




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


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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
(Procedure)									
	Purchase Request	GSS Staff	GSS Cabinet	Purchase Request	Semestral (latest on top)	1 yr	1 yr	2	re -use
	Purchase Order	GSS Staff	Google Drive	Purchase Order		1 yr	1 yr	2	delete

Prepared By

EDGARDO T. CUBILLAS
 Admin. Officer V
 Process Owner

Reviewed By

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





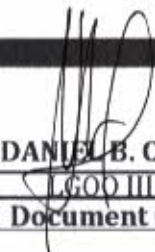
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Procurement Process Thru Alternative Mode of Procurement							
QP-R13-FAD-05	Quality Procedure	10.16.17					
QO-QP-R13-FAD-05	Quality Objective	10.16.17					
QME-QP-R13-FAD-05	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-05-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-05-02	Public Bidding & AMP Tracking Sheet	10.16.17					
FM-QP-R13-FAD-05-03	Certificate of Emergency Purchases/ Repairs	10.16.17					

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Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Procurement Process Thru Alternative Mode of Procurement							

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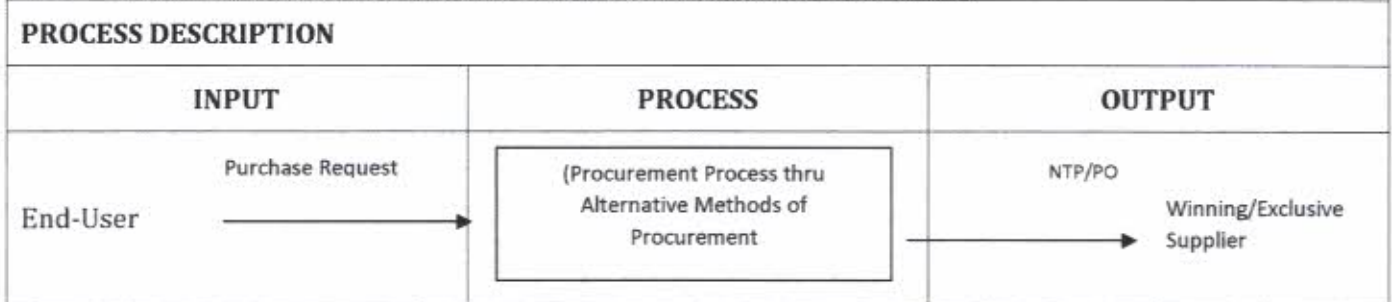




QUALITY PROCEDURE (QP)

Document Code		
QP-R13-FAD-05		
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PROCEDURE TITLE	PROCUREMENT PROCESS THRU ALTERNATIVE MODE OF PROCUREMENT
SCOPE	This process covers the different stages of procurement starting from receipt of funded and approved Purchase Request to the issuance of Purchase Order (PO), Notice of Award (NOA) and Notice to Proceed (NTP) to the winning/Exclusive Supplier.
PURPOSE	To define the process and procedures done thru Alternative Methods of procurement such as Direct Contracting, Lease of Venue, and shopping.



Descriptive Statement: This process is in compliance with the requirement under RA 9184 to ensure the implementation of procurement system for transparency and competitiveness.

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





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Step No.	Responsible Personnel	Process/ Activity	Details	References
			<p>for assignment. 50,000 above (Lease of Venue/Catering)</p> <ul style="list-style-type: none"> 50,000.00 above (Office Supplies) proceed to Procurement Service (PS) (Proceed to No. 13) 50,000 below Small BAC (Shopping). (Proceed to number 11.) Note: PRs received with the same goods/item to be procured are gathered within 5 cd upon 	
2	BAC secretariat	Receive funded Purchase Request (PR) and supporting documents	<ul style="list-style-type: none"> Prepare Request for Quotation Review RFQ and if found in order, BAC Secretariat Head will affix initial in the RFQ or return to assign BAC Secretariat staff for revision/correction. Forward to BAC Chairperson for approval 	PR
3	BAC Chairperson	Approve RFQ	BAC Chairperson will approve the RFQ affix his/her signature	RFQ
4	BAC Secretariat; ITO	Post the RFQ if the Approved Budget for the Contract (ABC) is above fifty Thousand Pesos (Php 50,000.00)	<ul style="list-style-type: none"> Post the RFQ to the Philippine Government Electronic Procurement System (PhilGEPS) website and conspicuous place. Print copies of the Philgeps-posted Bid Notice ITO: Post the RFQ to the DILG Website. Forward the RFQ (hard copy) to GSS for distribution to prospective Supplier 	<ul style="list-style-type: none"> Bid Notice Abstract (Philgeps)
5	Canvasser	Receive approved RFQ for distribution	<ul style="list-style-type: none"> Distribute approved RFQ to prospective Supplier Gather quotation from the supplier Forward the quotations/ RFQ to TWG 	<ul style="list-style-type: none"> RFQ Acknowledgement Receipt (Supplier)
6	Technical Working Group (TWG)	Review the RFQ	<ul style="list-style-type: none"> Review RFQ and prepare Abstract of Canvass of Prices Recommend other methods of procurement if found deficiency in 	<ul style="list-style-type: none"> RFQ Abstract of Canvass of Prices



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Step No.	Responsible Personnel	Process/ Activity	Details	References
			<p>the supplied data.</p> <ul style="list-style-type: none"> Facilitate the affixing of signature of all BAC Members. 	
7	BAC Secretariat	Prepare NOA and BAC Resolution	<ul style="list-style-type: none"> Prepare BAC resolution recommending the Head of Procuring Entity to award the Winning Supplier. Prepare Notice of Award (NOA) to the winning Supplier. <p><i>(Forward the documents to GSS)</i></p>	<ul style="list-style-type: none"> PR RFQ BAC Resolution NOA
8	GSS Staff	Serve NOA & prepare Purchase Order (PO)	<ul style="list-style-type: none"> Serve the NOA to Winning Supplier Prepare Purchase Order based on the price quoted and its specifications <p><i>(forward documents to HOPE for approval)</i></p>	<ul style="list-style-type: none"> PR RFQ BAC Resolution NOA PO
9	GSS Staff	Serve approved Purchase Order (PO)	<ul style="list-style-type: none"> Serve Purchase Order (PO) to the winning Supplier Furnish copy of PO and/or Contract forming part thereof for reference or information to COA Auditor of the agency 	<ul style="list-style-type: none"> PO
10	GSS Staff, BAC Secretariat	Retain Records	<ul style="list-style-type: none"> Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records 	<ul style="list-style-type: none"> R13-SP-02 Master list of Records PO
A - Shopping				
11	Canvasser (refer to no. 1)	Prepare Canvass	<ul style="list-style-type: none"> Prepare canvass based on the quantity and specifications of the Purchase Request Serve canvass to prospective supplier Gather all canvass from the supplier 	<ul style="list-style-type: none"> PR
12	GSS Staff	Prepare Abstract of	<ul style="list-style-type: none"> Review the canvass and prepare Abstract of Canvass of Prices 	





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Step No.	Responsible Personnel	Process/ Activity	Details	References
		Bids as Calculated	<ul style="list-style-type: none"> Facilitate the affixing of signature of all BAC Members. Prepare Purchase Order based on the price quoted and its specifications (forward documents to HOPE for approval) Serve Purchase Order (PO) to the winning Supplier Furnish copy of PO and/or Contract forming part thereof for reference or information to COA Auditor of the agency (follow step no. 10) 	
	B- Procurement Service (DBM)			
13	Canvasser (refer to no. 1)	Prepare Agency Procurement Request (APR)	<ul style="list-style-type: none"> Prepare Agency Procurement Request (APR) based on the quantity and specifications of the Purchase Request Collect the APR with price quotation from Procurement Service (PS) 	
14	GSS Staff	Prepare Purchase Order	<ul style="list-style-type: none"> Prepare Purchase Order based on the price quoted and its specifications (forward documents to HOPE for approval) Attached all other documents for payment Serve Purchase Order (PO) and payment to PS Furnish copy of PO for reference or information to COA Auditor of the agency 	<ul style="list-style-type: none"> PR APR PO
15	GSS Staff, BAC Secretariat	Retain Records	<ul style="list-style-type: none"> Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records 	<ul style="list-style-type: none"> R13-SP-02 Master list of Records PO



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Step No.	Responsible Personnel	Process/ Activity	Details	References
	C - Negotiated Procurement			
16	GSS Staff	Forward procurement documents (2 times failed)	<ul style="list-style-type: none"> Forward procurement documents (failed) to BAC Secretariat 	<ul style="list-style-type: none"> PR and attached documents
17	BAC Secretariat	Invite Supplier Prepare RFQ (Negotiated Procurement)	<ul style="list-style-type: none"> Prepare Invitation Letter for the supplier who submitted their price quotations for a meeting Prepare RFQ for the negotiated procurement Forward RFQ to BAC Chairperson for approval (follow steps 5 - 10) 	<ul style="list-style-type: none"> Invitation letter RFQ (Negotiated) Attendance Sheet
18	D- Direct Contracting			
	GSS Staff	Receive funded Purchase Request (PR) and supporting documents	<ul style="list-style-type: none"> Receive and log approved and funded PR and check completeness of supporting documents as follow: <ol style="list-style-type: none"> <i>Project Procurement Management Plan(PPMP)</i> <i>Market analysis</i> Check whether the supporting documents are complete. If incomplete, return to the end user for compliance. Number the approved and funded PR (year-series, 9999-9999, e g. 2015-0001) submitted by the end user. Forward PR and supporting documents to the BAC Secretariat for assignment. (50,000 above) 	<ul style="list-style-type: none"> PR logbook PR together w/ other documents if any
19	BAC Secretariat	Evaluate and Invite prospective supplier	<ul style="list-style-type: none"> Evaluate Purchase Request with attached documents that the procurement of Goods of proprietary nature which can be obtained only from the proprietary source and copyrighted. That the 	<ul style="list-style-type: none"> Price quotation (supplier) Sole distributorship Certification (Supplier)



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Step No.	Responsible Personnel	Process/ Activity	Details	References
			<p>procurement of critical components done only from a specific supplier. It is sold by an exclusive dealer or manufacturer.</p> <ul style="list-style-type: none"> Ask the supplier to submit a price quotation or a pro- forma invoice together with the conditions of sale 	
	BAC Secretariat	Prepare BAC Resolution and NOA	<ul style="list-style-type: none"> Prepare BAC resolution recommending the Head of Procuring Entity to award the Winning Supplier. Prepare Notice of Award (NOA) to the winning Supplier. <i>(Forward the documents to GSS)</i> 	<ul style="list-style-type: none"> PR Supplier's price quotation BAC Resolution NOA
	GSS Staff	Serve NOA & prepare Purchase Order (PO)	<ul style="list-style-type: none"> Serve the NOA to Winning Supplier Prepare Purchase Order/Contract based on the price quoted and its specifications <i>(forward documents to HOPE)</i> 	<ul style="list-style-type: none"> PR Supplier's price quotation BAC Resolution NOA PO/Contract
	GSS Staff	Serve Purchase Order (PO)	<ul style="list-style-type: none"> Serve Purchase Order (PO)/Contract to the winning Supplier Furnish copy of PO and/or Contract forming part thereof for reference or information to COA Auditor of the agency 	<ul style="list-style-type: none"> PO/Contract
	GSS Staff, BAC Secretariat	Retain Records	<ul style="list-style-type: none"> Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records 	<ul style="list-style-type: none"> R13-SP-02 Master List of Records

Definition of Terms:

- 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.
- GSS – General Services Section.
- PO – Purchase Order
- Canvasser- Personnel tasked to gather quotations from the suppliers of the Department.





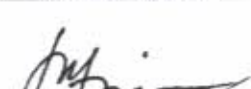


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Legal References:

- 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
- R.A. 9184 (An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other purposes)
- Section 50 – Directing Contracting of Revised IRR of 9184
- Section 52.1 (b) Shopping for ordinary Office Supplies and Equipment not available at PS
- Section 53.9 – Small Value Procurement

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

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QO-QP-R13-FAD-04		
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DIVISION/FOU	Finance and Administrative Division
QUALITY PROCEDURE TITLE	PROCUREMENT PROCESS DONE THRU ALTERNATIVE METHODS OF PROCUREMENT SUCH AS DIRECT CONTRACTING, PS AND SHOPPING.

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 Alternative Methods of procurement	Processed PR & served PO to winning supplier within the recommended time: 60 calendar days for PR with posting requirements	80% of PR received	A/B x 100% A – Total no. of PRs processed (served w/ PO to the winning supplier) within 60 days B – Total no. of PRs received	Monthly	GSS, BAC Secretariat	<ul style="list-style-type: none"> • Purchase Request • Purchase Order

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

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QME-QP-R13-FAD-05		
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DIVISON/FOU	Finance and Administrative Division												
PROCEDURE TITLE	PROCUREMENT PROCESS THRU PUBLIC BIDDING												
OBJECTIVE STATEMENT	Processed PR & served NTP/PO to the winning supplier within the recommended time: 60 calendar days for PR with posting requirements.												
CURRENT PERIOD													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A	Total number of PRs processed (served w/ NTP/PO) within 60 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												
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.													

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DILG REGION XIII (CARAGA)

Procurement Process Thru Alternative Mode of Procurement Process Summary Logsheets (PSL)

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QUALITY OBJECTIVE: 1) Processed PR & served NTP/PO to winning supplier within the recommended time: 60 calendar days for PR without posting requirements.

FREQUENCY OF MONITORING:

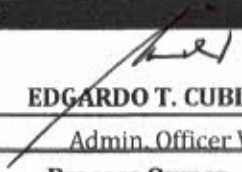
COVERED PERIOD:


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

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 CAO/ OIC- Asst. Regional Director
Regional QMR





PUBLIC BIDDING & AMP TRACKING SHEET

Purchase Request No.: 2018-_____
 Date: _____
 Approved Budget of the Contract (ABC) Php _____
 Item/s to be Procured: _____

Procurement Checklist of Documentary Requirements	Person Responsible	Received By / Date / Time	Remarks
<input type="checkbox"/> Purchase Request	Focal Person/End User		
<input type="checkbox"/> Activity Design	Focal Person/End User		
<input type="checkbox"/> BAC Minutes of Meeting (Treatment of Approved PR)	Monet		
<input type="checkbox"/> BAC Resolution Recommending Mode of Procurement	Monet		
<input type="checkbox"/> Request for Quotation (RFQ)	Kristine		
<input type="checkbox"/> PhilGEPS Bid Notice Abstract	Kristine		
<input type="checkbox"/> BAC Minutes of Meeting (Opening of Bids)	Jason		
<input type="checkbox"/> TWG Post-Qualification	TWG		
<input type="checkbox"/> Abstract of Bids	Monet		
<input type="checkbox"/> BAC Resolution Recommending Award of Contract	Jason		
<input type="checkbox"/> Notice of Award of Contract	Atty. Allen		
<input type="checkbox"/> Suppliers Eligibility Requirements			
<input type="checkbox"/> Mayor's Permit			
<input type="checkbox"/> PhilGEPS Registration			
<input type="checkbox"/> Tax Clearance			
<input type="checkbox"/> Latest Income Tax Return (Electronic Payment)			



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<input type="checkbox"/>	Letter to Non-Winning Bidder (or letter to bidders if bid is declared failed)	Atty. Allen
<input type="checkbox"/>	Purchase Order (date should be after the date of NOA)	GSS
<input type="checkbox"/>	Notice to Proceed (date should be After the date of PO) / Contract	Atty. Allen
<input type="checkbox"/>	Inspection	GSS
<input type="checkbox"/>	PhilGEPS Abstract of Awards	Jason

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 Website: <http://caraqa.dilg.qov.ph/> / Email Address: official@caraqa.dilg.qov.ph

CERTIFICATE OF EMERGENCY PURCHASES/REPAIRS

This is to certify that the Emergency Purchases/Repairs of items indicated in the
 Purchase Request No. _____ dated _____ for official use of
 _____ was made for the following reasons:

1. That the purchase/repair is exceptionally urgent and absolutely indispensable to avoid detriment to public service;
2. That there was no material time to conduct public bidding however, a thorough canvass was made from a reputable suppliers/repair shops, for price comparison purposes;
3. That the price obtained for the said items may be considered reasonable at the time of purchase/repairs;
4. That there was no stock available at the Supply Section's Stockroom.

This Certification is being made in accordance with the requirement of RA 9184.

 Authorized Signature

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