

15. PROCUREMENT UNDER AGENCY TO AGENCY

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-Agency to Agency under Section 53.5 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

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| 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 | |
| 1. Approved Purchase Request | | | Office of the Regional Director (ORD) | |
| 2. 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 |
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| | 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 and supporting documents to the assigned Program Procurement | | | Program Procurement Officer (PPO) In-charge (please see list of names) |

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| | <p>Officer (PPO) who will then to handle the project procurement.</p> <p>4. Program Procurement Officer (PPO) receives the approved Purchase Request (PR) and other supporting documents and then updates the Procurement Monitoring Tool (PMT).</p> <p>5. Prepare and facilitate approval of the Agency Procurement Request (APR) / Request for Quotation (RFQ) or by simply ask for certificate of prevailing price, in case of NFA transaction. And ensures that grouping of items as per category and the specific requirements indicated on the approved PR are consistent with the approved project proposal/TOR and/or supporting documents.</p> <p>6. If found in order, the Procurement Section Head, Chief Accountant and HOPE approves the Agency Procurement Request (APR) (for DBM-PS only) or the Procurement Section Head approve the</p> | | | <p>Program Procurement Officer (PPO) In-charge (please see list of names</p> <p>Teresa M. Bidaure Gretchen F. Escala Mari-Flor A. Dollaga-Libang</p> <p>Program Procurement Officer (PPO) In-charge (please see list of names)</p> |
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| | <p>Request for Quotation (RFQ) by affixing their signatures and forwarding the documents to the assigned Program Procurement Officer (PPO).</p> <p>7. Once the Agency Procurement Request (APR) / Request for Quotation (RFQ) was approved and signed, the PPO will endorse the Agency Procurement Request (APR) / approved RFQ to the Procurement Section Admin. Staff.</p> | | | |
| | <p>8. Forward the approved Agency Procurement Request (APR) / RFQ to the Procurement Canvassers to facilitate the canvassing/ procurement process to the identified Supplier/ Government Agency and to submit a Price Quotation and Stock Availability Certification and/or CNAS, if applicable.</p> <p>Or Procurement Canvassers to simply ask Agency prevailing price and certificate of stock availability in case of NFA</p> | None | Three (3) to Seven (7) days maximum | Procurement Canvassers (please see list of names) |

| | transaction, if applicable. | | | |
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| | <p><u>For non-recurring transactions:</u></p> <p>9. Upon receipt of the documents, BAC Sec shall conduct reviews and verifies 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 for new transaction. (if applicable).</p> <p>10. Prior to its Award, the End-user unit to conduct negotiation meeting with the Supplier/ Government Agency concerned to discuss the terms and conditions of the contract for new transaction. (if applicable).</p> <p>11. Afterwards endorse the entire documents to the Program Procurement Officer (PPO) for Preparation of Memorandum of Understanding for new transaction only. And endorse Memorandum of Understanding to the Legal Service for final review and</p> | None | Ten (10) days | <p>Bennette Dave Calo and BAC TWG</p> <p>End-user</p> <p>Program Procurement Officer (PPO) In-charge (please see list of names)</p> |

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| | comments, prior to its approval of the HOPE. (if applicable). | | | |
| | <p><u>With recurring transactions:</u></p> <p>12. Upon receipt of the Price Quotation and Stock Availability Certification and/or CNAS or Certification of Prevailing Price from the NFA and other supporting documents, the Program Procurement Officer (PPO) endorse to the end-user concerned the entire document for preparation and signing of Obligation Request and Status (ORS).</p> | None | Three (3) days | Ray Ann B. Cabatingan Program Procurement Officer (PPO) In-charge (please see list of names) |
| | <p><u>Cash on Delivery:</u></p> <p>13. 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 | End-user Unit, Program Procurement Officer (PPO) In-charge (please see list of names) Gretchen F. Escala |
| The End-user Unit shall monitor the implementation of the project. | 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 | | | 26 days excluding delivery | |

Program Procurement Officers (PPOs):

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

Canvassers:

- 1. Rafael Miguel S. Chaneco
- 2. Ryan T. Espera
- 3. Byron T. Racsa

| FEEDBACK AND COMPLAINTS MECHANISMS | |
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| 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: property.focrg@dswd.gov.ph |
| Contact information of ARTA, CSC, PCC | ARTA: complaints@arta.gov.ph 8478 m-5091 / 8478-5093 / 8478-5099 CSC: 8931-8092 / 8931-7939 / 8931-7935 |

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| | PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621 |
| Contact Center ng Bayan (CCB) | SMS: 0908 881 6565 Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines) |

| Office | Address | Contact Information |
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| 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: property.focrg@dswd.gov.ph |