

Procurement under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

Procurement of Goods or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services under Section 53.6 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 Approved Terms of Reference Justification Price Quotation/ Proposal Market Scanning/ Research</p> <p>Applicability: Work of art; commissioned work or services of an artist for specific artistic skills (e.g., singer, performer, poet, writer, painter, sculptor, etc.) Scientific, academic, scholarly work or research, or legal services Highly-specialized life-saving medical equipment, as certified by the Department of Health Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor.</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>Conditions for Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services:</p> <p>The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor</p> <p>The study should confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms</p> <p>The study should confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<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 Section (PS)-receiving staff.</p> <p>Procurement Section (PS) - Receiving Staff encode the PR in the Procurement Monitoring Tools (Excel Spread Sheets) and</p>	<p>None</p>	<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>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/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 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. The OIC- Procurement Section shall</p>			
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	<p>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 service provider that renders a scientific, scholarly, or artistic work, exclusive technology and media services.</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: Scientific, Scholarly, Or Artistic Work, Exclusive Technology and Media Services as the mode of procurement and award of contract to the identified service provider.</p>	<p>None</p>	<p>1 calendar day</p>	<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, 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 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</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>(D/P/S/U/CRCFs), and recommend to the BAC their findings and recommendation.</p> <p>Prior to its award, the End User Unit/s (D/P/S/U/CRCFs) to conduct negotiation meeting with the servicing agency, supplier, contractor and consultant to discuss the terms and conditions of the contract.</p> <p>The BAC Secretariat Staff shall then prepare the BAC Resolution recommending adoption of Negotiated Procurement: Scientific, Scholarly, Or Artistic Work, Exclusive Technology and Media Services 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 comments, prior to its routing for approval and signature of the members of the BAC, and</p>			
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	<p>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 (OBRS)</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</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>and other relevant document from the BAC Secretariat, the PS – 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 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 ORS and facilitate the processing.</p>			
	<p>2.2 Receipt of the funded PO/Contract 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 or contractor.</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	PO/Contract of CRCF shall be endorse to its concerned procurement focal (counterpart) for the facilitation of the same.			
3. Submit Sales Invoice, Billing Statement or Statement of Accounts Preparation and Signing of Disbursement Vouchers	3.1 Preparation of Disbursement Voucher (DV) for Payment (<i>GAM Vo. II/Appendix 32 Instructions</i>) 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 disbursement voucher (DV), processing and facilitation of payment to the supplier by the End User. For CRCF, their respective Procurement Focal (Counterpart) shall then prepare the voucher and facilitate the payment to the supplier/contractor	None	3 working days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>
TOTAL		NONE	23 days	