

Procurement under Direct Retail Purchase of Petroleum Fuel, Oil and Lubricants (POL) Products and Airline Tickets

Procurement of Goods based on the requirement needed by the agency to be procured using Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets under Section 53.14 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 signed by the Division Chief of the End User Units (D/P/S/U/CRCFs) 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> <p>Approved Project Proposal Approved Terms of Reference Justification Letter Market Survey / Market Research Price Quotation/ Proposal</p> <p>Conditions for Direct Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets</p> <p>The procurement of POL products and airline tickets can be contracted by the end-user to identified direct suppliers or service providers under the following conditions:</p> <p>For petroleum fuel (gasoline, diesel, and kerosene), oil and lubricants: Direct retail purchase of POL products estimated to be necessary for the operations of the Procuring Entity within the fiscal year, including provisions for foreseeable emergencies based on historical records, shall be reflected in the annual procurement plan (APP) in its entirety including any amendment thereto which shall be reflected in the supplemental APP.</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>

Direct purchase must be made from any available retailers, dealers or gas stations at retail pump price.
 The requirement must be intended to be used for any official government vehicles and equipment for immediate consumption; and d) Payment may be made through cash advance, reimbursement or other allowable payment modalities subject to pertinent auditing and accounting rules.

For airline tickets:

Direct purchase of airline tickets required for official travels within the fiscal year, including provisions for foreseeable emergencies based on historical records, shall be reflected in the APP in its entirety including any amendment thereto which shall be reflected in the supplemental APP.

Direct purchase must be made from any commercial airline at fairly reasonable rates, subject to flight availability at the time of booking, travel days, stopovers, routes, additional visa requirements and other reasonable considerations as determined by the end-user.

Payment may be made through cash advance, reimbursement or other allowable payment modalities subject to pertinent auditing and accounting rules. Procurement of airline tickets must be in accordance with existing rules and regulations governing official local and foreign travels of government personnel and Executive Order No. 77, s. 2019

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 The BAC Secretariat (BAC Sec) received, records the approved Purchase Request (PR) with proper signatories in consonance with existing guidelines and with complete supporting documents, and	None	3 working days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>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 Procurement Section (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 (TOR).</p> <p>If found in order, the PS- Officer/Buyer affixes his/her initial and endorse the documents back to the PS- Receiving Office. Otherwise, the PS- Officer/Buyer shall prepare a PR-Action Slip addressed to the End User</p>			
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	<p>(D/P/S/U/CRCFs) concerned, signed by the OIC of Procurement Section for further compliance.</p> <p>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 Procurement Officer/Buyer.</p>			
	<p>1.2 Approved PR received</p> <p>The PS-Officer/Buyer shall facilitate the review of the submitted documents from the target agency.</p> <p>He/She will thereafter, endorse to the BAC through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement: Agency to Agency as the mode of procurement and award of contract to the identified supplier and/or service provider.</p>	None	1 calendar day	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>1.3 Preparation of BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>Upon receipt of the documents, the BAC Sec Staff reviews and verifies the veracity and completeness of the documents to ensure that the supplier is technically, legally and financially capable to deliver the goods.</p> <p>The BAC Sec Staff then prepares the BAC Resolution with the following recommendation.</p> <p>The end user delegated to directly purchase POL products and airline tickets in accordance with Part IV (J) of this Guidelines shall determine the supplier or service provider capable of delivering the required the required POL products and airline tickets at retail pump price or at the most reasonable retail price, as the case may be.</p> <p>Taking into account the usual trade and business practices</p>	<p>None</p>	<p>10 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
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	<p>being observed in the industry and the requirements and other reasonable considerations identified by the end user, direct retail purchase of the required POL products or airline tickets shall be carried out in accordance with pertinent accounting principles and practices as well as of sound management and fiscal administration provided that they do not contravene existing laws and regulations applicable to financial transaction.</p> <p>The notice of Award (NOA) is also prepared, The BAC Resolution and the 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</p>			
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	Sec Procurement Officer serves it at once to the awarded supplier and/or service provider. The BAC Secretariat Staff shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to BAC Sec receiving officer for the updating of PMT and afterwards endorse to Procurement Section – Contract Monitoring Unit (PS-CMU) for preparation of Memorandum of Understanding/Agreement (MOU/A).			
2. Prepare the ORS and have the PO signed by the HoPE	2.1 End-User Unit (D/P/S/U/CRCFs) Concerned for preparation Obligation Request and Status (ORS) The End user unit/s (D/P/S/U/CRCFs) facilitate the issuance Memorandum of Understanding/Agreement (MOU/A) and the preparation, signing of Obligation Request and Status (OBRS)	None	3 working days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>
	2.2 Receipt of the funded Memorandum of Understanding/Agreement (MOU/A)	None	3 working days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>Upon receipt of the duly funded MOU/A, the End User Unit/s (D/P/S/U/CRCFs) shall facilitate the signing of MOU/A notifies and serves immediately to the supplier and/or service provider.</p>			
<p>3. Submit Sales Invoice, Billing Statement or Statement of Accounts</p>	<p>3.1 Contract Implementation</p> <p>End User Unit/s (D/P/S/U/CRCFs) shall monitor the implementation of the project. The issuance of certification of services rendered shall be issued by the end-user unit (D/P/S/U/CRCFs) in accordance with the approved TOR which shall be basis for preparation of Disbursement Voucher (DV) for processing of payment.</p>	<p>None</p>		<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
<p>4. Preparation and Signing of Disbursement Vouchers</p>	<p>4.1 Preparation of Disbursement Voucher (DV) for Payment (<i>GAM Vo. II/Appendix 32 Instructions</i>)</p> <p>Upon receipt of the Billing/Statement of Account, and other supporting documents, the end-user unit shall prepare. It shall then endorse to Head (D/P/S/U/CRCFs), concerned for signature and for</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>



Department of Social Welfare and Development

Field Office - National Capital Region

	processing and facilitation of payment to the supplier/service provider.			
TOTAL		NONE	23 days	