

Procurement under Agency to Agency

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

Office or Division:	Procurement Section and BAC Secretariat	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
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"> • Approved Project Proposal • Approved Terms of Reference • Justification • Price Quotation/ Proposal • Market Scanning/ Research, if applicable <p>Applicability:</p> <ul style="list-style-type: none"> • Goods • Infrastructure Projects • Consulting Services <p>Conditions for Agency to Agency:</p> <ul style="list-style-type: none"> • Procurement from another agency of the government (Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure project or consultancy service as required by the PE • The PE shall justify that entering into A-to-A with the Servicing Agency is more efficient and economical to the government • The Servicing Agency has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the Procuring Entity • Servicing Agency has the absorptive capacity to undertake the project 	<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>

<ul style="list-style-type: none"> • Servicing Agency owns or has access to the necessary tools and equipment required for the project • Sub-contracting is not allowed. However, the servicing agency may implement the infrastructure projects in-house, by job-order, or through the pakyaw contracting system <p>For procurement of infrastructure project, the Servicing Agency must have a track record of having completed, or supervised a project, by administration or by contract, similar to and with a cost at least fifty percent (50%) of the project at hand</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to the Receiving Staff located at BAC Secretariat	1.1 BAC Secretariat receives, records the approved Purchase Request (PR) with proper signatories in consonance with existing guidelines with complete supporting documents, and encoding in the Procurement Monitoring Tools (PMT). BAC Secretariat checks the inclusion of the procurement projects in the PPMP/APP and endorse to the Procurement Section (PS) - Receiving Staff. PS -Receiving Staff encode the PR in the Procurement Monitoring Tools (Excel Spread Sheets) and endorses the PR to the Procurement Section (PS) -	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>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 (TOR). If found in order, the PS-Officer/Buyer affixes his/her initial and endorse the documents back to the PS-Receiving Staff. 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. The OIC of Procurement Section approve the processing and signs the PR and forward the documents to the PS-Receiving Staff. The PS-Receiving Staff records, update the PMT and endorses to the PS- Officer/Buyer</p>			
2. Prepare the ORS and have the PO signed by the HoPE	End-User Unit (D/P/S/U/CRCFs) Concerned for preparation Obligation	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>Request and Status (ORS) PS-CMU prepares and facilitate the issuance of MPU/PO/Contract. Upon receipt of the complete documents, e.g., CTC of the BAC Resolution, PR and other relevant document from the BAC Secretariat, the Procurement Section – 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 coming from CRCF, the concerned CRCF procurement focal (counterpart) shall prepare the necessary MOU/PO/ Contract and ORS and facilitate the processing.</p>			
	<p>Receipt of the funded PO/Contract Upon receipt of the duly funded PO/Contract, the PS-CMU/CRCF Procurement Focal</p>	<p>Not Applicable</p>	<p>Three (3) working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	(Counterpart) shall facilitate the signing of the PO/Contract, notifies and serves immediately to the service provider/other agency.			
3. Submit Sales Invoice, Billing Statement or Statement of Accounts Preparation and Signing of Disbursement Vouchers	3.1 Preparation of Disbursement Voucher (DV) for Payment (<i>GAM Vo. II/ Appendix 32 Instructions</i>) 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. For CRCF, their respective Procurement Focal/ counterpart shall then prepare the voucher and facilitate the payment to the supplier/contractor (agency).	None	Three (3) working days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>
TOTAL		NONE	12 days	