



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG Region XIII (CARAGA)
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Name of Division/FOU: Finance and Administrative Division-Accounting Section

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCESSING OF PROCUREMENT OF GOODS AND SERVICES THROUGH PUBLIC BIDDING							
QP-R13-FAD-04	Quality Procedure	10.16.17					
QO-QP-R13-FAD-04	Quality Objective	10.16.17					
QME-QP-R13-FAD-04	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-04-01	Process Summary Logsheets	10.16.17					

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Name of Division/FOU: Finance and Administrative Division- Accounting Section

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
		00	01	02	03	04	05
PROCESSING OF PROCUREMENT OF GOODS AND SERVICES THROUGH PUBLIC BIDDING							
	Request for Quotation (RFQ)						

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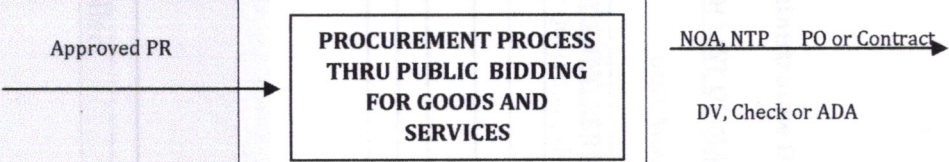
DONALD A. SERONAY

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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	PROCESSING OF PROCUREMENT THRU PUBLIC BIDDING FOR GOODS AND SERVICES		
SCOPE	This process starts from the receipt of approved and funded Purchase Request (PR) up to submission of Disbursement Voucher to Accounting Division for the payment of the winning bidder.		
PURPOSE/S	This is to define the procurement process done thru Public Bidding in compliance with RA No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations (RIRR).		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Requesting Unit 		PROCUREMENT PROCESS THRU PUBLIC BIDDING FOR GOODS AND SERVICES	NOA, NTP PO or Contract Contractor / Supplier / Service Provider DV, Check or ADA
DESCRIPTIVE STATEMENT:			
This process starts with the receipt of approved Purchase Request coming from the requesting unit/end user. The pre-procurement conference shall be scheduled to clarify the requirements with the end user and HOPE. Once requirements and specifications are clarified, the BAC through the TWG shall prepare the Bidding Documents with the necessary documentary attachment. The BAC secretariat shall then prepare the Invitation to Bid which contain the procurement schedule and facilitate the posting of such in the PHILGEPS (within 7 days), conspicuous place and DILG Caraga Website. The pre-bid conference shall then be conducted at least 12 calendar days before the deadline of submission of bid. The Opening of Bid will then follow where bid evaluation shall be conducted. After determining the lowest calculated bid, post-qualification shall be conducted to determine responsiveness of the lowest calculated bid. Once lowest calculated and responsive bid is determined, the BAC secretariat shall prepare the resolution recommending award and the notice of award for approval by the HOPE. Upon posting of performance security by the lowest and responsive bidder, contract signing will follow. After signing of the contract, the BAC secretariat shall prepare the Notice to Proceed to be approved by the HOPE. The delivery, inspection and acceptance of goods and services will follow in accordance with the Inspection and Acceptance Procedure.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Bids and Awards Committee (BAC) Secretariat	Receive approved and funded Purchase Request (PR)	<ul style="list-style-type: none"> Receive and record approved and funded PR and check completeness of supporting documents as follow: <ul style="list-style-type: none"> - <i>Project Procurement Management Plan (PPMP)</i> - <i>Certificate of Availability of Funds (CAF)</i> - <i>Quotations</i> - <i>Market analysis</i> If deficiency is noted, return to the end user for appropriate action. Number the approved and funded PR (year-series, 9999-9999, e.g. 2015-0001) submitted by the end user. 	<ul style="list-style-type: none"> PR (FM-QP-R13-FAD-04-03) and supporting documents (PPMP: FM-QP-R13-FAD-04-01, APP: FM-QP-R13-FAD-04-02, CAF) Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04) Procurement Timeline of Activity



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Consolidate the received PR to determine the Approved Budget for the particular project, if more than one (1) PR is submitted for public bidding. Once, the ABC is determined, prepare a Procurement Timeline of Activity which indicates the ABC, the name of the project to be procured and the schedule of the procurement activities. 	
2	BAC Secretariat, Head of BAC Secretariat	Prepare Notice of Meeting for Pre-Procurement Conference if the ABC is more than 2 million. If ABC is less than the amount indicated above, proceed to step 6 (forward of documents to the Technical Working Group)	<ul style="list-style-type: none"> BAC Secretariat: Prepare Transmittal and Notice of Meeting for the Pre-Procurement Conference. Head of the BAC Secretariat: sign the Transmittal with attached Notice of Meeting and return the documents to the BAC Secretariat. BAC Secretariat: Forward the documents to the BAC Chairperson for approval/signature of the Notice of Meeting 	<ul style="list-style-type: none"> PR (FM-QP-R13-FAD-04-03) and supporting documents (PPMP, APP, CAF) Procurement Timeline of Activity Transmittal Letter Notice of Meeting Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
	BAC Chairperson	Sign the Notice of Meeting for the Pre-Procurement Conference	<ul style="list-style-type: none"> Sign the Notice of Meeting Return the documents to the BAC Secretariat 	
	BAC Secretariat	Disseminate Notice of Meeting for Pre-procurement Conference	<ul style="list-style-type: none"> Disseminate the Notice of Meeting for Pre-procurement Conference to the BAC Members and the Technical Working Group (TWG) and End users. 	
3	BAC Member; TWG; Secretariat; End users	Conduct a Pre-Procurement Conference to be presided by the BAC Chairperson or in the absence of the BAC Chairperson, the Vice Chairperson	<ul style="list-style-type: none"> The Pre-Procurement Conference is mandatory if the ABC is more than 2 Million pesos. The purpose of the Pre-Procurement Conference are the following: <ul style="list-style-type: none"> Confirm the description and scope of the contract, ABC, and the contract duration; Ensure that the procurement is in accordance with the project and Annual Procurement Plans; 	<ul style="list-style-type: none"> PR and supporting documents Procurement Timeline of Activity Notice of Meeting



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Determine the readiness of the procurement at hand; including among other aspect the following: <ul style="list-style-type: none"> Availability of appropriations and programmed budget for the contract Completeness of the bidding documents Finalize the procurement timeline If the BAC finds any discrepancy on the Technical Specification, ABC, and the Bidding documents the PR will be returned to the end user/TWG for revision, and revert to step 1. If the BAC found the document sufficient and in order, proceed to Step 4. 	
	BAC-Secretariat; Head of BAC Secretariat	BAC Secretariat prepare minutes of the meeting of pre-procurement conference	<ul style="list-style-type: none"> BAC Secretariat: Prepare transmittal with attached draft Minutes of the Meeting. Head of BAC Secretariat: sign the transmittal letter and return the documents to the BAC Seretariat. 	<ul style="list-style-type: none"> Attendance Log Book Transmittal Letter Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-02)
	BAC Chairperson	Approve the Minutes of the Meeting for the Pre Procurement Conference	<ul style="list-style-type: none"> Sign the Minutes of the Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action. Return the signed Minutes of the Meeting to the BAC Secretariat for filing. 	<ul style="list-style-type: none"> Notice of Meeting
4	BAC Secretariat; Head of BAC Secretariat	Indorse the documents to the TWG for the preparation of Bidding Documents	<ul style="list-style-type: none"> BAC Secretariat: Prepare Memorandum for the BAC-TWG Transmitting the documents for the preparation of bidding documents with attached documents which indicates the title of the project, quantity, the ABC, and the technical specifications of the items to be procured. Head of BAC Secretariat: sign the transmittal and return 	<ul style="list-style-type: none"> Transmittal Letter Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>the documents to the BAC Seretariat.</p> <ul style="list-style-type: none"> • BAC Secretariat: Forward the documents BAC-TWG for preparation of Bidding Documents and Invitation to Bid 	
5	BAC-TWG; BAC Secretariat; Head of BAC Secretariat	Prepare Invitation to Bid and Bidding Documents	<ul style="list-style-type: none"> • BAC TWG: Download the Philippine Bidding Documents from the Government Procurement Policy Board (GPPB) website and fill up the form. • Prepare the Invitation to Bid. • Forward the filled up bidding documents and Invitation to Bid to the Secretariat. • BAC Secretariat: Prepare transmittal letter with attached Invitation to Bid. • Head of BAC Secretariat: Sign the memo transmittal and return the documents to the BAC Seretariat. • BAC Secretariat: Forward the documents to the BAC Chairperson for approval and signature of Invitation to Bid 	<ul style="list-style-type: none"> • PR (FM-QP-R13-FAD-04-03) and supporting documents • Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04) • Transmittal Letter • Invitation to Bid • Bidding Documents
	BAC Chairperson	Approve the IB	<ul style="list-style-type: none"> • Sign the IB; if there is correction/revision return to the BAC Secretariat for appropriate action • Return the signed IB to the BAC Secretariat 	<ul style="list-style-type: none"> • Invitation to Bid • Procurement Timeline of Activity
6	BAC Secretariat; ITO GSS	Post the Invitation to Bid (IB) and Bidding Documents to the PhilGEPS, DILG Website, conspicuous place and Advertise in the newspaper of general circulation if the ABC is two (2) Million and above	<ul style="list-style-type: none"> • BAC Secretariat: Post the IB as well as the Bidding Documents to the Philippine Government Procurement System (PhilGEPS), DILG website and conspicuous place. • Accomplish the Request for Posting Slip for signature of the Head of the BAC Secretariat. • Head of the BAC Secretariat: sign the Request for Posting Slip. • BAC Secretariat: Forward the Request for Posting Slip to 	<ul style="list-style-type: none"> • Invitation to Bid • Bid documents • Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04) • Request for Posting Slip • QP-ISTMS-20 Posting of Information in DILG Website



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			the ITO • ITO: Post the Invitation to Bid to the DILG Website. • NOTE: - IB must be published in the newspaper of general circulation if the ABC is two (2) Million and above. - (Refer to the procurement thru shopping for the process)	
7	BAC-Secretariat; Head of BAC Secretariat	Prepare Notice of Meeting for the Pre-bidding Conference	• BAC Secretariat: Prepare Transmittal Letter and Notice of Meeting for the Pre-Bidding Conference. • Head of the BAC Seretariat: sign the Transmittal Letter with attached Notice of Meeting and return the documents to the BAC Seretariat. • BAC Secretariat: Forward the documents to BAC Chairperson for approval of Notice of Meeting.	• Procurement Timeline of Activity • Transmittal Letter • Notice of Meeting • Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
	BAC Chairperson	Sign the Notice of Meeting	• Sign the Notice of Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action. • Return the signed Notice of Meeting to the BAC Secretariat.	
	BAC Secretariat	Disseminate Notice of Meeting for Pre-Bidding Conference	• Disseminate the Notice of Meeting for Pre-Bidding Conference to the BAC Members and the Technical Working Group (TWG), End users and Observers from Commission on Audit (COA) and Non Governmental Organizations (NGOs).	
8	BAC Members; BAC TWG; BAC Secretariat; Observers from NGOs and COA; representative from end users; Bidders	Conduct of Pre-bidding Conference	• Conduct at least one (1) Pre-bidding Conference (at least 12 calendar days before the deadline for the submission and receipt of bids, but not earlier than 7 calendar days from the PHILGEPS posting)to clarify and/or	• PR (FM-QP-R13-FAD-04-03) and supporting documents • Invitation to Bid • Bidding Documents • Procurement



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>explain any of the requirements, terms and conditions and technical specifications stipulated in the Bidding Documents.</p> <ul style="list-style-type: none"> The pre-bid conference shall discuss among other things the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the pre-bid conference. 	<p>Timeline of Activity</p> <ul style="list-style-type: none"> Transmittal Letter Attendance Log Book Notice of Meeting Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
	BAC-Secretariat; Head of BAC Secretariat	Prepare Minutes of the Meeting for the Pre Bidding Conference not later than 5 calendar days after the pre-bid conference and shall be made available to prospective bidders not later than 5 days upon written request.	<ul style="list-style-type: none"> BAC Secretariat: Prepare transmittal letter with attached Draft Minutes of the Meeting. Head of BAC Secretariat: sign the transmittal letter and return the documents to the BAC Secretariat. 	<ul style="list-style-type: none"> Transmittal letter Minutes of Meeting Attendance Sheet
	BAC Chairperson	Approve the Minutes of the Meeting for the Pre-bid Conference	<ul style="list-style-type: none"> Approve and Sign the Minutes of the Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action. Return the signed Minutes of the Meeting to the BAC Secretariat for filing. 	
9	BAC TWG; BAC-Secretariat; BAC Chairperson;	Prepare Bid Bulletin for any changes in the bidding documents/technical specifications, if not applicable, proceed to step 11	<ul style="list-style-type: none"> BAC TWG and Secretariat: Prepare the Bid Bulletin if there are changes in the technical specifications, in the terms and conditions as agreed upon by the BAC members and the bidders during the Pre-Bidding Conference. BAC Chairperson: review the Bid Bulletin. If found in order, approved the Bid Bulletin; if there is correction/revision return to BAC Secretariat for appropriate action. 	<ul style="list-style-type: none"> Minutes of the Meeting Bidding Documents
10	BAC-Secretariat ITO	Post the Bid Bulletin in PHILGEPS, conspicuous	<ul style="list-style-type: none"> BAC Secretariat: Post the Bid Bulletin to the Philippine 	



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		place within the Office Premises and DILG Website	<p>Government Procurement System (PhilGEPS) and conspicuous place.</p> <ul style="list-style-type: none"> Accomplish the Request for Posting Slip for signature of the Head of the BAC Secretariat. Head of the BAC Secretariat: sign the Request for Posting Slip. BAC Secretariat: Forward the Request for Posting Slip to the ITO ITO: Post the Invitation to Bid to the DILG Website. <p>Note: Clarification on any part of the bidding documents or interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline set for the submission and receipt of bids. The BAC responds to the said request thru issuance of Bid Bulletin, duly signed by the BAC Chairperson, and to be made available to all those who have properly secured the bidding documents at least 7 calendar days before the deadline for the submission and receipt of bids.</p>	
11	BAC Secretariat	Prepare Notice of Meeting for the Opening of Bids	<ul style="list-style-type: none"> BAC Secretariat: Prepare Transmittal Letter and Notice of Meeting for the Opening of Bids. Head of the BAC Secretariat: sign the Transmittal Letter with attached Draft Notice of Meeting and return the documents to the BAC Secretariat. BAC Secretariat: Forward the documents BAC Chairperson for approval of Notice of Meeting. 	<ul style="list-style-type: none"> Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04) Procurement Timeline of Activity Notice of Meeting
	BAC Chairperson	Approve the Notice for the Opening of Bids	<ul style="list-style-type: none"> Approve and Sign the Notice of Meeting Return the documents to the BAC Secretariat 	



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	BAC Secretariat	Disseminate Notice of Meeting for the Opening of Bids	<ul style="list-style-type: none"> Disseminate the Notice of Meeting for Opening of Bids to the BAC Members and the Technical Working Group (TWG), End users and Observers from Commission on Audit (COA) and Non Governmental Organizations (NGOs). 	
11	BAC Members; BAC TWG; BAC Secretariat; Observers from NGOs and COA; Bidders	Conduct Opening of Bids	<ul style="list-style-type: none"> Bidders submit their bids. The BAC opens the technical eligibility envelope of the bidders in public to determine if bidders comply with the technical requirements prescribed by the IRR of RA 9184. Immediately after determining the compliance with the requirements in the first envelope, the BAC open the financial envelope of eligible bidder/s. The said envelope shall be open on the same day. The BAC shall declare the lowest calculated bidder (LCB) subject to Post qualification to be conducted by the TWG. BAC Secretariat: Prepare Abstract of Bids as Read. BAC Members: sign the Abstract of Bids as Read. 	<ul style="list-style-type: none"> PR and supporting documents Notice of Meeting Minutes of the Meeting Bidding Documents Attendance Log Book Bidding Documents Bid Bulletin, if any Abstract of Canvass of Bids as Read
	BAC-Secretariat; Head of BAC Secretariat	Prepare Minutes of the Meeting for the Opening of Bids	<ul style="list-style-type: none"> BAC Secretariat: Prepare Minutes of the Meeting BAC Secretariat: Prepare transmittal letter with attached Draft Minutes of the Meeting. Head of BAC Secretariat: sign the transmittal letter and return the documents to the BAC Seretariat. 	<ul style="list-style-type: none"> Attendance Log Book Transmittal Letter Minutes of the Meeting
	BAC Chairperson	Approve the Minutes of the Meeting for the Opening of Bids	<ul style="list-style-type: none"> Sign the Minutes of the Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action. Return the signed Minutes of 	<ul style="list-style-type: none"> Notice of Meeting Minutes of the Meeting



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			the Meeting to the BAC Secretariat for filing.	
	BAC Secretariat;	Prepare Letter to Lowest/Single Calculated Bidder (L/SCB)	<ul style="list-style-type: none"> • BAC Secretariat: prepare a transmittal letter and letter to the Lowest Calculated Bidder (LCB) requiring them to submit the Post Qualification requirements. • Head of the BAC Seretariat: sign the Transmittal Letter and return the documents to the BAC Seretariat. • BAC Secretariat: Forward the documents to BAC Chairperson for approval of letter. 	<ul style="list-style-type: none"> • Abstract of Canvass of Bids as Read • Letter to Lowest/Single Calculated Bidder (L/SCB)
	BAC Chairperson	Approve the letter to L/SCB	<ul style="list-style-type: none"> • Sign the letter to L/SCB. • Return the documents to the BAC Seretariat. 	<ul style="list-style-type: none"> • Abstract of Canvass of Bids as Read • Letter to Lowest/Single Calculated Bidder (L/SCB)
	BAC Secretariat; Head of BAC Secretariat	Send the letter to L/SCB	<ul style="list-style-type: none"> • Send the letter to LCB. • Once the bidder submit the post qualification requirements, prepare a Notice of Meeting for the Bid Evaluation and Post Qualification of Documents. • Head of the BAC Seretariat: sign the Notice of Meeting return the documents to the BAC Seretariat. • BAC Secretariat: Disseminate the Notice to the TWG and Observers. 	
12	BAC/ BAC-TWG	Conduct Further/Detailed Evaluation	<ul style="list-style-type: none"> • BAC/BAC-TWG: Conduct further/detailed evaluation of all bids using non discretionary criteria in considering the following: <ul style="list-style-type: none"> ○ Completeness of the bid ○ Arithmetical corrections 	<ul style="list-style-type: none"> • IB • Bid documents • Attendance (Log book) • Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04) • Abstract of Bids as read • Evaluation report
13	BAC TWG; Secretariat;	Conduct Post-qualification	<ul style="list-style-type: none"> • The BAC thru the BAC-TWG conduct a post qualification 	<ul style="list-style-type: none"> • Eligibility documents of the



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Observers from NGOs/ COA representative		<p>to verify, validate and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid using the non-discretionary criteria as stated in the Bidding documents.</p> <ul style="list-style-type: none"> BAC-TWG: Prepare a post qualification report if the bidder comply and responsive to the requirements, the TWG recommend the bidder to be declared as the Lowest/Single Calculated and Responsive Bid. (L/SCRB);if non compliant recommend disqualification of the bidder. 	<p>bidder</p> <ul style="list-style-type: none"> Post Qualification Report Bid Evaluation Report Post Qualification requirements
14	BAC Secretariat; Head of the BAC Secretariat; BAC Members; Head of Procuring Entity (HOPE)	Prepare BAC Resolution	<ul style="list-style-type: none"> BAC Secretariat: Prepare a Transmittal Letter and Resolution recommending the award of Contract to the L/SCRB with supporting documents. Head of the BAC Seretariat: sign the Transmittal Letter with Resolution and supporting documents and return the documents to the BAC Seretariat. BAC Secretariat: Forward the documents to the BAC Members . BAC Members: review the Resolution and its supporting documents and if found in order, approve the BAC Resolution; if there is correction/revision return to BAC Secretariat for appropriate action. HOPE: Approve the resolution; if there is correction/revision return to BAC Secretariat for appropriate action Return the approved Resolution to the BAC Secretariat. 	<ul style="list-style-type: none"> Resolution and supporting documents Bidding Documents Eligibility Documents of the bidder Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
15	BAC Secretariat;	Prepare Notice of Award	<ul style="list-style-type: none"> BAC Secretariat: prepare 	<ul style="list-style-type: none"> Resolution



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	HOPE		<ul style="list-style-type: none"> NOA which indicates that the bidder must submit a Performance Bond within ten (10) calendar days from the date received of the NOA. HOPE: sign the NOA Return the Document to the BAC Secretariat 	<ul style="list-style-type: none"> NOA Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
16	BAC Secretariat; L/SCRB	Serve the NOA to L/SCB	<ul style="list-style-type: none"> BAC Secretariat: serve the NOA to the LCRB. L/SCRB: sign on the conforme Section of the NOA 	<ul style="list-style-type: none"> NOA Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
17	Lowest/Single Calculated and Responsive Bidder (L/SCRB)	Submit Performance Bond	<ul style="list-style-type: none"> Submit Performance Bond 	<ul style="list-style-type: none"> NOA Performance Bond
18	BAC Secretariat; Head of the BAC Secretariat; Legal Officer;	Prepare contract/PO	<ul style="list-style-type: none"> Prepare the Contract and the Transmittal Letter requesting for Contract Review or PO which indicates the PO Number, information about the winning supplier price/amount of the item. The technical specification of the item/goods to be procured or TOR for the procurement of services. Head of the BAC Secretariat: review Contract or PO, if found in order, sign the Transmittal Letter or the PO and return the documents to the BAC Secretariat. Legal Officer: Review the Contract and prepare Contract Review. Return the documents to the BAC Secretariat with the Contract Review. BAC Secretariat: Forward the PO or Contract to the Budget Division 	<ul style="list-style-type: none"> Resolution and supporting documents NOA Performance Bond Bidding Documents PO (FM-QP-R13-FAD-05-04) or Contract Request for Contract Review Legal Review Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
19	Budget Section; Accounting Section	Provide Funds on the PO/Contract	<ul style="list-style-type: none"> Budget Section: Record the document and indicate fund source and forward to the Accounting Section Accounting Section: Review the PO or Contract and if found in order, sign the PO or Contract; if there is 	<ul style="list-style-type: none"> Resolution and supporting documents PO ((FM-QP-R13-FAD-05-04) or Contract Post Qualification Report



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>correction/revision return to BAC Secretariat for appropriate action.</p> <ul style="list-style-type: none"> Return documents to BAC Secretariat. 	
20	BAC Secretariat; Winning Bidder	Serve the PO or Contract	<ul style="list-style-type: none"> BAC Secretariat: Serve the PO or Contract Bidder: Sign the conforme Section in the PO or sign as party of the contract. 	<ul style="list-style-type: none"> PO (FM-QP-R13-FAD-05-04) or Contract
21	BAC Secretariat	Submit a copy of documents to COA	<ul style="list-style-type: none"> BAC Secretariat: Within five (5) working days from the execution/receipt of the Contract/Purchase Order submit a copy of the Contract/Purchase Order to COA with complete attachments 	<ul style="list-style-type: none"> One set of documents with memo transmittal to COA NOA NTP Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04) Award Contract/PO (FM-QP-R13-FAD-05-04) COA Circular
22	BAC Secretariat	Prepare Notice to Proceed (NTP)	<ul style="list-style-type: none"> Head of the BAC Secretariat: sign the Memo Transmittal. BAC Secretariat: Forward the memo transmittal and one set of documents to COA. 	<ul style="list-style-type: none"> Resolution and supporting documents NTP
23	HOPE	Approve the NTP	<ul style="list-style-type: none"> BAC Secretariat: Prepare the NTP for approval of the HOPE. Approve the NTP. Return documents to BAC Secretariat. 	<ul style="list-style-type: none"> Resolution and supporting documents NTP
24	BAC Secretariat; Winning Bidder	Serve NTP to the bidder or its authorize representative	<ul style="list-style-type: none"> BAC Secretariat: Serve NTP to the bidder or its authorize representative Bidder: Sign the conforme section of the NTP 	<ul style="list-style-type: none"> NTP Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
25	BAC Secretariat	Forward the documents to the General Services Section (GSS)	<ul style="list-style-type: none"> Forward the documents to GSS for inspection, acceptance and issuance of deliveries 	<ul style="list-style-type: none"> Documents
26	General Services Section (PAS)	Accept, inspect and issue the delivery	<ul style="list-style-type: none"> Refer to Inspection, Acceptance and Issuance of deliveries procedure 	<ul style="list-style-type: none"> QP-R13-FAD-06 Inspection, Acceptance and



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				Issuance of Deliveries
27	BAC Secretariat	Receive documents with additional attachments from the GSS	<ul style="list-style-type: none"> Record the receipt of documents and for preparation of Disbursement Voucher (DV). 	<ul style="list-style-type: none"> Documents PR Log Book
28	BAC Secretariat	Prepare Disbursement Voucher (DV) for the payment	<ul style="list-style-type: none"> Prepare the DV indicating the amount for payment based on delivery receipt Forward DV and the documents to the Receiving Officer for recording and submission to Accounting Division 	<ul style="list-style-type: none"> Documents DV Public Bidding Tracking Sheet (FM-QP-R13-FAD-04-04)
29	BAC Secretariat	Submit the DV and documents to Accounting Division for processing of payment	<ul style="list-style-type: none"> Submit the DV and documents to Accounting Division for processing of payment 	<ul style="list-style-type: none"> DV Documents
30	BAC Secretariat	Maintain Records	<ul style="list-style-type: none"> Receiving Officer: Maintain records in accordance with the Control of Records Procedure and Masterlist of Records Action Officer: Update the Procurement thru Public Bidding Summary Log Sheet 	<ul style="list-style-type: none"> Control of Records (SP-R13-02) Masterlist of Records (FM-SP-R13-02-01) Procurement thru Public Bidding for Goods and Services Summary Log Sheet (FM-QP-R13-FAD-04-05)

TERMS AND DEFINITIONS:

- BAC - is the committee assigned to undertake the functions specified in Section 12 of the IRR of RA 9184.
- BAC Secretariat - serves as the main support of the BAC which provides administrative support to the BAC and TWG.
- BAC TWG - created by the BAC who will provide them technical support in all procurement activities.
- Canvasser - Personnel tasked to gather quotations from the suppliers of the Department.

LEGAL REFERENCES:

- COA Circular No.2009-001 Subject: Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027 re: submission of copy of government contracts, purchase orders and their supporting documents to the Commission on Audit.



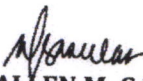

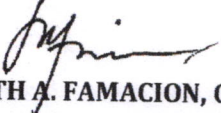
DILG XIII (CARAGA)
**QUALITY
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- R.A. 9184 (An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes)

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