



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 018, S. 2017

RECOMMENDING THE ISSUANCE OF THE DIVISION OFFICE'S ALTERNATIVE METHODS OF PROCUREMENT PROCESS FLOW (SMALL VALUE PROCUREMENT AND SHOPPING) FOR TRAININGS, SUPPLIES AND MATERIALS

WHEREAS, the Bids and Awards Committee, BAC Secretariat, and Technical Working Group were reorganized on August 2, 2017 by virtue of Memorandum No. 200, s. 2017 issued by the Schools Division Superintendent;

WHEREAS, on August 15, 2017, the BAC convene for its First Regular BAC Meeting, and it resolved that the process flow for the Division's alternative methods of procurement of small value procurement and shopping shall be reviewed;

WHEREAS, after review, the BAC formulated the corresponding flowcharts thereof based on "*The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184*";

WHEREAS, the BAC proposed that the said flowcharts, after being reviewed and approved by the Head of the Procuring Entity, shall be adopted and disseminated among all offices and units of the Division;

NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the Schools Division Superintendent/Head of the Procuring Entity the following:

- a) To **APPROVE** the formulated **ALTERNATIVE METHODS OF PROCUREMENT PROCESS FLOW FOR TRAININGS (Small Value Procurement)** with an Approved Budget for the Contract (ABC) equal to above Ten Thousand Pesos (Php10,000.00), attached herewith as **Enclosure 1**;
- b) To **APPROVE** the formulated **ALTERNATIVE METHODS OF PROCUREMENT PROCESS FLOW FOR SUPPLIES AND EQUIPMENT (Small Value Procurement and Shopping)** with an Approved Budget for the Contract (ABC) equal to above Ten Thousand Pesos (Php10,000.00), attached herewith as **Enclosure 2**;
- c) To **APPROVE** the formulated **ALTERNATIVE METHODS OF PROCUREMENT PROCESS FLOW (Small Value Procurement and Shopping)** with an Approved Budget for the Contract (ABC) equal to Ten Thousand Pesos (Php10,000.00) and below, attached herewith as **Enclosure 3**; and
- d) The **ADOPTION AND ISSUANCE THEREOF** for the information and compliance of all offices and units of the Division.

RESOLVED, at the Baguio City Division Office Conference Hall, this 15th day of August, 2017.



SORAYA T. FACULO, Ph.D.
BAC Chairperson



JULIET SANNAD
BAC Vice-Chairperson



FERNANDO B. ELEPONGA
BAC Member

FRANCISCO C. COPSIYAN
BAC Member



ROBERTO R. GONZALES
BAC Member

APPROVED:



FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

Approved on _____
(date of approval)



Alternative Methods of Procurement Process Flow

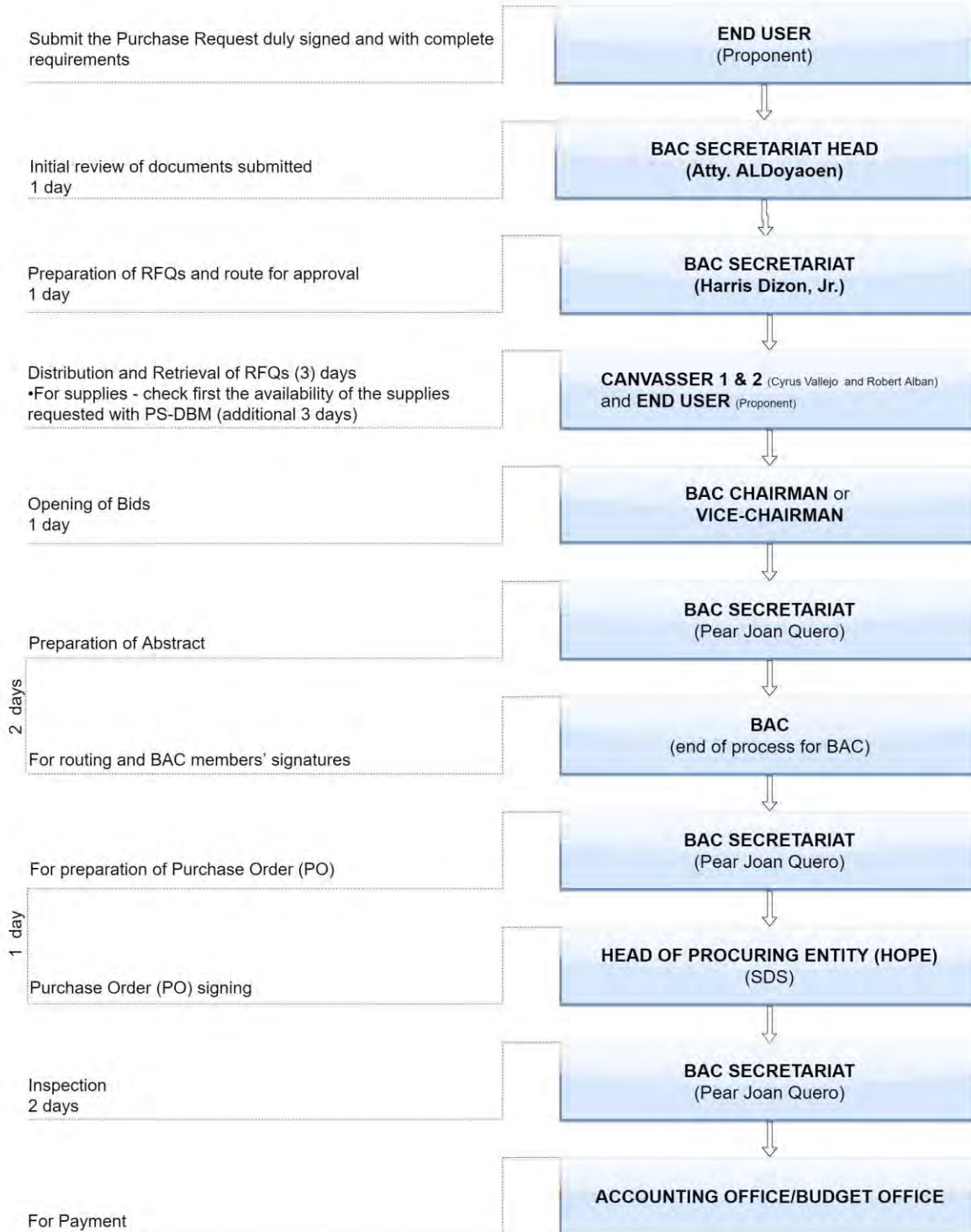
Shopping - ABC: Php10,000.00 and below

For supplies, commodities, or materials consumed in the day-to-day operations only.

REQUIREMENTS::

The End-User shall submit a Purchase Request (PR) which includes the following:

1. Technical specifications
2. Approved Budget for the Contract (ABC)
3. The Purchase Request (PR) should indicate the urgency to address an identified need and the unforeseen contingency that caused its necessity.
3. other terms and conditions





Alternative Methods of Procurement Process Flow

Small Value Procurement - ABC: Php10,000.00 and above

For Supplies, Materials, Equipment, Consulting Services and Infrastructure Projects

The End user shall submit the following:

1. Duly signed Purchase Request (PR) as reflected in the Annual Procurement Plan and in accordance with the Approved Budget for the Contract (ABCs))

2. Other Requirements:

- Technical specifications
- Scope of work
- Terms of reference
- Approved Budget for the Contract (ABC)
- other terms and conditions

Initial review of documents submitted
1 day

For routing

Preparation of Request For Quotations (RFQs) and route for approval
-RFQs with ABCs equal to or above Php50,000 shall be posted in PhilGEPS for 7 days

Pre-Bid Conference if needed (1 day)

Distribution and retrieval of RFQs
-7 Days for RFQs with ABCs above Php50,000
-3 Days for RFQs with ABCs below Php50,000
-additional 3 days to check at the DBM-PS for regular office supplies and equipment
-RFQs consolidated by BAC Secretariat (Harris)

Repeat the post qualification in favor of the next qualified bidder in case the post qualification of the winning bidder failed as determined by the BAC Chairman

-Preparation and approval of RESOLUTION for contract with ABCs equal to or above Php50,000 (1 day)
-Preparation of Abstract (1 day)

For signatures of the BAC

For below Php50,000.00 procurement

-The BAC Secretariat will prepare the documents:
1. Notice of Award 2. P.O. 3. Notice to Proceed

For Php50,000 and above procurement

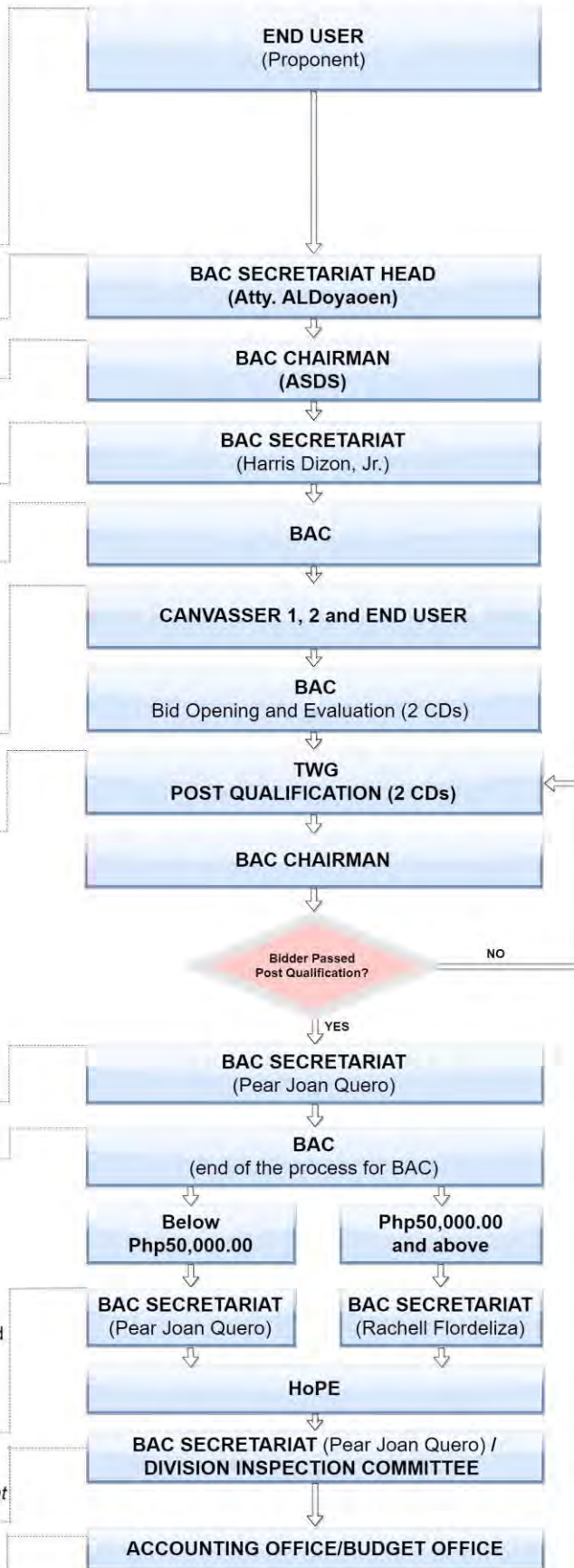
-The BAC Secretariat will prepare the following:
1. Notice of Award 2. P.O. 3. Contract 4. Notice to Proceed

-Issuance of NOTICE OF AWARD (1 day)
-Preparation and Signing of CONTRACT and PO(1 day)
-Issuance of NOTICE TO PROCEED (1 day)

Inspection and Acceptance (2 days)

**Additional Requirement to Facilitate Payment : Billing Statement End-User to Submit Additional Requirement/s*

For Payment





Alternative Methods of Procurement Process Flow

Small Value Procurement - ABC: Php10,000.00 and above

For Training/Seminars/Workshops/Orientations/Meetings

The End user shall submit the following:

1. Duly signed Purchase Request (PR) and Activity Request/ Project Proposal (as reflected in the Annual Procurement Plan and in accordance with the Approved Budget for the Contract (ABC))
2. List of Participants
3. Detailed Financial Requirements
4. Training/Workshop Management Structure
5. Technical Specifications of Venue and Meals/Snacks, Training/Workshop Materials and Equipment, etc.

Initial review of documents submitted (1 day)

For routing

Preparation of Request For Quotations (RFQs) and route for approval
-RFQs with ABCs equal to or above Php50,000 shall be posted in PhilGEPS for 7 days

Distribution and retrieval of RFQs
-7 Days for RFQs with ABCs above Php50,000
-3 Days for RFQs with ABCs below Php50,000
-additional 3 days to check at the PS-DBM for regular office supplies and equipment
-RFQs consolidated by BAC Secretariat (Harris)

Repeat the post qualification in favor of the next qualified bidder in case the post qualification of the winning bidder failed as determined by the BAC Chairman

-For preparation and approval of RESOLUTION for contract with ABCs equal to or above Php50,000 (1CD)
-For Preparation of Abstract (1 day)

For signatures of the BAC

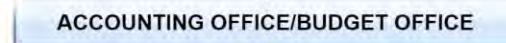
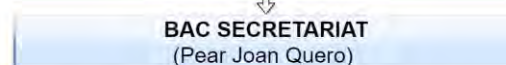
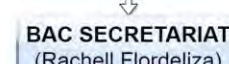
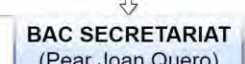
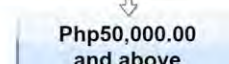
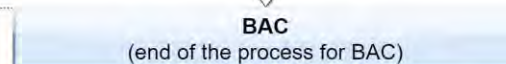
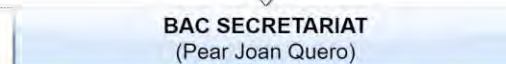
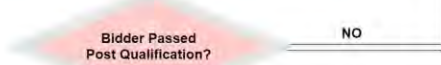
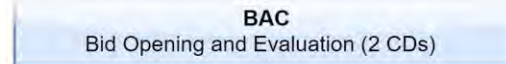
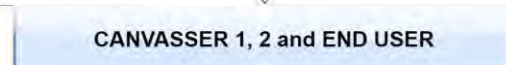
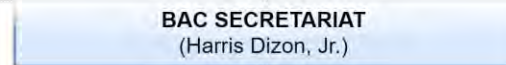
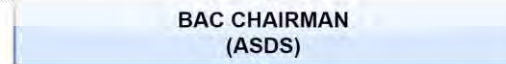
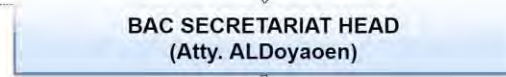
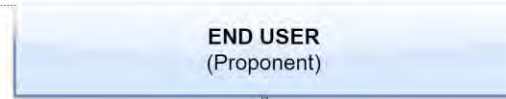
For below Php50,000.00 procurement
-The BAC Secretariat will prepare the additional documents:
1. Notice of Award 2. Purchase Order 3. Notice to Proceed

For Php50,000 and above procurement
-The BAC Secretariat will prepare the following:
1. Notice of Award 3. Contract/PO 4. Notice to Proceed

-Issuance of NOTICE OF AWARD (1 day)
-Preparation and Signing of CONTRACT/PO (1 day)
-Issuance of NOTICE TO PROCEED (1 day)

**Additional Requirement to Facilitate Payment : Billing Statement and Attendance. End-User to Submit Additional Requirement/s*

For Payment





Alternative Methods of Procurement Process Flow

Small Value Procurement - ABC: Php10,000.00 and below

For Supplies, Materials, Equipment, Consulting Services and Infrastructure Projects

The End user shall submit the following:

1. Duly signed Purchase Request (PR) as reflected in the Annual Procurement Plan and in accordance with the Approved Budget for the Contract (ABCs)
2. Other Requirements:
 - Technical specifications
 - Scope of work
 - Terms of reference
 - Approved Budget for the Contract (ABC)
 - other terms and conditions





Alternative Methods of Procurement Process Flow

Small Value Procurement - ABC: Php10,000.00 and below

For Training/Seminars/Workshops/Orientations/Meetings

The End user shall submit the following:

1. Request for Small Value Procurement
2. Approved Project Proposal/Activity Request
3. Purchase Request (PR) duly signed and with:
 - Technical Specifications
 - Scope of Activity/Work
 - Terms of Reference
 - Approved Budget for the Contract (ABC)
 - and other terms and conditions

