service provider, contractor and consultants is technically, legally and financially capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>The BAC Sec Procurement Officer shall then proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs), and recommend to</p>			
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	<p>the BAC their findings and recommendations.</p> <p>Prior to its award, the End-user Unit/s (OBSUs) to conduct negotiation meeting with the servicing agency, supplier, service provider, contractor and consultants to discuss the terms and conditions of the contract.</p> <p>The BAC Sec Procurement Officer shall then prepare the BAC Resolution recommending adoption of Agency to Agency modality and award of contract to the previously awarded servicing agency, supplier, service provider, contractor and consultant. The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval</p>			
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	<p>of the Head of the Procuring Entity (HoPE).</p> <p>The BACSec Procurement Officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BACSec Receiving Officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Memorandum of Understanding (MOU).</p>			
2. Prepare the OBRs and have the PO signed by the HoPE	<p>2. End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance of MOU.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant</p>	Not applicable	Three (3) calendar days	PMS-CMU, End-user Unit

	documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).			
	2.1 Receipt of the funded PO/Contract Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	3. Preparation of Disbursement Voucher (DV) for Payment	Not Applicable	Three (3) calendar days	PMS-CMU, FMS

<p>4. Preparation and Signing of Disbursement Vouchers</p>	<p>4. Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV.</p> <p>The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.</p>			
			Processing Time	
	TOTAL:		23 Days	

8. Procurement under Direct Contracting

Procurement of Goods based on the requirement needed by the agency to be procured using Direct Contracting under Section 50 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Pre-repair Inspection Report • Service Provider Diagnostic Report • Certificate of Exclusive/Sole Distributorship • Market Survey/Market Research, if applicable • Property Accountability Report (PAR), if applicable • Price Quotation <p>Conditions for Direct Contracting:</p> <ul style="list-style-type: none"> • Single source procurement that does not require elaborate Bidding Documents • End-user to conduct survey of the industry and determine the supply source. End-user should justify the necessity for the item that may be only procured through Direct Contracting and prove that there is no suitable substitute in the market • Items of proprietary nature from proprietary source, i.e patents, trade secret, and copyrights 	<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>

<ul style="list-style-type: none"> • Critical components from a specific supplier to hold a contractor to guarantee its project performance • Items sold by an exclusive manufacturer or dealer, subject to the following conditions: <ul style="list-style-type: none"> ➤ No other suppliers selling it at lower prices; and ➤ No suitable substitute can be obtained at more advantageous terms to the Government 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	<p>1. The PMS-BAC Secretariat (BACSec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p>	Not applicable	Three (3) calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to</p>			
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	<p>the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer updates, records and endorses to the PPMU Procurement Officer who shall then prepares the Request for Quotation (RFQ) and ensures that the specific requirements indicated in the approved PR are consistent with the approved TOR and/or supporting documents. He/She</p>	Not applicable	Three (3) calendar days	PMS-PPMU, SUPPLIER

	<p>then endorses the RFQ and other relevant supporting documents to the PPMU receiving officer for approval and signature of the PPMU-Head. Once approved and signed, the PPMU receiving officer updates the PMT, and endorse to the PPMU Procurement Officer to facilitate the procurement process.</p> <p>The PPMU Procurement Officer prepares the RFQ and requests the direct contractor, manufacturer, supplier identified by the End-User Unit concerned in its market survey (if applicable), to submit price quotation including the terms and conditions of sale, and certifications that proves exclusive dealership.</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its</p>			
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	Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of direct contracting as the mode of procurement and award of contract to the identified supplier.			
	<p>1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BACSec Procurement Officer reviews and verifies the veracity and completeness of the documents to ensure that the supplier is technically, legally and financially capable to deliver the goods.</p> <p>The BACSec Procurement Officer then prepares the BAC Resolution recommending adoption of the Direct Contracting modality and award of contract to the supplier. Likewise,</p>	Not applicable	Ten (10) calendar days	BAC Secretariat

	<p>the Notice of Award (NOA) is also prepared. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BACSec Procurement Officer serves it at once to the awarded supplier or contractor. The BACSec Procurement Officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BACSec receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of</p>			
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	Purchase Order (PO)/ Contract.			
2. Prepare the OBRS and have the PO signed by the HoPE	<p>2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance PO/ Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request</p>	Not Applicable	Three (3) calendar days	PMS-CMU, End-user Unit

	and Status (ORS).			
	2.1 Receipt of the funded PO/Contract Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	3. Supply and Delivery of Goods For the delivery of goods, the CMU Procurement Officer must coordinate with AS-PSS on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the Request for Inspection (RFI) addressed to the Inspection Committee. The Inspection Committee shall inspect and examine	Not Applicable	Three (3) calendar days	PMS-CMU, AS-PSS

	<p>compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the CMU, which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.</p>			
<p>4. Preparation and Signing of Disbursement Vouchers</p>	<p>4. Preparation of Disbursement Voucher (DV) for Payment</p> <p>Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV.</p> <p>The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/</p>	<p>Not Applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-CMU, FMS</p>

	(OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.			
			Processing Time	
	TOTAL:		28 Days	

9. Procurement under Repeat Order

Procurement of Goods or Consulting Services based on the requirement needed by the agency to be procured using Repeat Order under Section 51 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Justification • Market Survey/Market Research • Previously Awarded Contract, BAC Resolution, Notice of Award, Notice to Proceed • Inspection and Acceptance Certificate • Price Quotation <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Projects • Consulting Services <p>Conditions for Repeat Order:</p>	<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office.</p>

<ul style="list-style-type: none"> • Same or lower unit prices than those in the original contract, provided that such prices are still the most advantageous to the GOP after price verification • No splitting of contracts, requisition and Purchase Orders • Availled of within 6 months from the date of the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period • Not to exceed 25% of the quantity of each item in the original contract • Original contract awarded through competitive bidding • The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).	Not applicable	Three (3) calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p>			
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	<p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer records, updates the PMT and endorses to the PPMU Procurement</p>	Not applicable	Three (3) calendar days	PMS- PPMU

	<p>Officer who will facilitate the review of the submitted documents.</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Repeat Order as the mode of procurement and award of contract to the previously awarded supplier and/or service provider.</p>			
	<p>1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BACSec Procurement Officer reviews and verifies the veracity and completeness of the documents – e.g. justification, market scanning/ research, cost-benefit, analysis, previously awarded</p>	Not applicable	Ten (10) calendar days	BAC Secretariat

	<p>contract, NTP, Delivery Receipts etc. – to ensure that the supplier is technically, legally and financially capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 Revised IRR.</p> <p>The BACSec Procurement Officer shall then prepare the BAC Resolution recommending adoption of the Repeat Order modality and award of contract to the previously awarded supplier/ service provider/ contractor and consultant. Likewise, the Notice of Award (NOA) is also prepared. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the</p>			
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	<p>Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BACSec Procurement Officer serves it at once to the awarded supplier or contractor. The BACSec Procurement Officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BACSec receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Purchase Order (PO)/ Contract.</p>			
2. Prepare the OBRS and have the PO signed by the HoPE	<p>2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance PO/</p>	Not Applicable	Three (3) calendar days	PMS-CMU, End-user Unit

	<p>Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p>			
	<p>2.1 Receipt of the funded PO/Contract</p> <p>Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.</p>	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier

<p>3. Submit Sales Invoice, Billing Statement or Statement of Accounts</p>	<p>3. Supply and Delivery of Goods</p> <p>For the delivery of goods, the CMU Procurement Officer must coordinate with AS-PSS on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the Request for Inspection (RFI) addressed to the Inspection Committee.</p> <p>The Inspection Committee shall inspect and examine compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the CMU, which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.</p>	<p>Not Applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-CMU, AS-PSS</p>
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4. Preparation and Signing of Disbursement Vouchers	4. Facilitation of Disbursement Voucher (DV) for Payment Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV. The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.	Not Applicable	Three (3) calendar days	PMS-CMU, FMS
			Processing Time	

	TOTAL:		28 Days	
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10. Procurement under Two (2) Failed Biddings

Procurement of Goods or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Small Value Procurement under Section 53.1 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)		
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • Approved Terms of Reference • Approved Project Proposal <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Projects • Consulting Services <p>Documentary Requirements:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • Approved Terms of Reference • Approved Project Proposal • BAC Resolution Declaring 2nd Failure of Bidding <p>Conditions:</p> <ul style="list-style-type: none"> • Failed competitive bidding for the second time under Sec. 35; and 		<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>	

<ul style="list-style-type: none"> • Mandatory review of the Terms, conditions and specifications, and ABC, which may be adjusted up to 20% of ABC for the last failed bidding • End-User Unit/s (OBSUs) to conduct mandatory review of the terms, conditions, specifications, and cost estimates, as prescribed in Section 35 of the IRR, the BAC, based on its findings, as assisted by its Secretariat, TWG and End-User Unit/s (OBSUs) may revise and agree on the technical specifications or terms of reference, and if necessary, adjust the ABC, subject to the required approvals. However, the ABC cannot be increased by more than twenty percent (20%) of the ABC for the last failed bidding. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	<p>1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the</p>	Not applicable	Three (3) calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the</p>			
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	<p>documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU- receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer updates, logs and endorses to the PPMU Procurement Officer and shall then prepares the Request for Quotation Request for Proposal (RFP) and ensures that the specific</p>	Not applicable	One (1) calendar day	PMS-PPMU

	<p>requirements indicated in the approved PR are consistent with the approved TOR and/or supporting documents. He/She then endorses the relevant supporting documents to the PPMU receiving officer for approval and signature of the PPMU-Head. Once approved and signed, the PPMU receiving officer updates the PMT, and endorse to the PPMU Procurement Officer to facilitate procurement process.</p> <p>After the PR was reviewed and determined that the documents submitted are complete, the PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC to proceed with the posting at the PhilGEPS, DSWD Website and conspicuous places within the premises of the DSWD-CO.</p>			
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	<p>1.2 Posting at PhilGEPS and DSWD Website, Conduct of Negotiation and Submission of Best and Final Offer, Conduct of Post-Qualification</p> <p>Procurement Request shall be posted at the PhilGEPS, DSWD website and at the conspicuous places.</p> <p>The PPMU Procurement Officer shall then invite at least three (3) suppliers, contractors or consultants, including those disqualified in previous biddings for the project, for negotiations to ensure effective competition. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Even if only one (1) bidder should respond to such invitation or posting, the BAC</p>	Not applicable	Three (3) calendar days	BAC Secretariat, End-user Unit/TWG
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	<p>shall proceed with the negotiation subject to the rules prescribed.</p> <p>Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.</p> <p>Following</p>			
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	<p>completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, a best offer based on the final technical and financial requirements together with their post-qualification documents.</p> <p>Upon receipt of the best and final offer together with their post-qualification documents, the BAC Sec Procurement Officer shall conduct evaluation, reviews and verifies the veracity and completeness of the documents to ensure that the supplier is technically, legally and financially capable to deliver the goods and in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>BAC Secretariat Procurement Officer shall then</p>			
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	<p>proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents (best and final offer and post-qualification documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs), and recommend to the BAC their findings.</p>			
	<p>1.3 Preparation BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>The BAC Secretariat Procurement Officer shall then prepare the BAC Resolution recommending adoption of the Negotiated Procurement –Two Failed Bidding and award of contract to the supplier/ service provider/ contractor and consultant with</p>	Not applicable	Seven (7) calendar days	BAC Secretariat, Consultant, End-user Unit

	<p>Lowest Calculated and Responsive Quotation/ Highest Rated Responsive Bidder. Likewise, the Notice of Award (NOA) is also prepared in cases of infrastructure projects/ consulting services. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier, service provider, contractor and consultant. The BAC Secretariat Procurement Officer shall then endorse the approved BAC Resolution (CTC) with complete supporting</p>			
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	documents to BAC receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Purchase Order (PO)/ Contract.			
2. Prepare the OBRS and have the PO signed by the HoPE	<p>2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance PO/ Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with the CMU Head to review, prepare</p>	Not Applicable	Three (3) calendar days	PMS-CMU, End-user Unit

	executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).			
	2.1 Receipt of the funded PO/Contract Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor.	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier/Consultant
	2.2 Supply and Delivery of Goods For the delivery of goods, the CMU Procurement Officer must coordinate with AS-PSS on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the Request for Inspection (RFI) addressed to the Inspection	Not Applicable	Three (3) calendar days	PMS-CMU, AS-PSS

	<p>Committee.</p> <p>The Inspection Committee shall inspect and examine compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the CMU, which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.</p>			
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	<p>3. Contract Implementation -</p> <p>End-User Unit/s (OBSUs) shall monitor the implementation of the project. The issuance of certification of services rendered shall be issued by the end-user unit (OBSUs) in accordance with the approved TOR in reference with the schedule of payment which shall be basis for</p>	Not Applicable	As indicated in the approved TOR	End-user Unit

	preparation of Disbursement Voucher (DV) for processing of payment.			
4. Preparation and Signing of Disbursement Vouchers	<p>4. Preparation of Disbursement Voucher (DV) for Payment</p> <p>Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV.</p> <p>The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier/consultant.</p>	Not Applicable	Three (3) calendar days	PMS-CMU, FMS

			Processing Time	
	TOTAL:		26 Days	

11. Procurement under Emergency Cases

Procurement of Goods/ Services, Infrastructure Project, and Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Emergency Cases under Section 53.2 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)		
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference (TOR) • Justification Letter • Market Survey/Market Research <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Project • Consulting Services <p>Conditions for Emergency Cases:</p> <ul style="list-style-type: none"> • In case of imminent danger to life or property during a state of calamity • When time is of the essence arising from natural or man-made calamities • Other causes where immediate action is necessary: 		<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>	

<p>➤To prevent damage to or loss of life or property</p> <p>➤To restore vital public services, infrastructure facilities and other public utilities</p> <ul style="list-style-type: none"> • In all instances, the HoPE shall confirm in writing the existence and veracity of the ground/s relied upon before approving the contract • Considering that the underlying reason of this modality relates to “time element”, the PE should consider the appropriate timing or the proximity of time between the actual procurement activity to be conducted and the emergency sought to be addressed • When the reason or cause for the emergency has already been abated, adoption of competitive bidding shall be considered • When the ground is based on imminent danger to life during a state of calamity, there must be a declaration by a competent authority of a state of calamity before any procurement activity may be undertaken 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for	Not applicable	Three (3) Calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>encoding in the Procurement Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project</p>			
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	<p>proposal/ approved Terms of Reference (TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer</p>	<p>Not applicable</p>	<p>Three (3) calendar days</p>	<p>PMS-PPMU, SUPPLIER, BAC Secretariat, TWG</p>

	<p>updates, records and endorses to the PPMU Procurement Officer who shall then prepares the Request for Quotation (RFQ)/ Request for Proposal (RFP) and ensures that the specific requirements indicated in the approved PR are consistent with the approved TOR and/or supporting documents. He/She then endorses the RFQ/ RFP and other relevant supporting documents to the PPMU receiving officer for approval and signature of the PPMU-Head. Once approved and signed, the PPMU receiving officer updates the PMT, and endorse to the PPMU Procurement Officer to facilitate the procurement process.</p> <p>The PPMU Procurement Officer prepares the RFQ/ RFP and requests the prospective suppliers, service</p>			
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	<p>providers, contractors and consultant, to submit price quotation/ proposal that is responsive to the minimum technical specifications set by the end-user unit/s (OBSUs).</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of emergency cases and award of contract to the legally, technically and financially capable supplier, service provider, contractor and consultant.</p> <p>Upon receipt of the price quotations/ proposals, BAC Sec Procurement Officer shall then proceed the creation of Technical Working Group (TWG) from the pool of</p>			
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	<p>technical experts of the DSWD-CO who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user unit/s (OBSUs), and recommend to the BAC their findings.</p>			
	<p>1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BAC Sec Procurement Officer reviews and verifies the veracity and completeness of the documents to ensure that the supplier is technically, legally and financially capable to deliver the goods.</p> <p>The BAC Sec Procurement Officer then prepares the BAC Resolution recommending adoption of the Emergency Cases</p>	Not applicable	Ten (10) calendar days	PMS-PPMU, BAC Secretariat, End-user Unit

	<p>modality and award of contract to the legally, technically and financially capable supplier, service provider, contractor and consultant.</p> <p>Likewise, the Notice of Award (NOA) for infrastructures projects and consulting services are also prepared. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier, service provider, contractor and consultant. The BACSec-in-Charge shall then endorse the approved BAC</p>			
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	Resolution (CTC) with complete supporting documents to BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Purchase Order (PO)/ Contract.			
2. Prepare the OBRS and have the PO signed by the HoPE	<p>2. Endorsement to End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>The PMS-CMU prepares and facilitate the issuance PO/ Contract.</p> <p>Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMU receiving officer updates the PMT and hand it over to the CMU Procurement Officer upon coordination with</p>	Not Applicable	Three (3) calendar days	PMS-CMU, End-user Unit

	the CMU Head to review, prepare executive summary, and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).			
	2.1 Receipt of the funded PO/Contract Upon receipt of the duly funded PO/Contract, the CMU Procurement Officer shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, or contractor. In the same manner, in case of infrastructure projects and consulting services a corresponding Notice to Proceed (NTP) shall also prepared and issued to the awarded contractor/consultant.	Not Applicable	Three (3) calendar days	PMS-CMU, Supplier
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	3. Supply and Delivery of Goods	Not Applicable	Three (3) calendar days	PMS-CMU, AS-PSS

	<p>For the delivery of goods, the CMU Procurement Officer must coordinate with AS-PSS on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the Request for Inspection (RFI) addressed to the Inspection Committee.</p> <p>The Inspection Committee shall inspect and examine compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the CMU, which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.</p>			
4. Preparation and Signing of	4. Preparation of Disbursement	Not Applicab	Three (3) calendar days	PMS-CMU, FMS

Disbursement Vouchers	Voucher (DV) for Payment Upon receipt of the Inspection Report, Sales Invoice, Billing/Statement of Account, and other supporting documents, the CMU Procurement Officer shall prepare the DV. The DV along with the supporting attachment shall be forwarded to the CMU receiving officer for updating of the PMT. It shall then endorse to the end-user unit/ (OBSUs) concerned for signature of the Head of OBS, Cluster Head concerned for processing and facilitation of payment to the supplier.	le		
			Processing Time	
	TOTAL:		28 Days	

12. Procurement under Direct Retail Purchase of Petroleum, Fuel, Oil and Lubricant (POL) Products and Airline

Procurement of Goods based on the requirement needed by the agency to be procured using Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets under Section 53.14 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

Office or Division:	Field Office VII: Administrative Division - Procurement Management Section
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Project Proposal • Approved Terms of Reference • Justification Letter • Market Survey / Market Research • Price Quotation/ Proposal <p>Conditions for Direct Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets</p> <p>The procurement of POL products and airline tickets can be contracted by the end-user to identified direct suppliers or</p>	<p>End-user Unit (OBSUs) submit to BAC Secretariat located at the 2nd Floor, Mahusay Building, DSWD Central Office</p>

service providers under the following conditions:

- **For petroleum fuel (gasoline, diesel, and kerosene), oil and lubricants:**
 - a. Direct retail purchase of POL products estimated to be necessary for the operations of the Procuring Entity within the fiscal year, including provisions for foreseeable emergencies based on historical records, shall be reflected in the annual procurement plan (APP) in its entirety including any amendment thereto which shall be reflected in the supplemental APP.
 - b. Direct purchase must be made from any available retailers, dealers or gas stations at retail pump price.
 - c. The requirement must be intended to be used for any official government vehicles and equipment for immediate consumption; and d) Payment may be made through cash advance, reimbursement or other allowable payment modalities subject to pertinent auditing and accounting rules.
- **For airline tickets:**
 - a. Direct purchase of airline tickets required for official travels within the fiscal year, including provisions for foreseeable emergencies based on historical

<p>records, shall be reflected in the APP in its entirety including any amendment thereto which shall be reflected in the supplemental APP.</p> <p>b. Direct purchase must be made from any commercial airline at fairly reasonable rates, subject to flight availability at the time of booking, travel days, stopovers, routes, additional visa requirements and other reasonable considerations as determined by the end-user.</p> <p>c. Payment may be made through cash advance, reimbursement or other allowable payment modalities subject to pertinent auditing and accounting rules.</p> <p>d. Procurement of airline tickets must be in accordance with existing rules and regulations governing official local and foreign travels of government personnel and Executive Order No. 77, s. 2019</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to PMS Receiving Officer located at PMS – BAC Secretariat	1. The PMS-BAC Secretariat (BAC Sec) receives, records the approved Purchase Request (PR) with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and for encoding in the Procurement	Not applicable	Three (3) calendar days	End-user Unit/s (OBSUs), PMS-BAC-Secretariat, PMS-PPMU

	<p>Monitoring Tool (PMT).</p> <p>BAC Secretariat checks the inclusion of the procurement project in the PPMP/APP and endorse to the PPMU receiving officer.</p> <p>PPMU receiving officer endorses the PR to the PPMU-Head who will then assign a Procurement Officer to handle the project, and then reverts to PPMU receiving officer.</p> <p>The PPMU receiving officer updates PMT, records and endorses the PR to the assigned Procurement Officer in coordination with the PPMU-Head for thorough review of the technical specifications, which must be according to the approved project proposal/ approved Terms of Reference</p>			
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	<p>(TOR) / Technical Assistance.</p> <p>If found in order, the Procurement Officer affixes his/her initial and endorse the documents back to the PPMU receiving officer. Otherwise, the former shall prepare PR-Action Slip addressed to the End-User Unit (OBSUs) concerned, signed by the PPMU-Head, for further action and compliance.</p> <p>The PPMU-Head approves and signs the PR, and forwards to the PPMU receiving officer. The PPMU receiving officer updates PMT, records and endorses to the PPMU Procurement Officer.</p>			
	<p>1.1 Approved PR received</p> <p>The PPMU receiving officer records, updates the PMT and endorses to the</p>	Not applicable	One (1) calendar day	PMS-PPMU

	<p>PPMU Procurement Officer who will facilitate the review of the submitted documents.</p> <p>The PPMU Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of direct purchase of POL products and airline tickets as the mode of procurement and award of contract to the identified supplier and/or service provider.</p>			
	<p>1.2 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BAC Sec Procurement Officer reviews and verifies the veracity and completeness of the documents to ensure that the supplier is technically, legally</p>	Not applicable	Ten (10) calendar days	BAC Secretariat, PMS-CMU

	<p>and financially capable to deliver the goods.</p> <p>The BAC Sec Procurement Officer then prepares the BAC Resolution with the following recommendation:</p> <ul style="list-style-type: none"> • The end-user delegated to directly purchase POL products and airline tickets in accordance with Part IV (J) of this Guidelines shall determine the supplier or service provider capable of delivering the required POL products and airline tickets at retail pump price or at the most reasonable retail price, as the case may. • Taking into account the usual trade and business practices being observed in the 			
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	<p>industry and the requirements and other reasonable considerations identified by the end-user, direct retail purchase of the required POL products or airline tickets shall be carried out in accordance with pertinent accounting principles and practices as well as of sound management and fiscal administration provided that they do not contravene existing laws and regulations applicable to financial transactions.</p> <p>The Notice of Award (NOA) is also prepared. The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the</p>			
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	<p>members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier and/or service provider. The BACSec Procurement Officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMS-CMU for preparation of Memorandum of Understanding/ Agreement (MOU/A).</p>			
2. Prepare the OBRS and have the PO signed by the HoPE	2. End-User Unit (OBSUs) Concerned for preparation Obligation Request and Status (ORS)	Not Applicable	Three (3) calendar days	End-user Unit

	<p>The End-user Unit/s (OBSUs) facilitate the issuance Memorandum of Understanding/ Agreement (MOU/A) and the preparation, signing of Obligation Request and Status (ORS).</p>			
	<p>2.1 Receipt of the funded Memorandum of Understanding/ Agreement (MOU/A)</p> <p>Upon receipt of the duly funded MOU/A, the End-user Unit/s (OBSUs) shall facilitate the signing of MOU/A, notifies and serves immediately to the supplier and/or service provider.</p>	Not Applicable	Three (3) calendar days	End-user Unit
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	<p>3. Contract Implementation</p> <p>End-user Unit/s (OBSUs) shall monitor the implementation of the project. The</p>	Not Applicable	As indicated in the approved TOR	End-user Unit

	issuance of certification of services rendered shall be issued by the end-user unit in accordance with the approved TOR which shall be basis for preparation of Disbursement Voucher (DV) for processing of payment.			
4. Preparation and Signing of Disbursement Vouchers	<p>4. Preparation of Disbursement Voucher (DV) for Payment</p> <p>Upon receipt of the Billing/ Statement of Account, and other supporting documents, the end-user unit shall prepare the DV.</p> <p>It shall then endorse to Head of OBS, Cluster Head concerned for signature and for processing and facilitation of payment to the supplier.</p>	Not Applicable	Three (3) calendar days	End-user Unit, FMD
			Processing Time	
	TOTAL:		23 Days	

Feedbacks and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out the Satisfactory Survey Form/Client Satisfaction Measurement Form (CSMF) from the Accounting Staff or at the Public Assistance and Complaint Desk (PACD).
How feedbacks are processed	Filled Client Satisfaction Survey are consolidated for monthly reports. For complaints received with contact details, the accounting staff will call, assess and assist the complainants
How to file a complaint	Complaints can be filed by writing a letter and drop it to "Suggestion Box" at Public Assistant Complaint Desk (PACD) or email at accounting.fo7@dswd.gov.ph Name of person being complained and the circumstances of the complaint should be included in the information.
How complaints are processed	HR will collect the complaints and send it to Financial and Management Division – Accounting Section (Section Head) for further action and investigation. A Response Letter or Feedback Report addressed to the complainant will be prepared by the section head and forward to the complainant within 5 Working Days upon receipt of the complaint via email or snail mail whichever is applicable. For inquiries and follow-ups, clients may contact the following: Ms. Patricia R. Megalbio, MPA Tel No.: (032) 233 8785 Email Ad : accounting.fo7@dswd.gov.ph
Contact Information of CCB, PCC, ARTA	ARTA: 8-478-5093 complaints@arta.gov.ph PCC: pcc@malacanang.gov.ph 8888 CCB: email@contactcenterngbayan.gov.ph

	0908-881-6565
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List of Offices

Office	Address	Contact Information
Administrative Section-Procurement Section	Gorordo Ave. cor. M.J. Cuenco Brgy. Carreta Cebu City	Tel. No.: 233-0261 local 17140 procurement.fo7@dswd.gov.ph