



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Region XIII (Caraga)


1559 Matimco Bldg, Km 4, Libertad, Butuan City | [www.caraga.dilg.gov.ph](http://www.caraga.dilg.gov.ph)


Document Code  
**FM-R13-SP-02-01**

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>PROCUREMENT OF GOODS AND SERVICES THROUGH PUBLIC BIDDING</b>									

Prepared By  
  
**CHARISSA T. GUERTA**  
 BAC Chairman  
 Process Owner

Reviewed By  
  
**DONALD A. SERONAY**  
 CAO/OIC, Asst. Regional Director  
 Regional QMR





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 Region XIII (Caraga)

1559 Matimco Bldg, Km 4, Libertad, Butuan City | [www.caraga.dilg.gov.ph](http://www.caraga.dilg.gov.ph)

Document Code
<b>FM-R13-SP-01A-01</b>

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

**MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		0	1	2	3	4
<b>PROCUREMENT OF GOODS AND SERVICES THROUGH PUBLIC BIDDING</b>						
QP-R13-FAD-04	Quality Procedure					
QO-QP-R13-FAD-04	Quality Objective					
QME-QP-R13-FAD-04	Quality Monitoring and Evaluation					
FM-QP-R13-FAD-04-01	Process Summary Logsheet					

Prepared By
<b>JOB DANIEL B. CASSION</b> <small>CGO III</small> <b>Process Owner</b>

Reviewed By
<b>DONALD A. SERONAY</b> <small>CAO/OIC, Asst. Regional Director</small> <b>Regional QMR</b>





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 Region XIII (Caraga)


1559 Matimco Bldg, Km 4, Libertad, Butuan City | [www.caraga.dilg.gov.ph](http://www.caraga.dilg.gov.ph)


Document Code  
**FM-R13-SP-01B-01**

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

**MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		0	1	2	3	4
<b>PROCUREMENT OF GOODS AND SERVICES THROUGH PUBLIC BIDDING</b>						

Prepared By  
  
**JOB DANIEL B. CASSION**  
 JGO III  
 Process Owner

Reviewed By  
  
**DONALD A. SERONAY**  
 CAO/ OIC, Asst. Regional Director  
 Regional QMR

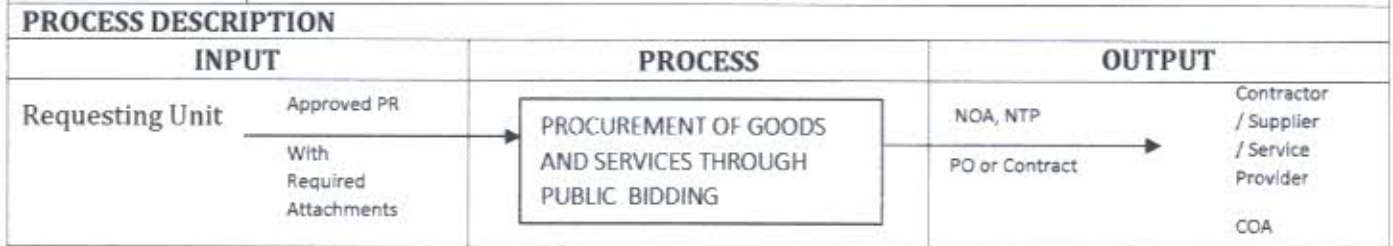




DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 14

<b>PROCEDURE TITLE</b>	<b>Procurement of Goods and Services through Public Bidding</b>
<b>SCOPE</b>	This process covers processing of purchases amounting P1 Million and above by the Bids and Awards Committee (BAC) of the DILG XIII Regional Office. The process starts from the receipt of approved and funded Purchase Request (PR) to posting of award in PHILGEPS.
<b>PURPOSE</b>	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)



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	GSS Staff	Receive funded Purchase Request (PR) and supporting documents	<ul style="list-style-type: none"> <li>Receive and log approved and funded PR and check completeness of supporting documents as follow:               <ol style="list-style-type: none"> <li>Project Procurement Management Plan(PPMP)</li> <li>Market analysis</li> </ol> </li> <li>Check whether the supporting documents are complete.</li> <li>If incomplete, return to the end user for compliance.</li> <li>Number the approved and funded PR (year-series, 9999-9999, e.g. 2015-0001) submitted by the end user.</li> <li>Forward PR and supporting documents to the BAC Secretariat for assignment.</li> </ul>	PR logbook PR together w/ other documents if any







DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	Bids and Awards Committee (BAC) Secretariat	Receive approved and funded Purchase Request (PR)	<ul style="list-style-type: none"> <li>Receive and record approved and funded PR and check completeness of supporting documents as follow:</li> <li><i>Project Procurement Management Plan(PPMP)</i></li> <li><i>Certificate of Availability of Funds (CAF)</i></li> <li><i>Quotations</i></li> <li><i>Market analysis</i></li> <li>If deficiency is noted, return to the end user for appropriate action.</li> <li>Number the approved and funded PR (year-series, 9999-9999, e.g. 2015-0001) submitted by the end user.</li> <li>Consolidate the received PR to determine the Approved Budget for the particular project, if more than one (1) PR is submitted for public bidding.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>PR and supporting documents (PPMP, APP,)</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> <li>Procurement Timeline of Activity</li> </ul>
3	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 8 (forward of documents to the Technical Working Group)	<ul style="list-style-type: none"> <li>BAC Secretariat: Prepare Transmittal and Notice of Meeting for the Pre-Procurement Conference.</li> <li>Head of the BAC Secretariat: sign the Transmittal with attached Notice of Meeting and return the documents to the BAC Seretariat.</li> <li>BAC Secretariat: Forward the documents to the BAC Chairperson for approval/signature of the Notice of Meeting</li> </ul>	<ul style="list-style-type: none"> <li>PR and supporting documents (PPMP, APP,)</li> <li>Procurement Timeline of Activity</li> <li>Transmittal Letter</li> <li>Notice of Meeting</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>
4	BAC	Sign the Notice of Meeting for the Pre-	<ul style="list-style-type: none"> <li>Sign the Notice of Meeting</li> <li>Return the documents to the BAC</li> </ul>	





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	<b>Chairperson</b>  <b>BAC Secretariat</b>	Procurement Conference  Disseminate Notice of Meeting for Pre-procurement Conference	Seretariat  <ul style="list-style-type: none"> <li>Disseminate the Notice of Meeting for Pre-procurement Conference to the BAC Members and the Technical Working Group (TWG) and End users.</li> </ul>	
5	<b>BAC Member; TWG; Secretariat; End users</b>	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"> <li>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"> <li>Confirm the description and scope of the contract, ABC, and the contract duration;</li> <li>Ensure that the procurement is in accordance with the project and Annual Procurement Plans;</li> </ul> </li> <li>Determine the readiness of the procurement at hand; including among other aspect the following:               <ul style="list-style-type: none"> <li>Availability of appropriations and programmed budget for the contract</li> <li>Completeness of the bidding documents</li> <li>Finalize the procurement timeline</li> </ul> </li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>PR and supporting documents</li> <li>Procurement Timeline of Activity Notice of Meeting</li> </ul>







DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	4 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
6	BAC-Secretariat; Head of BAC Secretariat	BAC Secretariat prepare minutes of the meeting of pre-procurement conference	<ul style="list-style-type: none"> <li>BAC Secretariat: Prepare Minutes of the Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance Log Book</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>
7	BAC Chairperson	Approve the Minutes of the Meeting for the Pre Procurement Conference	<ul style="list-style-type: none"> <li>Sign the Minutes of the Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action.</li> <li>Return the signed Minutes of the Meeting to the BAC Secretariat for filing.</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Meeting</li> </ul>
8	BAC Secretariat; Head of BAC Secretariat	Indorse the documents to the TWG for the preparation of Bidding Documents	<ul style="list-style-type: none"> <li>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.</li> <li>Head of BAC Secretariat: sign the transmittal and return the documents to the BAC Seretariat.</li> <li>BAC Secretariat: Forward the documents BAC-TWG for preparation of Bidding Documents and Invitation to Bid</li> </ul>	<ul style="list-style-type: none"> <li>Memorandum</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>
9	BAC-TWG; BAC Secretariat; Head of BAC Secretariat	Prepare Invitation to Bid and Bidding Documents	<ul style="list-style-type: none"> <li>BAC TWG: Download the Philippine Bidding Documents from the Government Procurement Policy Board (GPPB) website and fill up the form.</li> <li>Prepare the Invitation to Bid.</li> <li>Forward the filled up bidding documents and Invitation to Bid to the Secretariat.</li> <li>BAC Secretariat: Prepare transmittal letter with attached Invitation to Bid.</li> <li>Head of BAC Secretariat: Sign the</li> </ul>	<ul style="list-style-type: none"> <li>PR and supporting documents</li> <li>Public Bidding &amp; AMP Tracking Sheet Transmittal Letter</li> <li>Invitation to Bid</li> <li>Bidding Documents</li> </ul>

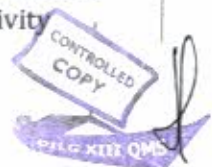




DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	5 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>memo transmittal and return the documents to the BAC Seretariat.</p> <ul style="list-style-type: none"> <li>BAC Secretariat: Forward the documents to the BAC Chairperson for approval and signature of Invitation to Bid</li> </ul>	
10	BAC Chairperson	Approve the ITB	<ul style="list-style-type: none"> <li>Sign the ITB; if there is correction/revision return to the BAC Secretariat for appropriate action</li> <li>Return the signed ITB to the BAC Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to Bid</li> <li>Procurement Timeline of Activity</li> </ul>
11	BAC Secretariat; ITO GSS	Post the Invitation to Bid (ITB) and Bidding Documents to the PhilGEPS, DILG Website, conspicuous place and Advertise in the newspaper of general circulation (if the ABC applicable)	<ul style="list-style-type: none"> <li>BAC Secretariat: Post the IB as well as the Bidding Documents to the Philippine Government Procurement System (PhilGEPS), DILG website and conspicuous place.</li> <li>Accomplish the Request for Website Posting Slip for signature of the Head of the BAC Secretariat.</li> <li>Head of the BAC Secretariat: sign the Request for Website Posting Slip.</li> <li>BAC Secretariat: Forward the Request for Website Posting Slip to the ITO</li> <li>ITO: Post the Invitation to Bid to the DILG Website as per QP-R13-ORD-03</li> <li>NOTE: ITB must be published in the newspaper of general circulation if the ABC exceeds the following:            -Ten (10) Million – Goods            -Fifteen (15) Million – Infrastructure            -Five (5) Million – Consultancy Services</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to Bid</li> <li>Bid documents</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> <li>Request for Website Posting Slip (FM-QP-R13-ORD-03-02)</li> </ul>
12	BAC-Secretariat; Head of BAC	Prepare Notice of Meeting for the Pre-	<ul style="list-style-type: none"> <li>BAC Secretariat: Prepare Transmittal Letter and Notice of Meeting for the Pre-Bidding</li> </ul>	<ul style="list-style-type: none"> <li>Procurement Timeline of Activity</li> </ul>







DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	6 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	<p><b>Secretariat</b></p> <p><b>BAC Chairperson</b></p> <p><b>BAC Secretariat</b></p>	<p>bidding Conference</p> <p>Sign the Notice of Meeting</p> <p>Disseminate Notice of Meeting for Pre-Bidding Conference</p>	<p>Conference.</p> <ul style="list-style-type: none"> <li>• Head of the BAC Secretariat: sign the Transmittal Letter with attached Notice of Meeting and return the documents to the BAC Secretariat.</li> <li>• BAC Secretariat: Forward the documents to BAC Chairperson for approval of Notice of Meeting.</li> <li>• Sign the Notice of Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action.</li> <li>• Return the signed Notice of Meeting to the BAC Secretariat.</li> <li>• 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) through QP-R13-FAD-11(A-E).</li> </ul>	<p>Transmittal Letter</p> <ul style="list-style-type: none"> <li>• Notice of Meeting</li> <li>• Public Bidding &amp; AMP Tracking Sheet</li> </ul>
13	<p><b>BAC Members;</b>  <b>BAC TWG; BAC Secretariat;</b>  <b>Observers from NGOs and COA;</b>  <b>representative from end users;</b>  <b>Bidders</b></p>	<p>Conduct of Pre-bidding Conference</p>	<ul style="list-style-type: none"> <li>• 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 explain any of the requirements, terms and conditions and technical specifications stipulated in the Bidding Documents.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• PR and supporting documents</li> <li>• Invitation to Bid</li> <li>• Bidding Documents</li> <li>• Procurement Timeline of Activity</li> <li>• Transmittal Letter</li> <li>• Attendance Log Book</li> <li>• Notice of Meeting</li> <li>• Public Bidding Tracking Sheet</li> </ul>





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			during the pre-bid conference.	
14	<b>BAC-Secretariat; Head of BAC Secretariat  BAC Chairperson</b>	Prepare Minutes of the Meeting for the Pre Bidding Conference not later than 5 calendar days after the pre-bid conference  Approve the Minutes of the Meeting for the Pre-bid Conference	<ul style="list-style-type: none"> <li>BAC Secretariat: Draft Minutes of the Meeting.</li> <li>Approve and Sign the Minutes of the Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action.</li> <li>Return the signed Minutes of the Meeting to the BAC Secretariat for filing.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of Meeting</li> <li>Attendance Sheet</li> </ul>
15	<b>BAC TWG; BAC-Secretariat; BAC Chairperson;</b>	Prepare Bid Bulletin for any changes in the bidding documents/technical specifications, if not applicable, proceed to next step	<ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the Meeting</li> <li>Bidding Documents</li> </ul>
15	<b>BAC-Secretariat ITO</b>	Post the Bid Bulletin in PHILGEPS, conspicuous place within the Office Premises and DILG Website	<ul style="list-style-type: none"> <li>BAC Secretariat: Post the Bid Bulletin to the Philippine Government Procurement System (PhilGEPS) and conspicuous place.</li> <li>Accomplish the Request for Website Posting Slip for signature of the Head of the BAC Secretariat.</li> <li>Head of the BAC Secretariat: sign the Request for Website Posting Slip.</li> <li>BAC Secretariat: Forward the</li> </ul>	<ul style="list-style-type: none"> <li>FM-QP-R13-ORD-03-02</li> </ul>











DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	9 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Governmental Organizations (NGOs).	
19	<b>BAC Members; BAC TWG; BAC Secretariat; Observers from NGOs and COA; Bidders</b>	Conduct Opening of Bids	<ul style="list-style-type: none"> <li>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.</li> <li>Immediately after determining the compliance with the requirements in the first envelope, the BAC open the financial envelope of eligible bidder/s.</li> <li>The said envelope shall be open on the same day.</li> <li>The BAC shall declare the lowest calculated bidder (LCB) subject to Post qualification to be conducted by the TWG.</li> <li>BAC Secretariat: Prepare Abstract of Bids as Read.</li> <li>BAC Members: sign the Abstract of Bids as Read.</li> </ul>	<ul style="list-style-type: none"> <li>PR and supporting documents</li> <li>Notice of Meeting</li> <li>Minutes of the Meeting</li> <li>Bidding Documents</li> <li>Attendance Log Book</li> <li>Bidding Documents</li> <li>Bid Bulletin, if any</li> <li>Abstract of Canvass of Bids as Read</li> </ul>
20	<b>BAC-Secretariat; Head of BAC Secretariat</b>	Prepare Minutes of the Meeting for the Opening of Bids	<ul style="list-style-type: none"> <li>BAC Secretariat: Prepare Minutes of the Meeting</li> <li>Head of BAC Secretariat: sign the transmittal letter and return the documents to the BAC Seretariat.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance Log Book</li> <li>Transmittal Letter</li> <li>Minutes of the Meeting</li> </ul>
21	<b>BAC Chairperson</b>	Approve the Minutes of the Meeting for the Opening of Bids	<ul style="list-style-type: none"> <li>Sign the Minutes of the Meeting; if there is correction/revision return to the BAC Secretariat for appropriate action.</li> <li>Return the signed Minutes of the Meeting to the BAC Secretariat for filing.</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Meeting</li> <li>Minutes of the Meeting</li> </ul>





DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	10 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	BAC Secretariat;	Prepare Letter to Lowest/Single Calculated Bidder (L/SCB)	<ul style="list-style-type: none"> <li>BAC Secretariat: prepare a transmittal letter and letter to the Lowest Calculated Bidder (LCB) requiring them to submit the Post Qualification requirements.</li> <li>Head of the BAC Secretariat: sign the Transmittal Letter and return the documents to the BAC Secretariat.</li> <li>BAC Secretariat: Forward the documents to BAC Chairperson for approval of letter.</li> </ul>	<ul style="list-style-type: none"> <li>Abstract of Canvass of Bids as Read</li> <li>Letter to Lowest/Single Calculated Bidder (L/SCB)</li> </ul>
	BAC Chairperson	Approve the letter to L/SCB	<ul style="list-style-type: none"> <li>Sign the letter to L/SCB.</li> <li>Return the documents to the BAC Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>Abstract of Canvass of Bids as Read</li> <li>Letter to Lowest/Single Calculated Bidder (L/SCB)</li> </ul>
	BAC Secretariat; Head of BAC Secretariat	Send the letter to L/SCB	<ul style="list-style-type: none"> <li>Send the letter to LCB through QP-R13-FAD-11(A-E)</li> <li>Once the bidder submit the post qualification requirements, prepare a Notice of Meeting for the Bid Evaluation and Post Qualification of Documents.</li> <li>Head of the BAC Secretariat: sign the Notice of Meeting return the documents to the BAC Secretariat.</li> <li>BAC Secretariat: Disseminate the Notice to the TWG and Observers.</li> </ul>	
22	BAC/ BAC-TWG	Conduct Further/Detailed Evaluation	<ul style="list-style-type: none"> <li>BAC/BAC-TWG: Conduct further/detailed evaluation of all bids using non discretionary criteria in considering the following:               <ul style="list-style-type: none"> <li>Completeness of the bid</li> <li>Arithmetical corrections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>ITB</li> <li>Bid documents</li> <li>Attendance (Log book)</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> <li>Abstract of Bids as read</li> <li>Evaluation report</li> </ul>
23	BAC TWG; Secretariat;	Conduct Post-	<ul style="list-style-type: none"> <li>The BAC thru the BAC-TWG conduct a post qualification to</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility documents of</li> </ul>







Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Observers from NGOs/ COA representative	qualification	<p>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"> <li>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.</li> </ul>	<p>the bidder</p> <ul style="list-style-type: none"> <li>Post Qualification Report</li> <li>Bid Evaluation Report</li> <li>Post Qualification requirements</li> </ul>
24	BAC Secretariat; Head of the BAC Secretariat; BAC Members;	Prepare BAC Resolution	<ul style="list-style-type: none"> <li>BAC Secretariat: Prepare Resolution recommending the award of Contract to the L/SCRB with supporting documents.</li> <li>BAC Secretariat: Forward the documents to the BAC Members .</li> <li>BAC Members: review the Resolution and its supporting documents and if found in order, recommend approval of the BAC Resolution; if there is correction/revision return to BAC Secretariat for appropriate action.</li> <li>BAC Chair: Approve the resolution; if there is correction/revision return to BAC Secretariat for appropriate action</li> <li>Return the approved Resolution to the BAC Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>Resolution and supporting documents</li> <li>Bidding Documents</li> <li>Eligibility Documents of the bidder</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>
25	BAC Secretariat; HOPE	Prepare Notice of Award	<ul style="list-style-type: none"> <li>BAC Secretariat: prepare NOA which indicates that the bidder must submit a Performance Bond within ten (10) calendar days from the date received of the NOA.</li> </ul>	<ul style="list-style-type: none"> <li>Resolution</li> <li>NOA</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>







DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	12 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> <li>HOPE: sign the NOA</li> <li>Return the Document to the BAC Secretariat</li> </ul>	
26	BAC Secretariat; L/SCRB	Serve the NOA to L/SCB	<ul style="list-style-type: none"> <li>BAC Secretariat: serve the NOA to the LCRB.</li> <li>L/SCRB: sign on the conforme Section of the NOA</li> </ul>	<ul style="list-style-type: none"> <li>NOA</li> <li>Public Bidding Tracking Sheet</li> </ul>
27	Lowest/Single Calculated and Responsive Bidder(L/SCRB)	Submit Performance Bond	<ul style="list-style-type: none"> <li>Submit Performance Bond</li> </ul>	<ul style="list-style-type: none"> <li>NOA</li> <li>Performance Bond</li> </ul>
28	BAC Secretariat; Head of the BAC Secretariat; Legal Officer;	Prepare contract/PO	<ul style="list-style-type: none"> <li>For infra/services/consultancy: BAC Secretariat prepare the Contract with TOR and the Transmittal Letter requesting for Contract Review</li> <li>Legal Officer: Review the Contract and prepare Contract Review (QP-R13-ORD-04). Return the documents to the BAC Secretariat with the Contract Review.</li> <li>For Goods: Prepare the PO which indicates the PO Number, information about the winning supplier price/amount of the item and the technical specification of the item/goods to be procured.</li> <li>Head of the BAC Secretariat: review Contract or PO, if found in order, sign the Transmittal Letter</li> <li>For infra/services/consultancy: BAC Secretariat transmits the letter and contract for review of the winning bidder through QP-R13-FAD-11(A-E). If found by the winning bidder to be order, print</li> </ul>	<ul style="list-style-type: none"> <li>Resolution and supporting documents</li> <li>NOA</li> <li>Performance Bond</li> <li>Bidding Documents</li> <li>PO or Contract</li> <li>Legal Review</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>





DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code

**QP- R13-FAD-04**

Rev. No.	Eff. Date	Page
00	10.16.17	13 of 14

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>final contract in 6 copies and HOPE signs the contract.            For Goods: Regional Accountant signs PO to certify fund availability; and HOPE signs to approve PO</p> <ul style="list-style-type: none"> <li>BAC Secretariat: Forward the PO or Contract to the General Services Section</li> </ul>	
29	General Services Section;	Serve the PO or Contract	<ul style="list-style-type: none"> <li>Serve the PO or Contract to the winning bidder, securing the signature of the bidder in the conforme Section in the PO or as party of the contract.</li> <li>Added Step for Contract: Facilitate notarization of the contract.</li> </ul>	<ul style="list-style-type: none"> <li>PO or Contract</li> </ul>
30	General Services Section;	Submit a copy of documents to COA	<ul style="list-style-type: none"> <li>Prepare Memo Transmittal and send copy of the Contract/Purchase Order to COA within five (5) working days from the execution/receipt through QP-R13-FAD-11(A-E)</li> </ul>	<ul style="list-style-type: none"> <li>Memo transmittal to COA</li> <li>Award Contract/PO</li> </ul>
31	BAC Secretariat	Prepare Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>BAC Secretariat: Prepare the NTP for approval of the HOPE.</li> </ul>	<ul style="list-style-type: none"> <li>Resolution and supporting documents</li> <li>NTP</li> </ul>
32	HOPE	Approve the NTP	<ul style="list-style-type: none"> <li>Approve the NTP. Return documents to BAC Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>Resolution and supporting documents</li> <li>NTP</li> </ul>
33	BAC Secretariat;	Forward the NTP to the General Services Section (GSS)	<ul style="list-style-type: none"> <li>Forward the NTP to GSS for deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>NTP</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>
35	General Services Section, Staff	Serve NTP to the bidder or its authorize representative	<ul style="list-style-type: none"> <li>Server the NTP to the winning bidders for deliveries</li> <li>Retrieve NTP and forward to BAC Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>NTP</li> </ul>





DILG XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP- R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	14 of 14




Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
36	BAC Secretariat	Post Award	<ul style="list-style-type: none"> <li>Post Award of Winning Supplier to PHILGEPS Web</li> </ul>	<ul style="list-style-type: none"> <li>NOA</li> <li>BAC Resolution</li> <li>PO</li> <li>NTP</li> </ul>
37	BAC Secretariat	Maintain Records	<ul style="list-style-type: none"> <li>Receiving Officer: Maintain records in accordance with the Control of Records Procedure and Masterlist of Records</li> <li>Action Officer: Update the Procurement thru Public Bidding Summary Log Sheet (R13-SP-02)</li> </ul>	<ul style="list-style-type: none"> <li>R13-SP-02</li> <li>NTP</li> <li>Public Bidding &amp; AMP Tracking Sheet</li> </ul>

**Definition of Terms:**

ITO - Information Technology Officer

**Legal References:**

- o 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
- o R.A. 9184 (An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes)

Prepared By	Reviewed By	Approved By
 <b>CHARISSA T. GUERTA</b> BAC Chairman	 <b>DONALD A. SERONAY</b> CAO/OIC - Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>







DILG REGION XIII (CARAGA)  
**QUALITY OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

<b>DIVISION/FOU</b>	<b>Finance and Administrative Division</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>PROCUREMENT OF GOODS AND SERVICES THRU PUBLIC BIDDING</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Process the Procurement thru Public Bidding	Processed PR & served NTP/PO to winning supplier within the recommended time:  80 calendar days for PR with posting requirements	80% of PR received	A/B x 100%  A - Total no. of PRs processed (served w/ NTP/PO to the winning supplier within 80 calendar days B - Total no. of PRs received	Monthly	GSS, BAC Secretariat	<ul style="list-style-type: none"> <li>• Purchase Request</li> <li>• Purchase Order</li> </ul>

Prepared By	Reviewed By	Approved By
 <b>CHARISSA T. GUERTA</b> BAC Chairman	 <b>DONALD A. SERONAY</b> CAO/OIC - Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>





DILG REGION XIII (CARAGA)  
**PROCESS QUALITY MONITORING  
 AND EVALUATION (QME)**

Document Code		
<b>QME-QP-R13-FAD-04</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

<b>DIVISON/FOU</b>	<b>Finance and Administrative Division</b>												
<b>PROCEDURE TITLE</b>	<b>PROCUREMENT OF GOODS AND SERVICES THRU PUBLIC BIDDING</b>												
<b>OBJECTIVE STATEMENT</b>	Processed PR & served NTP/PO to winning supplier within the recommended time: 80 calendar days for PR with posting requirements.												
<b>CURRENT PERIOD</b>													
<b>INDICATORS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
A Total number of PRs processed (served w/ NTP/PO) within 80 days													
B Total No. of PRs received													
C Formula: $\frac{A}{B} \times 100$ Target Result: 80%													
D Gap Analysis: In case the objective is not met, put your analysis why it is not met													
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.</b>													

<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>
 <b>CHARISSA T. GUERTA</b> BAC Chairman	 <b>DONALD A. SERONAY</b> CAO/OIC - Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>





DILG REGIONXIII (CARAGA)

### Process Summary Logsheet (PSL)

Document Code  
FM-QP-R13-FAD-04-01

Rev. No.	Eff. Date	Page
00	10.16.17	1 of

**QUALITY OBJECTIVE:** 1) Processed PR & served NTP/PO to winning supplier within the recommended time:  
80 calendar days for PR with posting requirements.

**FREQUENCY OF MONITORING:**

**COVERED PERIOD:**

**Due Date of Submission:**

**Legend:**

No.	Operating Unit/End user	PR No.	Date of PR receipt	Date of PO issuance	Total no. of PRs Received	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									
6									
7									
8									


Total Result

0 0 0

Prepared By

  
**CHARISSA T. GUERTA**  
 BAC Chairman  
 Process Owner

Reviewed By

  
**DONALD A. SERONAY**  
 CAO/DIC, Asst. Regional Director  
 Regional QMR

