

## Procurement under Emergency Cases

Procurement of Goods/ Services, Infrastructure Project, and Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Emergency Cases under Section 53.2 of the 2016 Revised IRR of R.A. 9184 as mode of procurement.

<b>Office or Division:</b>	Procurement Section and BAC Secretariat	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government G2B – Government to Business	
<b>Who may avail:</b>	DSWD FO NCR (Divisions/ Services/ Programs/Sections/Units/ CRCFs)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<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> <p>Approved Project Proposal Approved Terms of Reference (TOR) Justification Letter Market Survey/Market Research</p> <p>Applicability:</p> <p>Goods Infrastructure Project Consulting Services</p> <p>Conditions for Emergency Cases:</p> <p>In case of imminent danger to life or property during a state of calamity When time is of the essence arising from natural or man-made calamities Other causes where immediate action is necessary: To prevent damage to or loss of life or property To restore vital public services, infrastructure facilities and other public utilities In all instances, the HoPE shall confirm in writing the existence and veracity of the ground/s relied upon before approving the contract Considering that the underlying reason of this modality relates to “time element”, the</p>	<p>End-user Unit (D/P/S/U/CRCFs) submit to BAC Secretariat located at the 3<sup>rd</sup> Floor, Room 301, FO-NCR Old Building</p>

<p>PE should consider the appropriate timing or the proximity of time between the actual procurement activity to be conducted and the emergency sought to be addressed</p> <p>When the reason or cause for the emergency has already been abated, adoption of competitive bidding shall be considered</p> <p>When the ground is based on imminent danger to life during a state of calamity, there must be a declaration by a competent authority of a state of calamity before any procurement activity may be undertaken</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Submit the PR to the Receiving Staff located at BAC Secretariat</p>	<p>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 encoding in the Procurement Monitoring Tools (PMT).</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 updates the PR in the Procurement Monitoring Tools (Excel Spread Sheets), records and endorses the</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>

	<p>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/Technical Assistance.</p> <p>If found in order, the PS-Officer/Buyer shall affix his/her signature in the PR and then 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.</p> <p>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>1.2 Approved PR received</p> <p>If found in order, the PS-Officer/Buyer shall affix his/her</p>	<p>None</p>	<p>1 calendar day</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>

	<p>signature in the PR and then 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.</p> <p>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>He/She then endorses the PR/RFQ/RFP and other relevant supporting documents to the PS- Receiving Staff for the approval and signing of PR/RFQ/RFP of the OIC-Procurement Section. Once approved and signed, the PS-Receiving Staff updates the PMT, and endorse to the PS-Officer/Buyer to facilitate the procurement process.</p>			
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	<p>The PS-Officer/Buyer then sent request to prospective suppliers, service providers, contractors and consultant, to submit price quotation/proposal that is responsive to the minimum technical specifications set by the end-user unit/s (D/P/S/U/CRCFs).</p> <p>The PS-Officer/Buyer, thereafter, endorses to the BAC through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Emergency Cases and award of contract to the legally, technically and financially capable supplier, service provider, contractor and consultant.</p> <p>Upon receipt of the price quotations/proposal, BAC Sec Staff shall then proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD FO NCR who will examine and</p>			
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	<p>evaluate 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 findings.</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 review 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 Secretariat Staff shall then prepare the BAC Resolution recommending adoption of the Negotiated Procurement – Emergency Cases modality and award of contract to the legally, technically, and financially capable supplier/service provider/contractor and consultant. Likewise, the Notice of Award (NOA) is also prepared in cases of infrastructure</p>	<p>None</p>	<p>10 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>

	<p>projects/consulting services. 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 provider and consultant. The BAC Secretariat Staff shall endorse the approved BAC Resolution with complete supporting 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>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>

	<p>PS-CMU prepares and facilitate the issuance of PO/Contract.</p> <p>Upon receipt of the complete documents, e.g., CTC, 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 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 PO/Contract and ORS and facilitate the processing</p>			
	<p>2.2 Receipt of the funded PO/Contract</p> <p>Upon receipt of the duly funded PO/Contract, the PS – CMU shall facilitate the</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>



	<p>signing of the PO/Contract, notifies and serves immediately to the service provider/contractor.</p> <p>In the same manner, in case of infrastructure projects and consulting services a corresponding Notice to Processed (NTP) shall also prepared and issued to the awarded contractor/consultant.</p> <p>PO/Contract of CRCF shall be endorsed to its concerned procurement focal (counterpart) for the facilitation of the same.</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</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>

	<p>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 Procurement Section – CMU, which will be the basis for the preparation of Disbursement Voucher (DV) for processing of payment.</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 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</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat &amp; Procurement Section</i></p>

	<p>end user unit for the preparation of voucher, processing and facilitation of payment to the supplier/ consultant.</p> <p>For CRCF their respective Procurement Focal shall then prepare the voucher and facilitate the payment to the supplier/ consultant.</p>			
<b>TOTAL</b>		<b>NONE</b>	<b>28 days</b>	