

Procurement under Shopping under Section 52.1 (B)

Procurement of Goods based on the requirement needed by the agency to be procured using Shopping under Section 52 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 Terms of Reference TA Report (GSS/ICTMS/SMO)</p> <p>Applicability: Goods Infrastructure Projects</p> <p>Shopping:</p> <p>It is a method where the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications.</p> <p>The phrase “ordinary or regular office supplies” are those supplies, commodities, or materials which are <u>necessary in the transaction of official business, and consumed in the day-to-day operations.</u> This will not include services such as repair and maintenance of equipment and furniture, as well as trucking, hauling and related or analogous services.</p> <p>Conditions for Shopping under Section 52.1 (a): There is an unforeseen contingency requiring immediate purchase Amount does not exceed the threshold</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>

The RFQ may be sent directly to the supplier of known technical, legal and financial qualifications. Sending of one (1) RFQ will suffice.

Posting of the RFQ may be dispensed with Conditions for Shopping under Section 52.1 (b):

Procurement of ordinary or regular office supplies and equipment not available in PS-DBM

The BAC shall send the RFQs to at least three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained.

The deadline for submission may be extended thrice, if none or less than the required number of quotations are received.

In case no supplier responded after the third extension, the BAC shall conduct a mandatory review in accordance with Section IV (K) of Annex H.

Threshold for unforeseen contingencies [Sec. 52.1(a) PhP 200,00.00

Threshold for unforeseen contingencies [Sec. 52.1(b) PhP 1,000,000.00

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 Sec checks the inclusion of the procurement projects in the PPMP/APP and endorse to the</p>	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>Procurement receiving staff.</p> <p>Procurement Section (PS)- PR Receiving Staff encode the PR in the Procurement Monitoring Tools (Excel Spread Sheets) and endorses the PR to the Procurement 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 (if applicable). If found in order:</p> <p>For PR receipt from FO offices</p> <p>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> <p>For PR receipt from C/RCF</p>			
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	<p>PR from C/RCF shall be received with 3 RFQ prepared with one (1) signed by their respective canvasser/procurement focal.</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>The PS- Officer/Buyer then endorses the relevant supporting documents to the PS- Receiving Staff for the updating of PMT and endorse to the OIC of Procurement Section for the approval and signing of the PR/RFQ.</p> <p>The PS- Officer/Buyer then endorses the relevant documents to the PS- Receiving Staff for the approval and signing of PR/RFQ by the OIC of Procurement Section. Once</p>	None	1 calendar day	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>signed, the PS-Receiving Staff updates the PMT and endorse to the PS-Officer/Buyer to facilitate the procurement process.</p> <p>After the PR was reviewed and determined that the documents submitted are complete, the PS-Officer/Buyer thereafter, endorses to the BAC, through its Secretariat a transmittal memorandum requesting for the BAC to proceed with the posting at PhilGEPS, DSWD Website and conspicuous places within the premises of the DSWD-FO NCR for those projects/activities with an Approved Budget for the Contract (ABC) above Fifty Thousand Pesos (Php 50,000.00) but not more than One Million Pesos (Php 1M) and/or for the BAC to proceeds with the evaluation for the procurement transactions with ABC below Fifty Thousand Pesos (Php 50,000.00).</p>			
	1.3 Posting at PhilGEPS and DSWD Website	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>Purchase Request which requires posting shall be posted at the PhilGEPS, DSWD website and at the conspicuous places and then endorse to the PS-Officer/Buyer to secure quotation within three (3) to seven (7) calendar days or on the scheduled date of the deadline for the submission and receipt of quotations/propos als.</p> <p>Upon receipt of the price quotations/propos als, BAC Sec Staff shall conduct evaluation, 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 and in accordance with the provision of RA 9184 and its 2016 IRR</p> <p>However, if the BAC Secretariat staff could not proceed to evaluate the submitted price quotations/propos als, BAC Sec Staff shall then proceed the creation of</p>			
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	<p>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>1.4 Preparation of Abstract of Quotation</p> <p>The BAC Secretariat Staff shall then prepare the BAC Abstract of Canvass (AOC)/ Abstract of Quotations recommending adoption of the Shopping modality and award of contract to the supplier/service provider/contractor and consultant with Lowest Calculated and Responsive Quotations. The AOC/AOQ 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</p>	<p>None</p>	<p>7 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>Head of the Procuring Entity (HOPE).</p> <p>The BAC Secretariat Staff shall endorse the approved BAC AOC/AOQ 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.</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., certified true copies of the AOC/AOQ, 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</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>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 said document shall be indorsed to its respective CRCF procurement focal for the preparation of PO/Contract and ORS and facilitate the processing.</p>			
	<p>2.2 Receipt of the funded PO</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>PO/Contract of CRCF shall be endorse to its concerned procurement 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 Supply and Delivery of Goods</p> <p>For the delivery of goods, the PS – CMU/Procurement Focal Staff (CRCF) must coordinate with</p>	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>PSAMS (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 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 PS – CMU, which will be the basis for the preparation of Disbursement Voucher (DV).</p>			
TOTAL		NONE	23 days	