

Procurement under Small Value Procurement

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Small Value Procurement under Section 53.9 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	
<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:</p> <p>Goods Infrastructure Projects Consulting Services</p> <p>Conditions for Small Value Procurement:</p> <p>Procurement of goods not covered by Shopping under Sec. 52, infrastructure projects and consulting services not exceeding the threshold.</p> <p>The Procurement Section (PS)- Officer/Buyer shall prepare and send the RFQs/RFPs to <u>at least three (3) suppliers, contractors or consultants</u> of known qualifications <u>Receipt of at least one (1) quotation/proposal is sufficient</u> to proceed with the evaluation thereof Threshold for SVP is not exceeding PhP 1,000,000.00 Posting of RFQs/RFPs in the PhilGEPS website, PE's website, if available, and at any conspicuous place is required if the</p>	WHERE TO SECURE
	<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>

ABC of the procurement project is <u>more</u> than PhP50,000.00.				
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 (PMT).</p> <p>BAC Sec 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) and endorses the PR to the Procurement Section (PS)- 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</p>	None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>proposal/approved Terms of Reference. 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> <p>PR from C/RCF shall be received with 3 RFQ prepared with one (1) signed by their respective canvasser 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</p>	<p>None</p>	<p>1 calendar day</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>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>Once approved and signed, the PS- Receiving Staff 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 Websites		None	3 calendar days	<i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i>

	<p>and Preparation of BAC Resolution and Issuance of Notice of Award (NOA).</p> <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</p>			
--	---	--	--	--

	<p>submitted price quotations/proposals, 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>1.4 Preparation of Abstract of Canvass (AOC/AOQ)/BAC Resolution and Issuance of Notice of Award (NOA)</p> <p>The BAC Secretariat Staff shall then prepare the BAC Resolution recommending adoption of the Negotiated Procurement – Small Value Procurement modality and award of contract to the supplier/service provider/contractor and consultant with Lowest Calculated and Responsive Quotations/Highest Rated Responsive</p>	<p>None</p>	<p>7 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>Bidders for Consultancy. Likewise, the Notice of Award (NOA) is also prepared in cases of infrastructure projects/ consulting services. The BAC Resolution and 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.</p> <p>Upon receipt of the duly signed NOA, the BAC Sec. Staff serve it at once to the awarded supplier, service provider, contractor and consultant. The BAC Secretariat Staff shall endorse the approved BAC Resolution (CTC) with complete document 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.</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 of Obligation Request 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 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 - Unit 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>	<p>None</p>	<p>3 working days</p>	<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>Yet, 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>
	<p>2.3 Supply and Delivery of Goods</p> <p>For the delivery of goods, the PS–CMU/Procurement Focal Staff (CRCF) must coordinate with PASMS (Property, Assets and Supply 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</p>	None	3 working days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	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).			
3. Submit Sales Invoice, Billing Statement or Statement of Accounts	<p>3.1 Contract Implementation -</p> <p>End User unit/s shall monitor the implementation of the project. The issuance of certificate of services rendered shall be issued by the end user unit in accordance with the approved TOR in reference with the schedule of payment which shall be basis for the preparation of Disbursement Voucher (DV) for processing of payment.</p>	None	As indicated in the approved TOR	<p><i>Mr. Roy V. Barber</i> <i>SWO III, BAC</i> <i>Secretariat &</i> <i>Procurement Section</i></p>
4. Preparation and Signing of Disbursement Vouchers	<p>4.1 Preparation 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</p>	None	3 working days	<p><i>Mr. Roy V. Barber</i> <i>SWO III, BAC</i> <i>Secretariat &</i> <i>Procurement Section</i></p>

	<p>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/consultant.</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	