

20.PROCUREMENT UNDER SMALL VALUE PROCUREMENT

To provide standard process for the 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:	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.			
	4.Program Procurement Officer (PPO) receives the approved Purchase Request (PR) and other supporting documents and updates the Procurement Monitoring Tool (PMT).			Ray Ann B. Cabatingan
	5.Prepare the Request for Quotation (RFQ) and			

	<p>ensures that 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.The Program Procurement Officer (PPO) will post at the PhilGEPS and conspicuous places within the premises of the DSWD Caraga for those projects/activities with an Approved Budget for the Contract (ABC) above PhP 50,000.00 but not more than PhP 1 Million for a period of three (3) to Seven (7) days or “on or before” the schedule date of the deadline for submission and receipt of quotation/ proposals (except for Real Property and Lease of Venue).</p> <p>9.Prepare at least 3 copies of approved Request for Quotations (RFQs).</p> <p>10.PPO Updates the Procurement Monitoring Tool (PMT) and endorses the Three (3) copies of RFQs to the</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>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>
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	<p>Procurement Section Admin. Staff.</p> <p>11.The Procurement Section Admin. Staff receives the approved Request for Quotations (RFQs) and updates the Procurement Monitoring Tool (PMT).</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>
	<p>12.Forward the RFQs to the Procurement Canvassers 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.</p>	<p>None</p>	<p>Three (3) to Seven (7) days maximum</p>	<p>Ray Ann B. Cabatingan Procurement Canvasser (please see list of names)</p>
	<p>13.Upon receipt of the documents, BAC Sec 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 RA 9184 and its 2016 IRR.</p> <p>14.Determine the supplier/ service</p>	<p>None</p>	<p>Seven (7) days</p>	<p>Bennette Dave C. Calo and BAC TWG</p>

	provider/ Contractor with the Lowest Calculated and Responsive Quotation.			Jean Paul S. Parajes
	<p>15.PPO received Awarded price quotation/ Proposals and prepare Abstract of Quotation (AoQ). and endorse the Abstract of Quotation (AoQ) to Procurement Section Head.</p> <p>16.Procurement Section Head, review the Abstract of Quotation (AoQ) with complete supporting documents.</p> <p>17.If found in order, the Procurement Section Head initially sign the Abstract of Quotation (AoQ) and forward to the Procurement Admin. Staff to initiate the approval of Abstract of Quotation (AoQ) to the BAC for approval.</p> <p>18.The BAC Secretariat for final review prior to its routing for approval and signature of the BAC members of the BAC, and eventually approval of the Head of the Procuring Entity.</p> <p>19.Afterwards endorse to Program Procurement Officer (PPO) for preparation of Purchase Order (PO/ Contract.</p>	None	Three (3) days	<p>Program Procurement Officer (PPO)In-charg</p> <p>Teresa M. Bidaure</p> <p>Teresa M. Bidaure</p> <p>Bennette Dave C. Calo Mari-Flor A. Dollaga-Libang</p> <p>Program Procurement Officer (PPO)In-charge (please see list of names)</p>
	20.The Program Procurement Officer (PPO) prepares and facilitates the issuance of PO/ Contract.	None	Three (3) days	Program Procurement Officer (PPO)In-charge (please see list of names)

	21.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).			Ray Ann B. Cabatingan Program Procurement Officer (PPO), End-user Unit
	22.Upon receipt of the duly funded PO/Contract, The Procurement Section shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, service provider or contractor.	None	Three (3) working day	Procurement Canvasser (please see list names)
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.	<p>23.For the delivery of goods, the Program Procurement Officer (PPO) shall coordinate with the Property Section 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>1. The Inspection Committee shall inspect and examine compliance to the technical specification of the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to the Program Procurement</p>	None	As indicated in the approved PO/Contract or TOR.	<p>Program Procurement Officer (PPO)In-charge (please see list of names) Elizabeth C. Lipa End-user Unit</p> <p>Reishel May O. Montelaroc</p>

	Officer (PPO), which shall be the basis for the preparation of Disbursement Voucher (DV) for processing of payment.			
	25.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. 26.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 payment to the supplier.	None	Three (3) Working days	Program Procurement Officer (PPO)In-charge (please see list of names) Ray Ann B. Cabatingan End User Unit Gretchen F. Escala
TOTAL		none	29 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. Racsca

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	
How feedback is processed	<p>Every 25th day of the month, Administrative Assistant III consolidates all Client's Satisfactory Survey Forms results are reviewed by Head of Procurement Section. Approved monthly consolidation is submitted to the Admin Division and to be forwarded to the Human Resource Management Division Chief for further review and consolidation in the regional level. Feedback requiring responses are communicated to concerned offices for appropriate action. Responses are relayed to the citizen three (3) working days after the receipt of the feedback.</p>
How to file a complaint	<p>Citizen with complaints relative to Procurement Section may file their respective complaints directly to DSWD Field Office Caraga. Complaints can also be filed via Procurement Hotline (085) 303-8620 local 101 or e-mail (procurement.focrg@dswd.gov.ph) with the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of Complainant <input type="checkbox"/> Address <input type="checkbox"/> Name of Person/Entity being complained <input type="checkbox"/> Issue/Concern <input type="checkbox"/> Evidence
How complaint are processed	<p>Complaints received by respective offices are escalated to the Administrative Division Chief Officer/s for verification and veracity of complaint.</p>
Contact Information	<p>For Administrative Division-Procurement Section concerns, you may contact:</p> <p>Procurement Section Hotline - (085) 303-8620 local 101</p> <p>Procurement Section e-mail address – Procurement.focrg@dswd.gov.ph</p> <p>ARTA : complaints@arta.gov.ph PCC: 8888</p> <p>CONTACT CENTER NG BAYAN:</p> <p>SMS : 0908 881 6565 Call : 165 56 P 5.00 + VAT per call anywhere in the Philippines via PLDT landlines</p> <p>Email : email@contactcenterngbayan.gov.ph Facebook : https://facebook.com/civilservicegovph/ Web : https://contactcenterngbayan.gov.ph/</p>