

Procurement under Highly Technical Consultant

Procurement of Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement – Highly Technical Consultant under Section 53.7 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> <p>Approved Project Proposal Approved Terms of Reference Justification Curriculum Vitae</p> <p>Applicability: Consultancy Services</p> <p>Conditions for Highly Technical Consultant: Work involves: Highly technical or proprietary Primarily confidential or policy determining, where trust and confidence are the primary consideration Term is, at most, 1 year, renewable at the option of the appointing HOPE, but in no case to exceed the term of the latter</p>		End-user Unit (D/P/S/U/CRCFs) submit to BAC Secretariat located at the 3 rd Floor, Room 301, FO-NCR Old Building		
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	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>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 Section (PS)-Receiving Staff.</p> <p>PS-Receiving Staff encode the PR in the Procurement Monitoring Tools (Excel Spread Sheets) and endorses the PR to the Procurement Section (PS) - Procurement 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 endorse back to the PS-Receiving Staff. Otherwise, the PS-Officer/Buyer</p>			
--	--	--	--	--

	<p>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/counterpart.</p> <p>The OIC-Procurement Section shall approve the processing and signs the PR, and forward to the PS-Receiving Staff. The PS-Receiving Staff updates the PMT, records and endorses to the PS- 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 aspiring Consultants.</p> <p>He/She will thereafter, endorse to the</p>	<p>None</p>	<p>1 calendar day</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>BAC through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement: Highly Technical Consultant 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 – e.g., justification, market scanning/research , cost benefits, analysis, price quotations/propos als - to ensure that the servicing agency, supplier, service provider, contractor and consultants is technically, legally and financially capable to deliver the goods and in accordance with the provision of RA 9184 and its 2016 IRR.</p> <p>The BAC Secretariat staff shall proceed the</p>	<p>None</p>	<p>10 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD FO NCR who will examine and 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 and recommendation.</p> <p>Prior to its award, the End User Unit/s to conduct negotiation meeting with the servicing agency to discuss the terms and conditions of the contract.</p> <p>The BAC Secretariat Staff shall then prepare the BAC Resolution recommending adoption of Highly Technical Consultant modality and award of contract to consultant. The Notice of Award (NOA) is also prepared. The BAC Resolution shall the be endorsed to the Head of the BAC Secretariat for final review and</p>			
--	---	--	--	--

	<p>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 documents to BAC receiving staff for updating of the Procurement Monitoring Tools and afterwards endorse to Procurement Section – Contract Monitoring Unit (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>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></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 Obligation Request and Status (ORS).</p> <p>However, for purchase request coming from Centers and Residential Care Facilities (CRCF), the concerned CRCF procurement focal (counterpart) shall prepare the necessary PO/Contract and OBRS and facilitate the processing.</p>			
<p>3. Submit Sales Invoice, Billing Statement or Statement of Accounts</p> <p>Preparation and Signing of</p>	<p>3.1 Preparation of Disbursement Voucher (DV) for Payment (<i>GAM Vo. II/Appendix 32 Instructions</i>)</p> <p>Upon receipt of the Inspection</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

Disbursement Vouchers	<p>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 disbursement voucher (DV), processing and facilitation of payment to the supplier by the End User.</p> <p>For CRCF, their respective Procurement Focal (counterpart) shall then prepare the voucher and facilitate the payment to the supplier/ contractor.</p>			
TOTAL		NONE	20 days	