

Procurement Under Repeat Order

Procurement of Goods or Consulting Services based on the requirement needed by the agency to be procured using Repeat Order under Section 51 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>Justification Market Survey/Market Research Previously Awarded Contract, BAC Resolution, Notice of Award, Notice to Proceed Inspection and Acceptance Certificate Price Quotation</p> <p>Applicability:</p> <p>Goods Infrastructure Projects Consulting Services</p> <p>Conditions for Repeat Order:</p> <p>Same or lower unit prices than those in the original contract, provided that such prices are still the most advantageous to the GOP after price verification No splitting of contracts, requisition and Purchase Orders Availled of within 6 months from the date of the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period Not to exceed 25% of the quantity of each item in the original contract Original contract awarded through competitive bidding The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item</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>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PR to the Receiving Staff	1.1 The BAC Secretariat (BAC	None	3 calendar days	<i>Mr. Roy V. Barber</i>

<p>located at BAC Secretariat</p>	<p>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 (PS) - Receiving Staff encode the PR in the Procurement Monitoring Tools (Excel Spread Sheets), record and endorses the PR to the 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 /Technical Assistance.</p> <p>If found in order, the Procurement</p>			<p><i>SWO III, BAC Secretariat & Procurement Section</i></p>
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	<p>Section (PS)- Procurement Officer/Buyer shall affix her/his initial in the PR and endorse the documents to the Procurement Receiving Staff to update the PMT. Otherwise the Procurement 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>The OIC of Procurement section shall also affix his/her signature in the PR and forwards to the PS- Receiving Staff.</p>			
	<p>1.2 Approved PR received</p> <p>The Procurement Receiving Staff, updates the PMT and endorses to the Procurement Section (PS)- Officer/Buyer.</p> <p>The Procurement Section (PS)- Officer/Buyer shall facilitate the review of the submitted documents and endorse to the BAC through its Secretariat, a transmittal</p>	<p>None</p>	<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>memorandum requesting for BAC Resolution recommending the adoption of Repeat Order as the mode of procurement and award of contract to the previously awarded supplier and/or service provider.</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-benefit, analysis, previously awarded contract, NTP, Delivery Receipts, etc.- to ensure that the supplier is technically, legally and financially capable to deliver the goods and in accordance with the provision of RA 9184 and its IRR.</p> <p>The BAC Secretariat Staff shall then prepare the BAC Resolution recommending adoption of Repeat Order</p>	<p>None</p>	<p>10 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>modality and award of contract to previously awarded supplier/ service provide/ contractor and consultant. Likewise, 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 Sec Staff serves it at once to the awarded supplier or contractor. The BAC Secretariat Staff shall endorse the approved BAC Resolution (CTC) with complete supporting documents to BAC Sec receiving staff for updating of the Procurement Monitoring Tools and afterwards endorse to Procurement Section – Contract Monitoring unit (PS-CMU) for the</p>			
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	preparation of PO/Contract.			
2. Prepare the ORS and have the PO signed by the HoPE	<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., 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 ORS.</p> <p>However, for purchase request coming from CRCF, the concerned CRCF procurement focal shall prepare the necessary PO/Contract and ORS and facilitate the processing</p>	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></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 supplier, or contractor.</p>			
<p>3. Submit Sales Invoice, Billing Statement or Statement of Accounts</p>	<p>3.1 Supply and Delivery of Goods For the delivery of goods, the PS – CMU/Procurement Focal Staff (CRCF) must coordinate with PASMS (Property, Assets Supply and Management Section) or its counterpart in the CRCF on the receiving of the stocks/goods, ensure availability of warehouse space, and prepare the 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</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>stipulated in the PO/Contract, and submit Inspection Report to PS – CMU, which will be the basis for the preparation of Disbursement Voucher (DV).</p>			
<p>4. Preparation and Signing of Disbursement Vouchers</p>	<p>4.1 Facilitation 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 end user unit for the preparation of voucher, processing and facilitation of payment to the supplier/ contractor.</p> <p>For CRCF, their respective Procurement Focal shall then prepare the voucher and facilitate the payment to the supplier/ contractor.</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
TOTAL		NONE	28 days	