

Procurement Under Direct Contracting

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

Office or Division:	Procurement Section and BAC Secretariat			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2B – Government to Business			
Who may avail:	DSWD FO NCR (Divisions/ Services/ Programs/Sections/Units/ CRCFs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies approved by the Regional Director indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Pre-repair Inspection Report • Service Provider Diagnostic Report • Certificate of Exclusive/Sole Distributorship • Market Survey/Market Research, if applicable • Property Accountability Report (PAR), if applicable • Price Quotation <p>Conditions for Direct Contracting:</p> <ul style="list-style-type: none"> • Single source procurement that does not require elaborate Bidding Documents • End-user to conduct survey of the industry and determine the supply source. End-user should justify the necessity for the item that may be only procured through Direct Contracting and prove that there is no suitable substitute in the market • Items of proprietary nature from proprietary source, i.e patents, trade secret, and copyrights • Critical components from a specific supplier to hold a contractor to guarantee its project performance • Items sold by an exclusive manufacturer or dealer, subject to the following conditions: <ul style="list-style-type: none"> ➢ No other suppliers selling it at lower prices; and <p>No suitable substitute can be obtained at more advantageous terms to the Government</p>		<p>End-user Unit (D/P/S/U/CRCFs) submit to BAC Secretariat located at the 3rd Floor, Room 301, FO-NCR Old Building</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to the Receiving Staff	1.1 The BAC Secretariat (BAC	None	3 calendar days	<i>Mr. Roy V. Barber</i>

<p>located at BAC Secretariat</p>	<p>Sec) received, records the approved Purchase Request (PR) with proper signatories in consonance with existing guidelines and with complete supporting documents, and encoding in the Procurement Monitoring Tools.</p> <p>BAC Secretariat checks the inclusion of the procurement projects in the PPMP/APP and endorse to the Procurement receiving staff.</p> <p>Procurement Section (PS)- Receiving Staff encode the PR in the Procurement Monitoring Tools (Excel Spread Sheets) and endorses the PR to the PS - Officer/Buyer (since FO NCR has only identified buyer) for the thoroughly review of the technical specifications, which must be in accordance to the approved project proposal/ approved Terms of Reference.</p> <p>If found in order, the PS- Officer/ Buyer affixes his/her signature in the PR and then</p>			<p><i>SWO III, BAC Secretariat & Procurement Section</i></p>
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	<p>prepare the Request for Quotation (RFQ) and ensure that the specific requirements indicated in the PR are consistent with the approved TOR and/or supporting documents. Otherwise, the PS-Officer/Buyer shall prepare a PR-Action Slip addressed to the End User (D/P/S/U/CRCFs) concerned, signed by the OIC of Procurement Section for further compliance.</p> <p>For PR receipt from C/RCF</p> <p>PR from C/RCF shall be received with 3 RFQ prepared with one (1) signed by their respective canvasser/ procurement focal.</p>			
	<p>1.2 Approved PR received</p> <p>The Buyer, thereafter endorses the documents to the PS- Receiving Staff for the approval and signing of PR/RFQ/RFP of the OIC- Procurement Section. Once approved and signed PS- Officer/Buyer shall</p>		<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>facilitate the procurement process.</p> <p>PS - Officer/Buyer shall send request to the Direct Contractor, Manufacturer, Supplier identified by the End User Unit concerned in its market survey (if applicable), to submit price quotations/ proposal including the terms and condition of sales, and certifications that proves exclusive dealership. The PS-Officer/ Buyer, thereafter, endorses to the BAC through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Direct Contracting as the mode of procurement and award of contract to the identified supplier</p>			
	<p>1.3 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, BAC Sec Staff review and verifies the veracity and completeness of the documents to ensure that the</p>		<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>supplier is technically, legally and financially capable of delivering the goods.</p> <p>The BAC Secretariat Staff shall then prepare the BAC Resolution recommending adoption of Direct Contracting modality and award of contract to the supplier. Likewise, the Notice of award is also prepared. The BAC Resolution and NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec. Staff serve it at once to the awarded service supplier or contractor. The BAC Secretariat Staff shall endorse the approved BAC Resolution (CTC) with complete supporting</p>			
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	<p>documents to BAC receiving staff for updating of the Procurement Monitoring Tools and afterwards endorse to PS-CMU for the preparation of Purchase Order/Contract.</p>			
<p>2. Prepare the ORS and have the PO signed by the HoPE</p>	<p>2.1 Endorsement to End-User Unit (D/P/S/U/CRCFs) Concerned for preparation Obligation Request and Status (ORS)</p> <p>PS-CMU prepares and facilitate the issuance of PO/Contract.</p> <p>Upon receipt of the complete documents, e.g., CTC of the BAC Resolution, PR and other relevant document from the BAC Secretariat, the PS – CMU receiving staff updates the PMT and hand it over to the PS -CMU Head for review, preparation of executive summary, and endorse to the End-User concerned the entire documents for the preparation and signing of ORS.</p> <p>However, for purchase request</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>coming from CRCF, the concerned CRCF procurement focal shall prepare the necessary PO/Contract and ORS and facilitate the processing.</p>			
<p>3. Submit Sales Invoice, Billing Statement or Statement of Accounts</p>	<p>3.1 Supply and Delivery of Goods</p> <p>For the delivery of goods, the PS-CMU/ Procurement Focal Staff (CRCF) must coordinate with PASMS (Property, Supply and Assets Management Section) or its counterpart in the CRCF on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the Request for inspection (RFI) addressed to its respective Inspection Committee.</p> <p>The Inspection Committee shall inspect and examine compliance to the technical specification the delivered goods according to the technical specifications stipulated in the PO/Contract, and submit Inspection Report to PS – CMU, which will</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	be the basis for the preparation of Disbursement Voucher (DV).			
4. Preparation and Signing of Disbursement Vouchers	<p>4.1 Preparation of Disbursement Voucher (DV) for Payment (<i>GAM Vo. II/ Appendix 32 Instructions</i>)</p> <p>Upon receipt of the Inspection Report, Delivery Receipt/ Sales invoice/Billing/Statement of Account, and other supporting documents, the PS-CMU shall update the Procurement Monitoring Tools (PMT) and endorse the documents to the end user unit for the preparation of voucher, processing and facilitation of payment to the supplier/contractor .</p> <p>For CRCF, their respective Procurement Focal shall then prepare the voucher and facilitate the payment to the supplier/contractor .</p>	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
TOTAL		NONE	25 days	