

Processing of Purchase Request through Alternative Method of Procurement:

Pursuant to RA 9184 and Its 2016 Implementing Rules and Regulations under Section 48 and Annex H, Procuring Entity may conduct procurement activity through any of the Alternative Method of Procurement only in the highly exceptional cases subject to the prior approval of the Head of Procuring Entity.

Office or Division:	Bids and Awards Committee and Its Secretariat			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	All Division/Unit/Section/Centers/Residential Care Facilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4 Original Copies of Purchase Request (approved by Immediate Supervisor)		Concerned D/U/S/C/RCFs		
1 photocopy of PPMP/WFP (Approved by budget Officer and CTC by the End-User)		Concerned D/U/S/C/RCFs		
1 original Copy of Terms of Reference (Approved)		Concerned D/U/S/C/RCFs		
1 Original Copy of Project Proposal (Approved and Earmarked by Budget)		Concerned D/U/S/C/RCFs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of fully accomplished Purchase Request to BAC *Make sure to provide complete attachments of documents and duly signed by the immediate	1. Receive the Purchase Request from the respective D/S/U/C/RCFs	None	1 minute	<i>Admin Aide IV BAC</i>
	1.1 Track the Purchase Request from respective D/S/U/C/RCFs		1 minute	<i>Admin Aide IV BAC</i>
	1.2 Forward the Purchase Request to concerned BAC		10 minutes	<i>Admin Assistant I BAC</i>

supervisor	staff for Processing/Checking to (PPMP/APP) and Numbering.			
	1.3 Purchase Request , if not indicated in PPMP/APP the concerned staff shall prepare a Supplemental APP.		5 minutes	<i>Admin Assistant I BAC</i>
	1.4 Purchase Request, if indicated in PPMP/APP for review and initial of Head BAC Secretariat		5 minutes	<i>Head BAC Secretariat</i>
	1.5 Forward to Head BAC Secretariat for review and initial of Purchase Request		5 minutes	<i>Head BAC Secretariat</i>
	1.6 Data Base encoding for monitoring and control		5 minutes	<i>Admin Assistant I BAC</i>
	1.7 forward the Purchase Request to Head of the Procuring Entity for Approval		5 minutes	<i>Head of the Procuring Entity</i>
	2.0 Receives the Request for Quotation with complete attachments and Control		1 minute	<i>Admin Aide IV BAC</i>

2. Received, Request for Quotation * Make sure to provide complete attachment of documents and duly signed by the official canvasser.	numbering			
	2.1 Track the Request for Quotation from Procurement and C/RCFs		2 minutes	<i>Admin Assistant I BAC</i>
	2.2 Forward Request for Quotation for Approval		5 minutes	BAC Chairperson or Vice-Chairperson
	2.3 if, the Request for Quotation is 50k and above subject for PhilGEPS Posting		3 days	<i>Admin Assistant I BAC</i>
	2.4 if, the Request for Quotation is 50k and below forward to Procurement Section for canvassing.		5 minutes	<i>Admin Assistant I BAC</i>
3. Received, Sealed Canvass for Preparation of Abstract of Canvass	3.0 Receive the Sealed Canvass with complete attachment		1 minute	<i>Admin Aide IV BAC</i>
	3.1 Forward the Sealed Canvass to BAC Members for Opening of Bids		10 minutes	<i>BAC Members</i>
	3.2 Preparation of Abstract Canvass and Control Numbering		15 minutes	<i>Admin Assistant I / Admin Assistant II/ Admin Aide IV BAC</i>
	3.3 Review the correctness of Abstract of Canvass		5 minutes	<i>Head BAC Secretariat</i>

* Make sure that the Sealed Canvass must be stamp with date and time of receiving.	3.4 Forward, Abstract of Canvass for evaluation of bids by the BAC members.		30 minutes	<i>Admin Aide IV BAC</i>
	3.5 Forward, Abstract of Canvass for Approval by the Head of the Procuring Entity		30 minutes	<i>Admin Aide IV BAC</i>
	3.6 Receive the Approved Abstract of Canvass		1 minute	<i>Admin Aide IV BAC</i>
	3.7 Track the Approved Abstract of Canvass		2 minutes	<i>Admin Assistant I BAC</i>
	3.8 if, the Abstract of Canvass is for Lease of Venue, the Contract was prepared by BAC Sec		15 minutes	<i>Admin Assistant I BAC</i>
	3.9 Forward , Awarded Abstract of Canvass to Procurement Section		2 minutes	<i>Admin Assistant I BAC</i>
4. Received Copy Purchase Order or Contract	4.0 Receive Copy of Perfected Purchase order and Contract for PhilGEPS updating		1 minutes	<i>Admin Aide IV BAC</i>
	4.1 Forward Purchase Order and Contract for concerned staff for updating in PhilGEPS		20 minutes	<i>Admin Assistant I BAC</i>
	TOTAL	None	3 days, 3hrs, 1 minute	