

Procurement under Lease of Real Property and Venue

Service Information: of Goods or Services based on the requirement needed by the agency to be procured using Lease of Real Property and Venue under Section 53.10 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 (CRCFs/Divisions/ Services/ Programs/Sections/Units)	
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 Evaluation Criteria/Rating Factor Justification on the proposed venue/location Certification that DSWD facilities are not available</p> <p>Applicability:</p> <p>Procurement covering lease of real property and venue of official use. It is preferred that government agencies lease publicly-owned real property or venue from other government agencies. It is preferred that government agencies lease publicly-owned real property or venue from other government agencies. In the event that the PE would resort to privately-owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government.</p> <p>Conditions for Lease of Real Property and Venue:</p> <p>The End-User shall prepare a Cost-Benefit Analysis indicating leasing privately-owned real property or venue is more efficient and economical</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>

<p>The ABC shall be set using the midpoint of the range obtained from the results of the market analysis on the prevailing lease rates.</p> <p>Rental rates should also be within the prevailing market rates</p> <p>Technical Specifications shall be prepared taking into consideration the Rating Factors under Appendix B of 2016 Revised IRR of RA 9184.</p> <p>The Procurement Section shall invite at least three (3) prospective lessors/venues within the vicinity of the selected location to submit sealed price quotations for real-property and open price quotations for venue.</p> <p>Receipt of <u>at least one (1) quotation is sufficient</u> to proceed with the evaluation.</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	<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.</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's (PS)-Receiving Staff encode the PR in the Procurement Monitoring Tools</p>	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>(Excel Spread Sheets) and endorses the PR to the Procurement Section (PS)- Officer/Buyer (since FO NCR has only identified buyer) for the thorough review of the technical specifications, which must be in accordance to the approved project proposal.</p> <p>If found in order:</p> <p>For PR receipt from FO offices</p> <ul style="list-style-type: none">- The PS- Officer/Buyer shall then affix his/her signature in the PR, 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>For PR receipt from C/RCF</p> <ul style="list-style-type: none">- PR from C/RCF shall be received with 3 RFQ prepared with one (1) signed by their respective canvasser/procurement focal. <p>Otherwise, the PS - Officer/Buyer</p>			
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	<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>1.2 Approved PR received</p> <p>The PS-Officer/Buyer, thereafter endorses the documents to the Procurement Section- Receiving Staff for the approval and signing of PR/RFQ/RFP of the OIC- Procurement Section and the updating of the PMT. Once approved and signed, the PS- Receiving Staff updates the PMT and endorse to the PS- Officer/Buyer to facilitate the procurement process.</p> <p>The PS- Officer/Buyer shall send request to prospective service provider to submit price quotations/ proposal that is responsive to the minimum technical specification set by the End User Unit (D/P/S/U/CRCFs).</p>	<p>None</p>	<p>1 calendar day</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></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 Lease of Venue and award of contract to the legally, technically and financially capable service provider/contractor.</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 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>The BAC Secretariat Staff</p>	<p>None</p>	<p>10 calendars day</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>shall then prepare the BAC Resolution recommending adoption of the Negotiated Procurement – Lease of Venue modality and award of contract to the service provider with Lowest Calculated and Responsive Quotation. The Abstract of Quotation. The Abstract of Quotations and NOA shall the 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. The BAC Sec-in-Charge Staff then shall endorse the approved Abstract of Quotations with complete supporting documents to the BAC Sec receiving officer for the updating of</p>			
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	<p>PMT 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., AOC, 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 coming from CRCF, the concerned CRCF procurement officer/focal (counterpart) shall</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>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 signing of the PO/Contract, notifies and serves immediately to the service provider.</p> <p>PO/Contract of CRCF shall be endorse to its concerned procurement officer/focal for the facilitation of the same.</p>	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	<p>3.1 Contract Implementation</p> <p>The End User Unit/s shall monitor the implementation of the project. The issuance of certification of service rendered shall be issued by the end user unit which shall be the basis for the preparation of Disbursement Voucher for processing of payment</p>	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
4. Preparation and Signing of Disbursement Vouchers	4.1 Preparation of Disbursement Voucher (DV) for Payment (GAM	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p><i>Vo. II/Appendix 32 Instructions)</i></p> <p>Upon receipt of the Inspection Report, 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 service provider.</p> <p>For CRCF their respective Procurement Focal shall then prepare the voucher and facilitate the payment to the supplier/ consultant</p>			
TOTAL		NONE	26 days	