



Republic of the Philippines
Department of Social Welfare and Development

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FOR : **BAI RAHIMA DATUMANONG-ALBA**
REGIONAL SECRETARY, DSWD ARMM

THE REGIONAL DIRECTORS
DSWD NCR, CAR, I-XII, NIR

ATTN : **The ASSISTANT REGIONAL DIRECTORS FOR OPERATIONS**
DSWD NCR, CAR, I-XII, NIR

FROM : **THE DIRECTOR**
Sustainable Livelihood Program

SUBJECT : **PROCUREMENT-RELATED CONCERNS ON SLP
IMPLEMENTATION**

DATE : **29 February 2016**

In reference to the concerns raised by the field implementers during the series of capacity building activities and Project Review and Evaluation last 2015, the NPMO requested for a Technical Sharing Session on Procurement with resource speakers from the Procurement Service and KC-NCDDP.

Below is a summary of the points discussed for the Field Offices' reference:

Lease of Venue

- Indicating the specific location up to the city / municipality-level in the project proposal and Requisition Issuance Slip and Purchase Request (RIS & PR) for the Procurement of venue for staff/SLP participants' training and workshops is **not** considered as tailor-fitting. Indicating the entire region allows bidders from all over the region to participate, leaving the SLP with no choice but to accept the winning bidder even if the location is undesirable.
- Procurement advisories issued relating to Lease of Venue are attached as additional references:
 - Procurement Advisory No. 12-001, "Use of Negotiated Procurement - Lease of Venue"
 - Procurement Advisory No. 14-001, "Preparation of Cost-Benefit Analysis for Lease of Privately-Owned Venue"

Quality Standards for Skills Training and Other SLP Projects

- Requirement for a TESDA-accredited institution may be indicated in the project proposal and RIS and PR as part of the quality standards. Similar to the previous section, this is not considered as tailor-fitting.

Shopping and Small Value Procurement

- As indicated in the attached GPPB Resolution No. 09-2009 providing the "Guidelines for Shopping and Small Value Procurement, the submission of three quotations is only required for Shopping. (Item 3.f Procedural Guidelines). [may refer also at IRR RA 9184 Section 52.3]
- For small value procurement, the Procurement Unit must invite at least three (3) service providers, but submission of only one (1) quotation will suffice. A copy of the presentation of the Procurement Service on the comparison of Shopping and Small Value Procurement, and other matters may be provided upon request.

Technical Assistance on Procurement

- Should the DSWD Field Offices need immediate technical assistance on procurement-related matters, you may send a request addressed to the Procurement Service so that they may schedule a visit, or provide additional references as soon as possible. Please include a briefer or information on the areas of concern including actual experiences to provide context on the request.

As a result of the Technical Sharing Session on Procurement, the NPMO will share a document on Frequently Asked Questions related to Procurement through your respective offices' livelihood electronic mail.

You may also refer to bit.ly/SLPprocurementref for the additional references on procurement.

For your information and reference.


GIL DENNIS A. RAPOSA

cc SLP-NPMO
Procurement Service