

Procurement under Two (2) Failed Biddings

Procurement of Goods or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement - Small Value Procurement under Section 53.1 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) 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 Approved Terms of Reference Approved Project Proposal</p> <p>Applicability: Goods Infrastructure Projects Consulting Services</p> <p>Documentary Requirements: Approved Terms of Reference Approved Terms of Reference Approved Project Proposal BAC Resolution Declaring 2nd Failure of Bidding</p> <p>Conditions: Failed competitive bidding for the second time under Sec. 35; and Mandatory review of the Terms, conditions and specifications, and ABC, which may be adjusted up to 20% of ABC for the last failed bidding End-User Unit/s (D/P/S/U/CRCFs) to conduct mandatory review of the terms, conditions, specifications, and cost estimates, as prescribed in Section 35 of the IRR, the BAC, based on its findings, as assisted by its Secretariat, TWG and End-User Unit/s (D/P/S/U/CRCFs) may revise and agree on the technical specifications</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>or terms of reference, and if necessary, adjust the ABC, subject to the required approvals. However, the ABC cannot be increased by more than twenty percent (20%) of the ABC for the last failed bidding.</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.</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 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</p>	<p>None</p>	<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>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 and endorse the documents back to the Procurement Section (PS) - Receiving Office. 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>The OIC of Procurement Section approves the processing and signs the PR and forward the documents to the PS-Receiving Staff. The PS-Receiving Staff records, update the PMT and endorses to the PS-Officer/Buyer</p>			
	<p>1.2 Approved PR received</p> <p>The PS-Receiving Staff records, update the PMT and endorses to the PS-Officer/Buyer and</p>	<p>None</p>	<p>1 calendar day</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>shall then prepares 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. He/She then endorses the PR/RFQ/RFP and other relevant supporting documents to the PS- Receiving Staff for the approval and signing of PR/RFQ/RFP by the OIC- Procurement Section. Once signed, the PS- Receiving Staff updates the PMT, and endorse to the PS- Officer/Buyer to facilitate the procurement process.</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.</p> <p>After the PR was reviewed and determined that</p>			
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	<p>the documents submitted are complete, the PS-Officer/Buyer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC to proceed with the posting at the Philgeps, DSWD Website and conspicuous places within the premises of the DSWD-FO NCR.</p>			
	<p>1.3 Posting at PhilGEPS and DSWD Website, Conduct of Negotiation and Submission of Best and Final Offer, Conduct of Post-Qualification</p> <p>Procurement Request shall be posted at the PhilGEPS, DSWD website and at the conspicuous places.</p> <p>The PS-Officer/Buyer shall then invite at least three (3) suppliers, contractors or consultants, including those disqualified in previous biddings for the project, for negotiation to ensure effective competition. This notwithstanding, those who responded</p>	<p>None</p>	<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>through any of the required postings shall be allowed to participate. Even if only one (1) bidder should respond to such invitation or posting, the BAC shall proceed with the negotiation subject to the rules prescribed.</p> <p>Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contract, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotations or proposal. Following completion of the negotiations, the BAC shall request</p>			
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	<p>all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, a best offer based on the final technical and financial requirements together with their post qualification documents.</p> <p>Upon receipt of the best and final offer together with their post-qualification documents, the BAC Sec shall conduct evaluation, reviews 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 No. 9184 and its 2016 IRR.</p> <p>BAC Secretariat shall then proceed the creation of Technical Working Group (TWG) from the pool of technical experts of the DSWD-CO who will examine and evaluate the submitted documents (best and final offer and post qualification documents, and determine their</p>			
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	<p>compliance to the minimum technical specifications set by the end user unit/s (D/P/S/U/CRCFs), and recommend to BAC their findings.</p>			
	<p>1.4 Preparation BAC Resolution and Issuance of Notice of Award (NOA) The BAC Secretariat shall then prepare the BAC Resolution recommending adoption of the Negotiated Procurement – Two Failed Bidding and award of contract to the supplier / service provider/ contractor and consultant with Lowest Calculated/ Highest Rated Responsive Bidder. Likewise, the Notice of Award (NOA) is also prepared in cases of infrastructure projects/ consulting services. 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</p>	<p>None</p>	<p>7 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>eventually approval of the Head of the Procuring Entity (HoPE).</p> <p>Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier, service provider, contractor and consultant. The BAC Secretariat shall then endorse the approved BAC Resolution (CTC) with complete supporting documents to the BAC receiving staff for the updating of PMT and afterwards endorse to the PS-CMU for the preparation of PO/Contract. 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>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>Procurement Section – Contract Monitoring Unit</p>	<p>None</p>	<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></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>			
	<p>2.2 Receipt of the funded PO/Contract</p> <p>Upon receipt of the duly funded PO/Contract, the PS – CMU staff shall facilitate the signing of the PO/Contract, notifies and serves</p>	<p>None</p>	<p>3 calendar days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

	<p>immediately to the supplier/contractor.</p> <p>2.3 Supply and Delivery of Goods</p> <p>For the delivery of goods, PS-CMU/ Procurement Focal Staff (CRCF) must coordinate with PASMS (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 (IC).</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>			
		None	3 calendar days	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>
3. Submit Sales Invoice, Billing Statement or	3.1 Contract Implementation -	None	As indicated in the approved TOR	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>

<p>Statement of Accounts</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>			
<p>4. Preparation and Signing of Disbursement Vouchers</p>	<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 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.</p>	<p>None</p>	<p>3 working days</p>	<p><i>Mr. Roy V. Barber SWO III, BAC Secretariat & Procurement Section</i></p>



Department of Social Welfare and Development

Field Office - National Capital Region

	For CRCF, their respective Procurement Focal shall then prepare the voucher and facilitate the payment to the supplier/contractor.			
TOTAL		NONE	24 days	