

16. PROCUREMENT UNDER DIRECT CONTRACTING

To provide standard process for the 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. Procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance.

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), <i>Price estimate from exclusive dealer/ manufacturer, Certificate of an exclusive dealer/ manufacturer, or justification, etc.</i> 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
	1. 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
	2. The Procurement Section Admin. Staff endorses the PR and supporting documents to the assigned Program Procurement Officer (PPO) who will then to handle the project procurement.			Jun Mark A. Beronio

	<div><div>3. Program Procurement Officer (PPO) receives and reviews the approved Purchase Request (PR) and other supporting documents and then updates the Procurement Monitoring Tool (PMT).</div><div>4. Prepares the Request for Quotation (RFQ) for direct contracting to identified <i>exclusive dealer/ manufacturer</i> by the end-user unit and ensures that the specific requirements indicated on the approved PR are consistent with the approved TOR and/or supporting documents.</div><div>5. Endorse Request Quotation (RFQ) with complete supporting documents to Procurement Section Head for approval.</div><div>6. 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).</div><div>7. PPO Updates the Procurement Monitoring Tool (PMT) and endorses the RFQ to the Procurement Section Admin. Staff.</div></div>			<div>Jun Mark A. Beronio</div> <div>Jun Mark A. Beronio</div> <div>Jun Mark A. Beronio</div> <div>Jun Mark A. Beronio</div> <div>Teresa M. Bidaure</div>
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	<p>8. Forward the RFQ to the Procurement Canvassers and send the same to the identified direct supplier (<i>exclusive dealer/ manufacturer</i>) to submit a price quotation/ proposal that is responsive to the minimum technical specifications set by the end-user unit.</p> <p>9. Receive price quotation / proposals from identified direct supplier (<i>exclusive dealer/ manufacturer</i>) and forward to Procurement Section Admin. Staff and endorses the price quotation / proposal to the assigned Program Procurement Officer.</p>	None	Three (3) to Seven (7) days maximum	<p>Ray Ann B. Cabatingan</p> <p>Procurement Canvasser (please see list of names)</p> <p>Ray Ann B. Cabatingan</p>
	<p>10. PPO received price quotation/ proposals and prepare Abstract of Quotation (AoQ). The offer may be accepted immediately or after some negotiations, if applicable and endorse the Abstract of Quotation (AoQ) to Procurement Section Head.</p> <p>11. Procurement Section Head, review the</p>	None	Three (3) days	<p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Teresa M. Bidaure</p> <p>Teresa M. Bidaure</p>

	<p>Abstract of Quotation (AoQ) with complete supporting documents prior to its routing for approval.</p> <p>12. 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>13. Signature of the BAC members of the Abstract of Quotation (AoQ) and eventually approval of the Head of the Procuring Entity.</p> <p>14. Afterwards endorse to Program Procurement Officer (PPO) for preparation of Purchase Order (PO)/ Contract.</p>			<p>Teresa M. Bidaure</p> <p>Ray Ann B. Cabatingan</p> <p>Jean Paul S. Parajes</p> <p>Mari-Flor A. Dollaga-Libang</p> <p>Ray Ann B. Cabatingan</p>
End-user unit concerned for preparation of Obligation Request and Status (ORS)	<p>15. The Program Procurement Officer (PPO) prepares and facilitates the issuance of PO/ Contract.</p> <p>16. Upon receipt of the complete documents, e.g. copies of the PR, and other relevant documents, the Procurement Section Admin. Staff updates the PMT and hand it over to the Program Procurement</p>	None	Three (3) days	<p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Ray Ann B. Cabatingan</p> <p>Program Procurement Officer (PPO)In-charge (please see list of names)</p>

	Officer (PPO) and endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).			
	17. Upon receipt of the duly funded PO/Contract, The Procurement Canvasser shall facilitate the signing of PO/Contract, notifies and serves immediately to the supplier, service provider or contractor.	None	Three (3) working day	<p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Procurement Canvasser (please see list of names)</p>
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>18. 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>19. The Inspection Committee shall inspect and examine compliance to the technical specification stipulated in the PO/Contract, and submit Inspection Report to the</p>	None	As indicated in the approved PO/Contract or TOR.	<p>Program Procurement Officer (PPO)In-charge (please see list of names)</p> <p>Elizabeth C. Lipa,</p> <p>Rieshel May O. Montelaroc,</p>

	Program Procurement Officer (PPO), which shall be the basis for the preparation of Disbursement Voucher (DV) for processing of payment.			
	<p>20. 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.</p> <p>21. 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.</p>	None	Three (3) Working days	<p>Program Procurement Officer (PPO) In-charge (please see list of names)</p> <p>Ray Ann B. Cabatingan</p>
	<p><u>For Cash on Delivery:</u> 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.</p>	None	Three (3) days	<p>Ray Ann B. Cabatingan End-user Unit, Gretchen F. Escala</p>

The End-user Unit shall monitor the implementation of the project.	22. The Program Procurement Officer (PPO) shall monitor the implementation of the project.	None	As indicated in the approved PO/Contract or TOR.	Program Procurement Officer (PPO)In-charge (please see list of names) Elizabeth C. Lipa, Rieshel May O. Montelaroc, End-user Unit
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	Upon receipt of complaint the concerned section shall make

processed?	<p>necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials. Feedback shall be provided to the client.</p> <p>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></p>
Contact information of ARTA, CSC, PCC	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 8478 m-5091 / 8478-5093 / 8478-5099</p> <p>CSC: 8931-8092 / 8931-7939 / 8931-7935</p> <p>PCC: <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621</p>
Contact Center ng Bayan (CCB)	<p>SMS: 0908 881 6565</p> <p>Email: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a></p> <p>Web: <a href="https://contactcenterngbayan.gov.ph">https://contactcenterngbayan.gov.ph</a></p> <p>FB: <a href="https://facebook.com/civilservicegovph">https://facebook.com/civilservicegovph</a></p> <p>Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)</p>

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>