

18. PROCUREMENT UNDER LEASE OF REAL PROPERTY AND VENUE

To provide standard process for the 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:	Administrative Division - Procurement Section			
Classification:	Highly Technical			
Type of Transaction:	End Users			
Who May Avail:	DSWD Staffs and Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Purchase Request			Office of the Regional Director (ORD)	
Other supporting documents as necessary			Own Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Purchase Request (RP) with complete supporting documents such as Technical Specification, Project Proposal, Terms of Reference (TOR), etc. whichever is applicable and submit to the Procurement Section.	1. The Procurement Section Admin. Staff receives and checks the approved Purchase Request (PR) with proper signatories - in consonance with the existing guidelines - and with complete supporting documents.	None	Three (3) days	Ray Ann B. Cabatingan
	2. The Procurement Section Admin. Staff checks the inclusion of the procurement project in the PPMP/APP, and for encoding in the Procurement Monitoring Tool (PMT).			Ray Ann B. Cabatingan
	3. The Procurement Section Admin. Staff endorses the PR to the assigned Program Procurement Officer (PPO) who will then to handle the project procurement.			Ray Ann B. Cabatingan
	4. Program Procurement Officer (PPO) receives the approved Purchase Request (PR) and other supporting documents and updates the			Program Procurement Officer (PPO)In-charge (please see list of names)

	<p>Procurement Monitoring Tool (PMT).</p> <p>5. Prepares the Request for Quotation (RFQ) and ensures that grouping of items as per category and the specific requirements indicated on the approved PR are consistent with the approved TOR and/or supporting documents.</p> <p>6. Endorse Request Quotation (RFQ) with complete supporting documents to Procurement Section Head for approval.</p> <p>7. If found in order, the Procurement Section Head approves the Request for Quotation (RFQ) by affixing his/her signature and forwarding the documents to the assigned Program Procurement Officer (PPO).</p> <p>8. Once the RFQ was approved and signed, the PPO to prepare at least 3 photocopies of approved Request for Quotations (RFQs).</p> <p>9. PPO updates the Procurement Monitoring Tool (PMT) and endorses the Three (3) photocopies of RFQs to the Procurement Section Admin. Staff.</p> <p>10. The Procurement Section Admin. Staff receives the approved Request for Quotations (RFQs) and updates the Procurement</p>			<p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Teresa M. Bidaure</p> <p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Ray Ann B. Cabatingan</p>
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	Monitoring Tool (PMT).			
	11. Forward the RFQs to the Procurement Canvassers to facilitate the canvassing/ procurement process to the identified known technically and financially capable suppliers to submit a price quotation/ proposal that are responsive to the minimum technical specifications set by the end-user unit.	None	Three (3) to Seven (7) days maximum	Ray Ann B. Cabatingan
	12. Upon receipt of the documents, BAC Sec shall conduct examination and evaluation 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 recommendation/s.  13.BAC to determine the supplier/ service provider/ contractor with the Lowest Calculated and Responsive Quotation (LCRQ).	None	Three (3) days	Bennette Dave C. Calo and BAC TWG  Jean Paul S. Parajes
	14. Upon received of the Awarded price quotation/ Proposals, the PPO, will prepare Abstract of Quotation (AoQ). And endorse the Abstract of Quotation (AoQ) to Procurement Section Head.  15. Procurement Section Head, conduct final review of the Abstract of Quotation (AoQ) with complete supporting documents prior to its routing for approval.  16. If found in order, the Procurement Section	None	Seven (7) days	Ray Ann B. Cabatingan Program Procurement Officer (PPO)In-charge (please see list of names)  Teresa M. Bidaure  Teresa M. Bidaure

	<p>Head initially sign the Abstract of Quotation (AoQ) and forward to the Procurement Section Admin. Staff to initiate the approval of Abstract of Quotation (AoQ) to the BAC.</p> <p>17. BAC members to sign the Abstract of Quotation (AoQ), and eventually approve of the Head of the Procuring Entity.</p> <p>18. Afterwards endorse the entire documents to the Program Procurement Officer (PPO) for preparation of Purchase Order (PO/ Contract.</p>			<p>Jean Paul S. Parajes Mari-Flor A. Dollaga-Libang</p> <p>Ray Ann B. Cabatingan Program Procurement Officer (PPO)In-charge (please see list of names)</p>
	<p>2. The Program Procurement Officer (PPO) prepares and facilitates the issuance of PO/ Contract.</p> <p>3. Upon receipt of the complete documents, e.g. copies of the PR, and other relevant documents from BAC Secretariat, the Procurement Section Admin. Staff updates the PMT and hand it over to the Program Procurement Officer (PPO) and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p>	None	Three (3) days	<p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Ray Ann B. Cabatingan Program Procurement Officer (PPO)In-charge (please see list of names)</p>

	4. Upon receipt of the duly funded PO/Contract, The Procurement Section Admin. Staff shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, service provider or contractor.	None	Three (3) working day	Bennette Dave C. Calo and BAC TWG
The End-user Unit shall monitor the implementation of the project. The issuance of certificate of final acceptance shall be issued by the end-user unit if applicable which shall be the basis for preparation of Disbursement Voucher (DV) for processing of payment.		None	As indicated in the approved PO/Contract or TOR.	Program Procurement Officer (PPO)In-charge (please see list of names) Elizabeth C.Lipa Reishel May O. Montelaroc End-user Unit
	5. Upon receipt of the Inspection Report, Sales Invoice, Billing/ Statement of Account, and other supporting documents, the Program Procurement Officer (PPO) shall prepare the DV.  6. Updates the Procurement Monitoring Tool (PMT) and forwarded the DV along with the supporting to the end-user unit concerned for signature of the Head of Division concerned for processing and facilitation of	None	Three (3) Working days	Ray Ann B. Cabatingan Program Procurement Officer (PPO)In-charge (please see list of names)  Ray Ann B. Cabatingan End User Unit Gretchen F. Escala

	payment to the supplier.			
TOTAL			22 days excluding delivery	

Program Procurement Officers (PPOs):

- Jun Mark A. Beronio - GSS Transactions
- Alejandro T. Borja Jr. - KC CEAC Activities
- Neljane S. Buzon - SLP Transactions and Cellcards
- Ronald Ryan M. Constante - SFP Transactions, Hauling and Van Rentals
- Karine P. Curay - DRMD Stockfile,Catering Services except SLP, KC and Centers
- Jennifer S. Matulin - Centers Transactions
- Rene D. Ramos - KC Transactions, ICT Supplies and Equipment
- Janeth A. Rivas - Common Supplies except SLP, KC and Centers
- Rino Joe H. Sanata - Warehouse Rental and Catering Services except DRMD, PPD and Pantawid (4Ps)

Canvassers:

- Rafael Miguel S. Chaneco
- Ryan T. Espera
- Byron T. Racsá

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback?	Customer Feedback Form shall be provided to the client after issue of the approved property clearance
How is feedback processed?	Duly accomplished customer feedback forms shall be consolidated once a month, identifying issues and concerns of the clients which shall be discussed for appropriate action. Status on the identified issues and concerns shall be monitored on a monthly basis.
How to file a complaint?	You can write your complaint/s in the comment section of the <i>Client Satisfaction Survey Form (DSWD-QMS-GF-005)</i> from the receiving admin staff of the Section
How complaints are processed?	Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials. Feedback shall be provided to the client.  For inquiries and follow-ups, clients may contact PSS through (085) 303-8620 local 243 or through email: <a href="mailto:property.focrg@dswd.gov.ph">property.focrg@dswd.gov.ph</a>

Contact information of ARTA, CSC, PCC	ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 8478 m-5091 / 8478-5093 / 8478-5099  CSC: 8931-8092 / 8931-7939 / 8931-7935  PCC: <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621
Contact Center ng Bayan (CCB)	SMS: 0908 881 6565  Email: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a>  Web: <a href="https://contactcenterngbayan.gov.ph">https://contactcenterngbayan.gov.ph</a>  FB: <a href="https://facebook.com/civilservicegovph">https://facebook.com/civilservicegovph</a>  Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)

Office	Address	Contact Information
Property and Supply Section	DSWD Field Office Caraga, Capitol Site Compound, Butuan City, Agusan del Norte, 8600	Tel Nos.: (085) 303-8620 loc 243  Email: <a href="mailto:property.focrg@dswd.gov.ph">property.focrg@dswd.gov.ph</a>