 <p>Republic of the Philippines City of Koronadal Water District Block I, Casa Subd., Zone III, City of Koronadal, South Cotabato</p>	DOC ID No.: CKWD-QP-AHRD-004	Date of Issuance: 02-03-2017
	Division/Section: ADMIN & HR DIV.	Revision No.: 0
TITLE:	Procurement Control Procedure	
		Date of Revision: -

1.0 OBJECTIVE

To ensure the acquisition of the required products by:

- correctly identify & completely specify required goods / services
- providing the required goods/services at reasonable cost
- effective purchasing information between end-user, purchasing unit & supplier
- goods/services delivered conform to requirements


2.0 SCOPE

The procedure shall apply to all types of procurement, such as Alternative Method of Procurement & Public Bidding for Infrastructure Projects, Goods & Consulting Services.

3.0 DEFINITION OF TERMS

- 3.1 Procurement – refers to the acquisition of Goods, Consulting Services and the contracting for Infrastructure projects
- 3.2 End-user – the one who requests the requisition
- 3.3 HOPE – Head of the Procuring Entity
- 3.4 Bids and Awards Committee (BAC) – Bids & Awards Committee established according to Revised Implementing Rules & Regulations of RA 9184
- 3.5 BAC Secretariat – serves as the main support unit of the BAC
- 3.6 Technical Working Group (TWG) – a pool of technical, financial and/or legal experts to assist in the procurement process
- 3.7 Bid - a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents
- 3.8 Bidder – an eligible contractor, manufacturer, supplier, distributor and/or consultant competing for the award of a contract in any procurement
- 3.9 Property Custodian – in-charge of accepting delivered items
- 3.10 Technical Inspection & Acceptance Committee – in charge of inspecting items
- 3.11 Goods – refer to all items, supplies, materials and general support services
- 3.12 Consulting Services – refer to advisory and review services, pre-investment of feasibility study, design, management and related services, and other technical services or special studies
- 3.13 Infrastructure Projects – includes the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, etc.
- 3.14 Public Bidding - refers to competitive bidding, a method of procurement which is open to participation by any interested party; threshold of Php1,000,000.00 and above
- 3.15 Alternative Method of Procurement - procurement that shall not exceed of Php1,000,000.00
- 3.16 AOQ - Abstract of Quotation
- 3.17 BUR – Budget Utilization Report
- 3.18 PO – Purchase Order
- 3.19 PR – Purchase Request
- 3.20 RL – Request Letter
- 3.21 RFQ – Request for Quotation
- 3.22 IAR – Inspection & Acceptance Report

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4.0 REFERENCE DOCUMENTS

- 4.1 Revised Implementing Rules and Regulations of RA 9184, Otherwise Known as the Government Procurement Reform Act
- 4.2 Property & Supply Management Handbook of Commission on Audit
- 4.3 Handbook on Property & Supply System

5.0 RESPONSIBILITY AND AUTHORITY


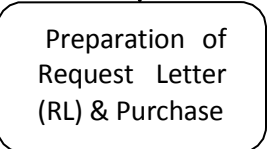
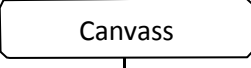
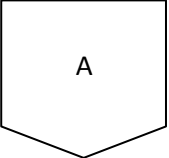
- 5.1 The Administrative Services Assistant B shall be responsible for:
 - 5.1.1 Sourcing for potential suppliers
 - 5.1.2 Maintaining the list of approved suppliers' list
 - 5.1.3 Maintain the updated Price Index.
 - 5.1.4 Communicate with suppliers/subcontractors
 - 5.1.5 Generation of PR, RFQ, Canvassing, & Routing for approval of AOQ, BUR & Purchase Order
- 5.2 Procurement Head / BAC Secretariat shall be responsible for:
 - 5.2.1 Checking the completeness and correctness of documents attached for every requisition
 - 5.2.2 Determination of mode of Procurement
- 5.3 Bids and Awards (BAC) shall be responsible of ensuring that CKWD complies by the standards set forth by the Act and IRR of 9184
- 5.4 Finance Department confirms budget and proper accounting of good / service procured.
- 5.5 The General Manager shall approve the Purchase Requisition & Purchase Order.
- 5.6 Property Custodian shall be responsible in receiving, releasing and safe keeping of materials.
- 5.7 TIAC assures quality of item delivered / service rendered.

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6.0 PROCUREMENT PROCEDURE

6.1 Alternative Mode of Procurement

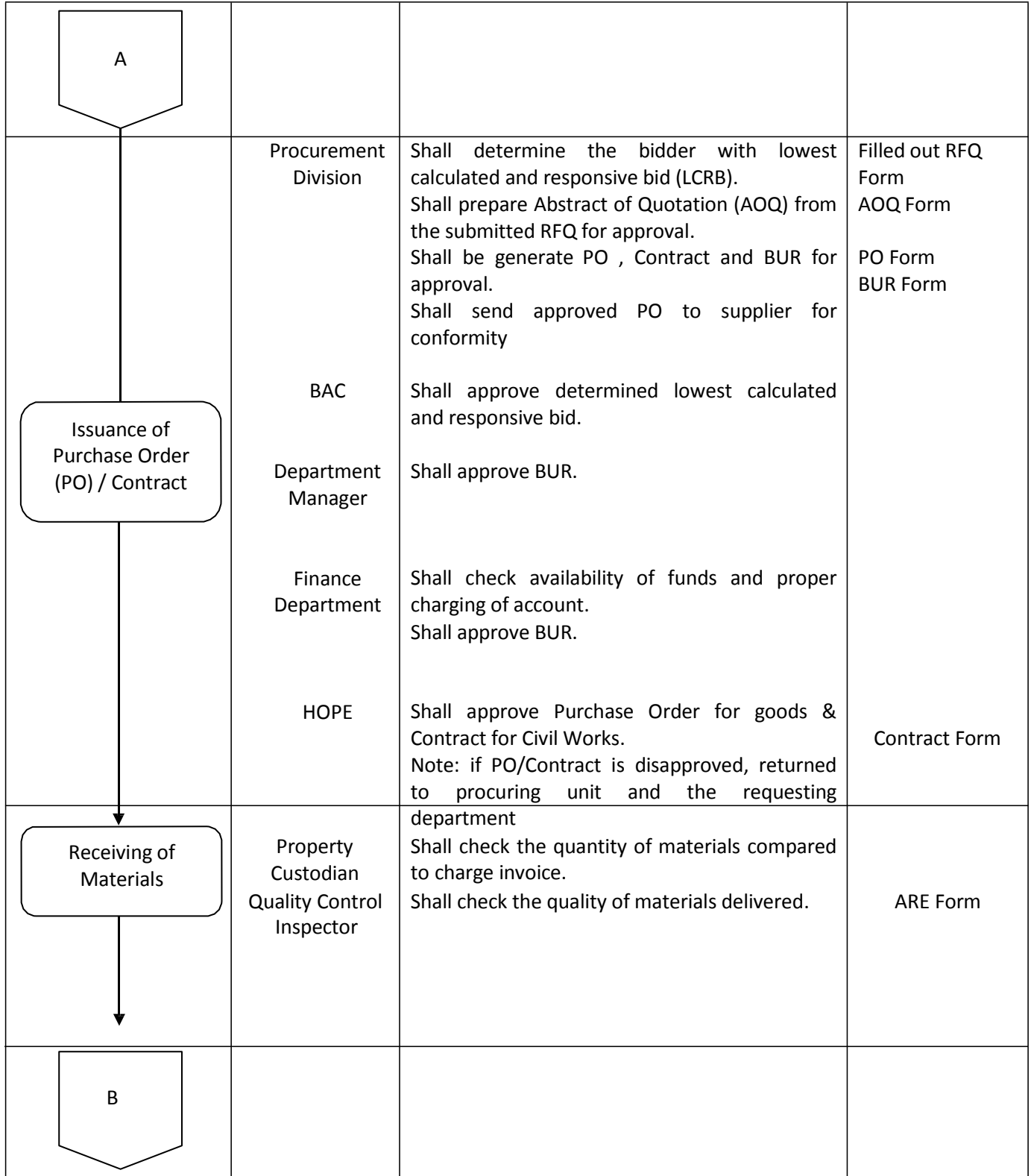
Process Flow	In-charge	Process Description	Records
			
	Department Manager End-user Procurement Division BAC Secretariat	Approves RL from end user. Shall prepare RL of items to be requested and to be approved by his/her Department Head. Shall route PR for approval. Shall generate PR. Shall determine the procuring mode of requested item. Note: BAC Secretariat shall determine the mode of procurement, if the decision is for Public Bidding refer to 6.2. Otherwise, refer to Alternative Mode of Procurement Working Manual for Guidelines (Handbook on Philippine Government Procurement Revised Implementing Rules and Regulations Rule XVI – Alternative Methods of Procurement)	Refer to WIM RL Form PR Form Damage Report Form Refer Alternative Mode of Procurement
	Procurement Division	Shall generate Request for Quotation (RFQ) and canvass to at least three (3) suppliers.	GSCWD RFQ Form PhilGeps RFQ
			

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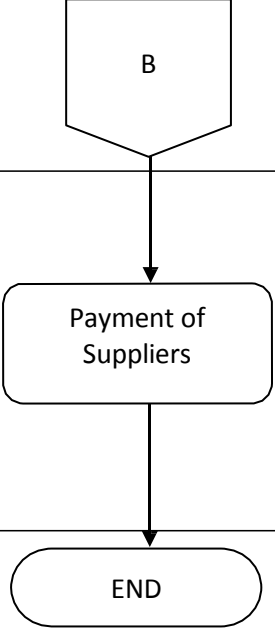
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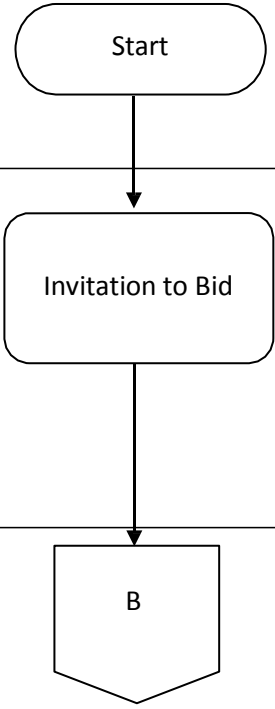
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	Procurement Division	Shall prepare necessary documents for payment. Shall provide a copy of payment document to COA.	PR Technical Specifications RFQ AOQ BUR PO
	Finance Department	Shall prepare the payment.	

6.2 Public Bidding


Process Flow	In-charge	Process Description	Records
			
	BAC BAC Secretariat	Shall prepare the Invitation to Bid Suppliers. Shall post to Philgeps, Website & Other Conspicuous place. Shall Invite Suppliers. Shall approve Invitation to Bid. Shall send invitation NGOs to observe the Pre-Bid Conference.	Invitation to Bid Technical Specifications Request Letter Invitation Letter to NGO

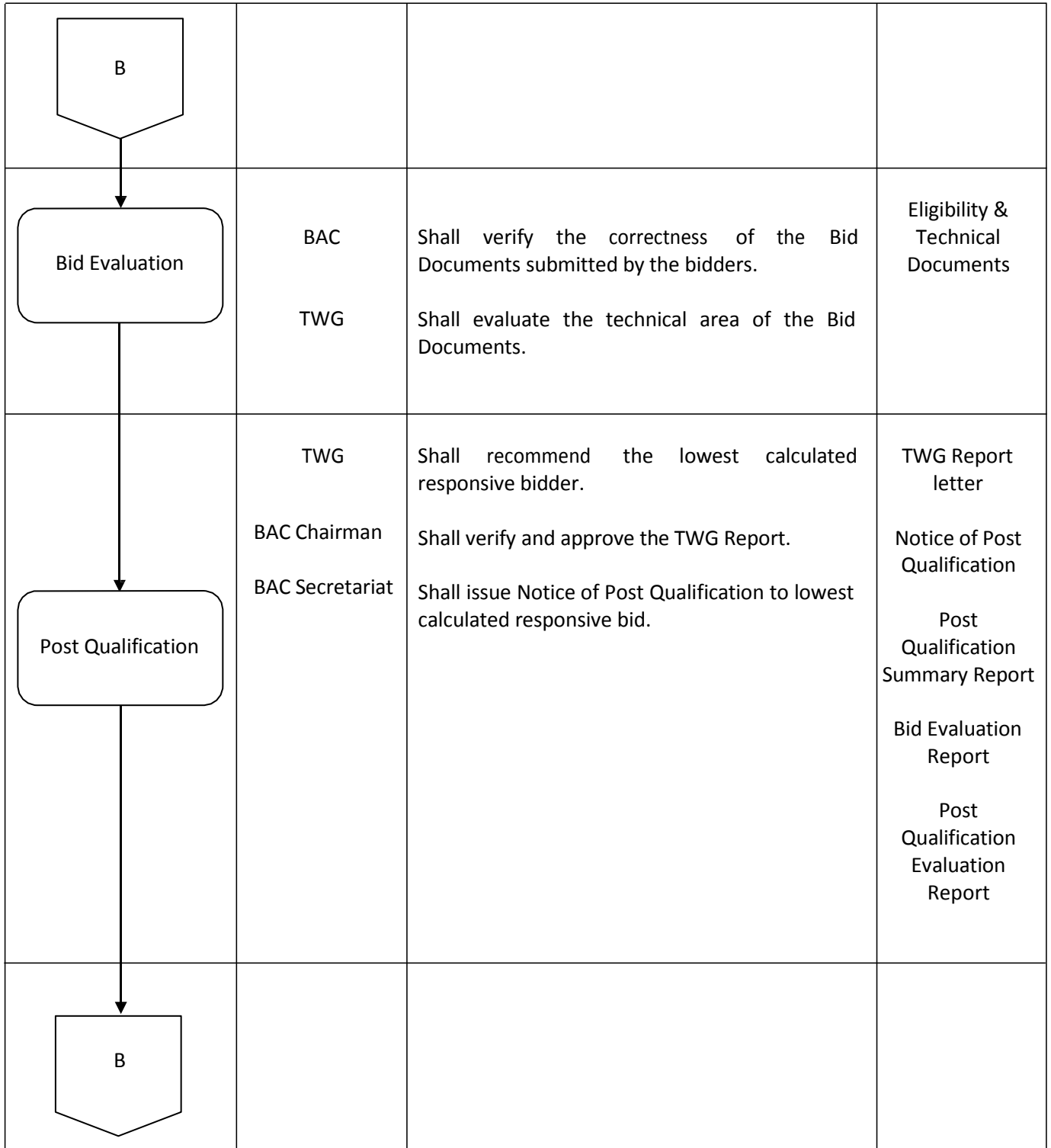
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A			
↓			
Pre-Bid Conference	<p>BAC</p> <p>TWG</p> <p>BAC Secretariat</p>	<p>Shall discuss bidding procedures and rules and regulations of public bidding.</p> <p>Shall discuss the technical specification & other special provision for the project.</p> <p>Shall provide minutes of the pre-bid conference meeting.</p>	<p>Minutes of the Meeting</p> <p>Checklist</p> <p>Technical Specifications</p>
↓			
Availability of Bid Documents	<p>BAC Secretariat</p> <p>Finance Department</p>	<p>Shall provide Bid Documents & checklist for interested buyers</p> <p>Shall send an invitation to NGO observers for the Opening of Bids.</p> <p>Shall provide receipt for payment of Bid Documents.</p>	<p>Bid Documents</p> <p>Checklist</p> <p>Official Receipt</p>
↓			
Submission & Opening of Bids	<p>BAC Secretariat</p> <p>BAC</p>	<p>Shall receive Bids from bidders.</p> <p>Shall prepare minutes of the meeting.</p> <p>Shall check the completeness of the Bid Documents as per required using the standard checklist.</p>	<p>Minutes of the Meeting</p> <p>Bid Documents</p> <p>Checklist</p>
↓			
B			

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6.3 Reports

Reports	Frequency	Responsible
List of Accredited Supplier	Monthly	Procurement
Inventory	Monthly	Procurement

7.0 RISK AND OPPORTUNITIES

- 1.1 See attached Risk Assessment and Opportunities Registry

8.0 PERFORMANCE INDICATORS

- 8.1 Procurement Unit shall ensure on-time delivery of item requested
- 8.2 Property Custodian shall ensure the availability of items stock

9.0 ATTACHMENTS AND FORMS

- 9.1 Form 1 – Request Letter
- 9.2 Form 2 – Purchase Request
- 9.3 Form 3 – Request for Quotation
- 9.4 Form 4 – Summary of Quotation
- 9.5 Form 5 – Abstract as Read
- 9.6 Form 6 – Budget Utilization Request
- 9.7 Form 7 – Purchase Order
- 9.8 Form 8 – Acknowledgment Receipt of Equipment
- 9.9 Form 9 – Inspection & Acceptance Report
- 9.10 Form 10 – Damage Report
- 9.11 Form 11 – Waste Materials
- 9.12 Form 12 – PhilGeps RFQ Form

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