



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY PROCEDURE**

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<b>10</b>	<b>PROCUREMENT, INSPECTION, ACCEPTANCE AND ISSUANCE OF GOODS AND SERVICES</b>
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**Scope:**

This process starts from the receipt of approved and funded Purchase Request (PR) up to inspection, acceptance, and issuance of goods and services and filing/retaining of all documents based on the Masterlist of Retained Documented Information.

This Quality Procedure is applicable only for the following methods of procurement: Competitive/ Public Bidding and Alternative Methods of Procurement (AMP) such as Direct Contracting, Shopping (52.1b), and Negotiated Procurement - Small Value Procurement (SVP)

**Description of Service:**

1. Conduct of the procurement process as prescribed by the Government Procurement Reform Act (Republic Act (RA) No. 9184) and its Revised Implementing Rules and Regulations (RIRR). Procurement shall be done through competitive bidding except as provided in R.A. 9184. Resort to AMP shall be made only if: 1) highly exceptional cases; 2) To promote economy and efficiency; 3) Justified by conditions specified in RA 9184.

2. Conduct of inspection, acceptance, and issuance of goods and services as prescribed by the Commission on Audit (COA) rules and regulations.

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<b>Office:</b>	<b>ADMINISTRATIVE SERVICE – GENERAL SERVICES DIVISION AND PROCUREMENT MANAGEMENT DIVISION (CENTRAL OFFICE) AND FINANCE AND ADMINISTRATIVE DIVISION (REGIONAL OFFICES)</b>
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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	End User submits the approved and funded PR along with the Project Procurement Management Plan (PPMP)/Supplemental PPMP and other supporting documents	1.1	Receive, review and record the approved and funded PR and all supporting documents	<ul style="list-style-type: none"> <li>Receive and record the approved and funded PR and check the completeness, correctness and appropriateness of supporting documents, as follows: <ul style="list-style-type: none"> <li>PPMP/Supplemental PPMP</li> <li>Market Analysis (for Competitive Bidding, Shopping and Small Value Procurement</li> </ul> </li> </ul>	Procurement Planning and Management Section (PPMS) Receiving Officer/ Supply and General Services Section (SGSS)/ General Services Section (GSS)/ General Services Unit	<ul style="list-style-type: none"> <li>PR, PPMP/ Supplemental PPMP and supporting documents, whichever is applicable</li> </ul>





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				<ul style="list-style-type: none"> <li>Accomplished Job Order for the repair and replacement of parts and equipment (for Small Value and Direct Contracting)</li> <li>If deficiency is noted, return with instruction to the end-user/ requesting unit.</li> <li>Assign Control Number using the following format (year-month-series e.g. 2023-04-001).</li> </ul> <p><b>Note:</b> The PRs received with the same items/category are gathered within 10 CD upon receipt of the first PR or after the communicated deadline of submission, if applicable.</p>	(GSU) Designated Officer	<ul style="list-style-type: none"> <li>Government Accounting Manual (GAM)</li> </ul>
		1.2	Determine the appropriate method of procurement to be used.	<ul style="list-style-type: none"> <li>If for Competitive/Public Bidding, forward the documents to the BAC Secretariat and proceed to step 2.</li> <li>If request/s is/are for Direct Contracting, proceed to step 9.</li> <li>If request/s is/are for Alternative Mode of Procurement (AMP) such as Small Value Procurement, Shopping, proceed to step 14.</li> </ul>	<b>CO:</b> PMD Chief <b>RO:</b> BAC/ SGSS/ GSS/ GSU	<ul style="list-style-type: none"> <li>PR, PPMP/ Supplemental PPMP, and supporting documents whichever is applicable</li> </ul>

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				<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 PPMP/<i>Supplemental PPMP</i> and APP;</li> <li>Determine the readiness of the procurement at hand;</li> <li>Finalize the procurement timeline.</li> </ul> <p>If BAC defers or disapproves the procurement project, return the PR to the end user for revision/ compliance of requirements and revert to step 1.</p>		<p>documents whichever is applicable</p> <ul style="list-style-type: none"> <li>Procurement Timeline of Activity</li> </ul>
				<ul style="list-style-type: none"> <li>Prepare the Minutes of the Meeting and forward to the BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.</li> </ul> <p>If with correction/revision, return to the BAC Secretariat for appropriate action. If approved, return to BAC Secretariat for filing.</p>	BAC Secretariat/ BAC Secretariat Head/ BAC Chairperson /Vice Chairperson	<ul style="list-style-type: none"> <li>Minutes of the Meeting</li> </ul>





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		2.2	Prepare the Invitation to Bid (IB) and Bidding Documents, and advertise/post in Philippine Electronic Procurement System (PhilGEPS) website, DILG website, and conspicuous places	<ul style="list-style-type: none"> <li>Conduct a Meeting with TWG to review and finalize the IB and Bidding Documents.</li> <li>Forward final IB to the BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.</li> </ul> <p>If with correction/revision, return to the BAC Secretariat for appropriate action.</p>	<p>BAC Secretariat/ BAC TWG</p> <p>BAC Secretariat/ BAC Secretariat Head/ BAC Chairperson /Vice Chairperson</p>	<ul style="list-style-type: none"> <li>Notice of Meeting</li> <li>IB</li> <li>Bidding Documents using the prescribed format by the GPPB</li> <li>Procurement Timeline of Activity</li> <li>Proof of posting in PhilGEPS &amp; DILG websites</li> </ul>
3	Prospective Bidders and End users attend the Pre-Bidding Conference	3.1	<p>Conduct of Pre-Bidding Conference, if applicable</p> <p><b>Note:</b> Optional for projects with ABC of below 1M</p>	<ul style="list-style-type: none"> <li>Prepare the Notice of Meeting and forward to BAC Secretariat Head and BAC Chairperson/ Vice Chairperson for review and approval.</li> </ul> <p>If with correction/revision, return to the BAC Secretariat for appropriate action. If approved, disseminate to concerned attendees.</p>	BAC Secretariat/ BAC Secretariat Head/ BAC Chairperson/ Vice Chairperson	<ul style="list-style-type: none"> <li>Procurement Timeline of Activity</li> <li>Notice of Meeting</li> </ul>



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				<ul style="list-style-type: none"> <li>Conduct the Pre-Bidding Conference to clarify and/or explain any of the requirements, terms and conditions, and technical specifications stipulated in the Bidding Documents.</li> <li>Prepare the Minutes of the Meeting and forward to the BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.</li> </ul> <p>If with correction / revision, return to the BAC Secretariat for appropriate action. If approved, return to BAC Secretariat for filing.</p> <ul style="list-style-type: none"> <li>If there are amendments on the Bidding Documents, prepare the Bid Bulletin and forward to the BAC Secretariat Head and BAC Chairperson/ Vice Chairperson for review and approval.</li> </ul> <p>If with correction / revision, return to BAC Secretariat for appropriate action. If approved, BAC Secretariat post in DILG website, PhilGEPS website and conspicuous places.</p>	<p>BAC/ BAC TWG/ BAC Secretariat/ End User/ Observers/ Prospective Bidders</p> <p>BAC Secretariat/ BAC Secretariat Head/ BAC Chairperson/ Vice Chairperson</p> <p>BAC Secretariat/ BAC Secretariat Head/ BAC Chairperson/ Vice Chairperson</p>	<ul style="list-style-type: none"> <li>Invitation to Bid</li> <li>Bidding Documents</li> <li>Minutes of the Meeting</li> <li>Bid Bulletin, if any</li> <li>Proof of posting in PhilGEPS &amp; DILG websites for Bid Bulletin, if any</li> </ul>

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4	<p><i>Supplier/s and/or service provider/s who purchased the Bidding Documents submit/s their bids on the date, time, and place specified in the IB</i></p> <p><i>Supplier/s and/or service provider/s attend/s the Opening of Bids</i></p>	4.1	Conduct the Submission/ Opening of Bids	<ul style="list-style-type: none"> <li>Receive the bids submitted by the bidders who purchased the Bidding Documents on the date, time, and place specified in the IB.</li> <li>Conduct the Opening of Bids and check the submitted documents of each bidder using the non-discretionary "pass/fail" criterion. <ul style="list-style-type: none"> <li>Open first the technical component envelope to determine the eligibility of the bidders.</li> <li>Then open the financial component envelope of the eligible bidders.</li> </ul> </li> <li>Declare the Single / Lowest Calculated Bidder (S/LCB) as Read.</li> <li>If there is no bidder or all bidders were declared ineligible, declare the bidding a failure.</li> <li>Prepare the Abstract of Bids as Read and forward to BAC for signature.</li> <li>Prepare the Minutes of the Meeting and forward to the BAC</li> </ul>	<p>BAC Secretariat</p> <p>BAC/ BAC TWG/ BAC Secretariat/ Observers/ Bidders</p>	<ul style="list-style-type: none"> <li>Bidding Documents</li> <li>Procurement Timeline of Activity</li> <li>Notice of Meeting</li> <li>Bid Bulletin, if any</li> <li>Bid Documents submitted by the bidder/s</li> <li>Abstract of Bids as Read</li> <li>Minutes of the Meeting</li> </ul>

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				<p>Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.</p> <p>If with correction/revision, return to the BAC Secretariat for appropriate action. If approved, return to BAC Secretariat for filing.</p>		
		4.2	Conduct the Detailed Bid Evaluation	<p>• Conduct further/ detailed evaluation of all the eligible bids using non-discretionary criteria in considering the following:</p> <p><i>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</i></p> <ul style="list-style-type: none"> <li>• Completeness of the Bids</li> <li>• Arithmetical Corrections</li> </ul> <p>Declare the S/LCB as Evaluated.</p> <ul style="list-style-type: none"> <li>• Prepare the Bid Evaluation Report</li> <li>• Prepare the Abstract of Bids as Evaluated and forward to BAC for signature.</li> <li>• Notify the S/LCB as Evaluated to submit the post-qualification documents within the prescribed period.</li> <li>• Prepare the Minutes of the Meeting and forward to the BAC</li> </ul>	<p>BAC/ BAC TWG/ BAC Secretariat/ Observers/ Bidders</p> <p>BAC Secretariat/ BAC TWG</p> <p>BAC Secretariat</p> <p>BAC Secretariat/ BAC Secretariat Head/</p>	<ul style="list-style-type: none"> <li>• Procurement Timeline of Activity</li> <li>• Notice of Meeting</li> <li>• Bidding Documents</li> <li>• Bid Bulletin, if any</li> <li>• Bid Documents submitted by the bidder/s</li> <li>• Bid Evaluation Report</li> <li>• Abstract of Bids as Evaluated</li> <li>• Minutes of the Meeting</li> </ul>





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				<p>Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.</p> <p>If with correction/revision, return to the BAC Secretariat for appropriate action. If approved, return to BAC Secretariat for filing.</p>	BAC Chairperson/ Vice Chairperson	
5	<i>S/LCRB as evaluated submits Post-Qualification documents within the prescribed period</i>	5.1	Conduct the Post-Qualification	<p>• Conduct a post qualification to verify, validate and ascertain all statements made and documents submitted by the S/LCB as Evaluated.</p> <p>• Prepare a Post Qualification Report. If the bidder passed the post-qualification stage, the BAC TWG recommend the bidder to be declared as the Single /Lowest Calculated and Responsive Bidder (S /LCRB); if it failed, recommend for the disqualification of the bidder.</p>	<p>BAC through the BAC TWG/ BAC Secretariat/ Observers</p> <p>BAC Secretariat/ BAC TWG</p>	<ul style="list-style-type: none"> <li>• Procurement Timeline of Activity</li> <li>• Notice of Meeting</li> <li>• Bidding Documents</li> <li>• Bid Documents and Post-Qualification documents submitted by the bidder</li> <li>• Post-Qualification Report</li> </ul>



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		5.2	Prepare and approve BAC Resolution and Notice of Award (NOA)	<ul style="list-style-type: none"> <li>Prepare the Resolution recommending the award of contract to the S/LCRB and NOA.</li> <li>Forward the documents to the BAC for signature If with correction/revision, return to the BAC Secretariat for appropriate action.</li> <li>Forward the documents to the Head of the Procuring Entity (HoPE) for approval.</li> </ul> <p><i>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</i></p>	BAC Secretariat/ BAC Secretariat Head  BAC Secretariat/ BAC Secretariat/ HoPE	<ul style="list-style-type: none"> <li>Resolution with cover memorandum and supporting documents</li> </ul>
6	S/LCRB receives the NOA and submits any forms of Performance Security	6.1	Issue NOA to the S/LCRB	<ul style="list-style-type: none"> <li>Serve the NOA the S/LCRB by securing the signature of the authorized representative on the conforme portion of the NOA.</li> <li>Post the signed NOA and approved Resolution in PhilGEPS and DILG websites.</li> </ul>	BAC Secretariat	<ul style="list-style-type: none"> <li>Signed NOA</li> <li>Approved Resolution</li> <li>Proof of posting in PhilGEPS and DILG websites</li> </ul>





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		6.2	Receive Performance Security from the S/LCRB	<ul style="list-style-type: none"> <li>Check if the Performance Security posted is in accordance with the required amount/Performance Securing Declaration (PSD), if applicable.</li> </ul>	BAC Secretariat	<ul style="list-style-type: none"> <li>Performance Security</li> </ul>
		6.3	Prepare the PO / Contract	<p>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy.</p> <ul style="list-style-type: none"> <li>Prepare the PO / Contract and Obligation Request and Status (ORS), and Letter request for preferred form of Warranty Security (WS), if applicable.</li> <li>For Contract, request for legal review/comments, if necessary.</li> <li><b>For CO:</b> Forward the documents to the end user for approval and Budget Division/ Accounting Division, Financial Management Service (FMS) for funding.</li> <li><b>For RO:</b> Forward the documents to the Budget/Accounting Section for funding purposes and HoPE for approval.</li> <li>If with correction / revision, return to the BAC Secretariat for appropriate action.</li> </ul>	<p>BAC Secretariat</p> <p>BAC Secretariat/ LLLS/ Regional Legal Officer</p> <p>BAC Secretariat/ End user/ FMS/ Budget Officer/ Accountant/ HoPE</p>	<ul style="list-style-type: none"> <li>PO/ Contract and ORS with cover memorandum and supporting documents</li> </ul>



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7	<i>S/LCRB receives PO/Contract If contract, S/LCRB notarizes the document and returns the notarized Contract</i>	7.1	Issue the approved and funded PO/Contract to the S/LCRB	<ul style="list-style-type: none"> <li>Once PO/Contract is approved and funded, serve the PO/Contract to the supplier/service provider.</li> <li>Once the PO/Contract is signed by the S/LCRB and notarized (for Contract), furnish the COA with the certified true copies of the PO/Contract with supporting documents.</li> <li>Prepare NTP and forward to the HoPE for approval.</li> <li>If with correction / revision, return to the BAC Secretariat for appropriate action.</li> </ul>	<p>BAC Secretariat/ End user/ FMS/ SGSS/ GSS/ GSU Designated Officer</p> <p>BAC Secretariat/ BAC Secretariat Head/ HoPE</p>	<ul style="list-style-type: none"> <li>PO/ Contract and ORS with cover memorandum and supporting documents</li> <li>NTP with cover memorandum and supporting documents</li> </ul>
8	<i>S/LCRB receives the Notice to Proceed (NTP)</i>	8.1	Issue NTP to the S/LCRB	<ul style="list-style-type: none"> <li>Serve the NTP the S/LCRB by securing the signature of the authorized representative on the conforme portion of the NTP.</li> <li>Once the NTP is signed by the S/LCRB, post the NTP and PO/Contract in PhilGEPS and DILG websites.</li> <li>Endorse the original documents to the Procurement Contract Management Section (PCMS) (for Central Office) or SGSS / GSS/</li> </ul>	BAC Secretariat	<ul style="list-style-type: none"> <li>Proof of posting in PhilGEPS and DILG websites</li> </ul>





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				GSU/ End-user (for Regional Offices) for the implementation and monitoring of the PO/ Contract and proceed to step 19.		
9		9.1	Request through Direct Contracting, prepare Request for Quotation (RFQ)	<ul style="list-style-type: none"> <li>Prepare RFQ along with applicable attachments for review and approval</li> <li>If deficiency is noted, forward to the BAC Secretariat for revision/ correction.</li> </ul>	<b>CO:</b> BAC Secretariat / PMD Chief  <b>RO:</b> BAC Secretariat / BAC Chairperson	<ul style="list-style-type: none"> <li>PR, PPMP/Supplemental PPMP, and supporting documents</li> <li>RFQ</li> </ul>
		9.2	Send RFQ to the identified exclusive supplier	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy <ul style="list-style-type: none"> <li>Send the RFQ to the identified exclusive supplier.</li> </ul>	Canvasser	<ul style="list-style-type: none"> <li>RFQ</li> </ul>
10	Identified exclusive supplier/ service provider to submit the proposal and eligibility requirements	10.1	Receive the proposal and eligibility requirements	<ul style="list-style-type: none"> <li>Receive the proposal and eligibility requirements and forward the set of documents to the Action Officer.</li> </ul>	Canvasser	<ul style="list-style-type: none"> <li>Quotation from the exclusive supplier and Eligibility requirements</li> </ul>
		10.2	Prepare the BAC Resolution and NOA, if applicable. Secure approval, and serve to the supplier	<ul style="list-style-type: none"> <li>Prepare the Resolution recommending the award of contract to the Single/Lowest Calculated and Responsive supplier and all its attachments, for review and approval .</li> </ul>	<b>CO:</b> BAC Secretariat / PMD Chief  <b>RO:</b> BAC Secretariat / BAC Secretariat Head	<ul style="list-style-type: none"> <li>PR, PPMP/ Supplemental PPMP, and supporting documents</li> <li>RFQ</li> </ul>



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				<ul style="list-style-type: none"> <li>If deficiency is noted, forward to BAC Secretariat for revision/correction.</li> <li>Forward the Resolution with attachments to the BAC.</li> <li>Review the Resolution and its supporting documents, and if found in order, sign the BAC Resolution; if with correction/revision, return to BAC Secretariat for appropriate action.</li> </ul>	<b>CO/RO: BAC</b>	<ul style="list-style-type: none"> <li>Quotation from the exclusive supplier</li> <li>Resolution</li> </ul>
				<p>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</p> <ul style="list-style-type: none"> <li>Forward the documents to the HoPE for approval.</li> <li>If with correction/revision, return to the BAC Secretariat for appropriate action.</li> </ul>		
<b>11</b>	Exclusive supplier/ service provider receives the NOA	11.1	Issue NOA to the Exclusive supplier/ service provider	<ul style="list-style-type: none"> <li>Once the NOA is approved, serve the document to the supplier.</li> </ul>	Canvasser	<ul style="list-style-type: none"> <li>NOA</li> </ul>
		11.2	Prepare, the PO/ Contract, ORS and its attachments, secure approval, and serve to the Supplier	<ul style="list-style-type: none"> <li>Prepare PO/Contract, ORS and Cover Memorandum and all its attachments, for review and approval.</li> </ul>	<b>CO/RO:</b> BAC Secretariat	<ul style="list-style-type: none"> <li>PR, PPMP/ Supplemental PPMP, and supporting documents</li> </ul>





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				<ul style="list-style-type: none"> <li>Prepare Letter request for preferred form of WS.</li> </ul> <p><b>Note:</b> For Contract preparation, the legal review/comments from the Legal unit is necessary.</p> <ul style="list-style-type: none"> <li><b>For CO:</b> Forward the documents to the end user for approval and Budget Division/Accounting Division, FMS for funding.</li> <li><b>For RO:</b> Forward the documents to the Budget/Accounting Section for funding purposes and Office of the HoPE for approval.</li> <li>If with correction/revision, return to the BAC Secretariat for appropriate action.</li> </ul>	<p><b>CO:</b> BAC Secretariat / FMS</p> <p><b>RO:</b> BAC Secretariat/ Budget Officer/ Accountant / HoPE</p>	<ul style="list-style-type: none"> <li>RFQ</li> <li>Quotation from the exclusive supplier</li> <li>Resolution</li> <li>PO/Contract</li> </ul>
<b>12</b>	Exclusive supplier/ service provider receives PO/ Contract and Warranty Security Letter.	<b>12.1</b>	Issue the approved and funded PO/ Contract to the Exclusive supplier/ service provider	<ul style="list-style-type: none"> <li>Once PO/Contract is approved and funded, serve the PO/ Contract to the exclusive supplier.</li> <li>Once the PO/Contract is signed by the exclusive supplier and notarized (for Contract), furnish the COA with the certified true copies of the PO/Contract with supporting documents.</li> </ul>	<p><b>CO/RO:</b> Canvasser</p> <p><b>CO/RO:</b> BAC Secretariat</p>	<ul style="list-style-type: none"> <li>PO/Contract</li> </ul>



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				<p><b>Note:</b> For SVP-If Lease/Rental or other Contracts for SVP, prepare Request for Legal Review</p> <ul style="list-style-type: none"> <li>If deficiency is noted, forward to SNPC Secretariat (for Central Office) and BAC Secretariat / SNPC Secretariat (for Regional Offices) for revision/correction.</li> <li>Post the RFQ in the PhilGEPS and conspicuous places if the Approved Budget for the Contract (ABC) is above Php 50,000.00.</li> </ul>		<ul style="list-style-type: none"> <li>RFQ</li> <li>Request for Legal Review, if applicable</li> </ul>
		14.2	Gather Quotation/s from Suppliers/Service Providers	<ul style="list-style-type: none"> <li>Gather quotations from suppliers/service providers until the set deadline.</li> </ul> <p><b>Notes:</b> For SVP-Receipt of at least one (1) quotation is sufficient to proceed with the evaluation.</p> <p>For Shopping (b) - Receipt of three (3) quotations is necessary to proceed with the evaluation.</p>	<b>CO/RO:</b> Canvasser	<ul style="list-style-type: none"> <li>RFQ</li> <li>Quotation/s from supplier/s</li> </ul>
15	Supplier/ service provider to submit the proposal and eligibility requirements	15.1	Prepare Abstract of Quotation/s and conduct meeting to evaluate the	<ul style="list-style-type: none"> <li>Prepare Abstract of Quotation/s setting forth the names of those who responded to the RFQ, and their corresponding price quotation/s.</li> </ul>	<p><b>CO:</b> SNPC Secretariat</p> <p><b>RO:</b> BAC Secretariat/ SNPC Secretariat</p>	<ul style="list-style-type: none"> <li>PR, PPMP / Supplemental PPMP, and supporting documents whichever is applicable</li> </ul>



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			quotation/s submitted	<ul style="list-style-type: none"> <li>Conduct of BAC/ SNPC/ TWG/ SGSS/GSS/GSU Meeting to evaluate the quotations</li> </ul> <p><b>Note:</b> If requested item/s is/are ICT Resources, prepare Memorandum addressed to ISTMS/RICTU requesting for review of technical specification offered by supplier/s / service provider/s.</p>	<p><b>CO:</b> SNPC / SNPC Secretariat</p> <p><b>RO:</b> BAC/SNPC/TWG/ SGSS/ GSS/GSU</p>	<ul style="list-style-type: none"> <li>RFQ</li> <li>Request for Legal Review, if applicable</li> <li>Quotation/s from the supplier/s</li> <li>Abstract of Quotation/s</li> </ul>
		15.2	Prepare, the BAC Resolution and NOA if applicable, secure approval	<ul style="list-style-type: none"> <li>Prepare the Resolution recommending the award of contract to the Single/Lowest Calculated and Responsive Supplier/Service Provider with attachments for review and approval.</li> <li>If deficiency is noted, forward to BAC Secretariat/ SNPC Secretariat for revision/ correction.</li> <li>Forward the Resolution with attachments to the BAC.</li> <li>Review the Resolution and its supporting documents and if found in order, sign the BAC Resolution; if with correction/ revision, return to BAC</li> </ul>	<p><b>CO:</b> SNPC Secretariat</p> <p><b>RO:</b> BAC Secretariat/ SNPC Secretariat</p> <p><b>CO/RO:</b> BAC</p>	<ul style="list-style-type: none"> <li>PR, PPMP/ Supplemental PPMP and supporting documents whichever is applicable</li> <li>RFQ</li> <li>Request for Legal Review, if applicable</li> <li>Quotation/s from the supplier/s</li> <li>Abstract of Quotation/s</li> <li>Resolution and its attachments</li> </ul>





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				Secretariat/ SNPC Secretariat for appropriate action. <ul style="list-style-type: none"> <li>Forward the documents to the HoPE for approval.</li> <li>If with correction / revision, return to the BAC Secretariat/ SNPC Secretariat for appropriate action.</li> </ul>	<b>CO:</b> SNPC Secretariat / HoPE  <b>RO:</b> BAC Secretariat/ SNPC Secretariat	
<b>16</b>	<i>S/LRCB receives the NOA</i>	16.1	Issue NOA to the S/LCRB	<ul style="list-style-type: none"> <li>Serve the document to the supplier/service provider.</li> </ul>	<b>CO/RO:</b> Canvasser	<ul style="list-style-type: none"> <li>NOA</li> </ul>
		16.2	Prepare, the PO/ Contract, and its attachments, secure approval, and serve to the Supplier/ Service Provider	<p><small>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</small></p> <ul style="list-style-type: none"> <li>Prepare PO/Contract, Cover Memorandum and all its attachments, for review and approval.</li> <li>Prepare Letter request for preferred WS, if applicable.</li> </ul> <p><b>Note:</b> For Contract preparation, the legal review/comments from Legal unit is necessary.</p> <ul style="list-style-type: none"> <li><b>For CO:</b> Forward the documents to the end user for approval and Budget Division/Accounting Division, FMS for funding.</li> </ul>	<b>CO:</b> SNPC Secretariat  <b>RO:</b> BAC Secretariat/ SNPC Secretariat  <b>CO:</b> SNPC Secretariat /FMS	<ul style="list-style-type: none"> <li>PR, PPMP/ Supplemental PPMP, and supporting documents whichever is applicable</li> <li>RFQ</li> <li>Request for Legal Review, if applicable</li> <li>Quotation/s from the supplier/s</li> <li>Abstract of Quotation/s</li> <li>Resolution and its attachments,</li> </ul>



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				<ul style="list-style-type: none"> <li><b>For RO:</b> Forward the documents to the Budget/ Accounting Section for funding purposes and Office of the HoPE for approval.</li> <li>If with correction / revision, return to the BAC Secretariat /SNPC Secretariat for appropriate action.</li> </ul>	<b>RO:</b> BAC Secretariat/ SNPC Secretariat Budget Officer/ Accountant / HoPE	<ul style="list-style-type: none"> <li>NOA,</li> <li>PO/Contract</li> </ul>
17	<i>S/LCRB receives PO/Contract and Warranty Security Letter. If contract, S/LCRB provider notarizes the document and returns the notarized Contract</i>	17.1	Canvasser to serve the PO/ Contract to the supplier/ service provider	<ul style="list-style-type: none"> <li>Once the PO/Contract is signed by the supplier / service provider and notarized (for Contract), furnish the COA with the certified true copies of the PO/ Contract with supporting documents.</li> </ul>	<b>CO:</b> SNPC Secretariat  <b>RO:</b> BAC Secretariat/ SNPC Secretariat	<ul style="list-style-type: none"> <li>PO/Contract</li> </ul>
		17.2	Prepare the NTP if applicable	<ul style="list-style-type: none"> <li>Prepare NTP and forward to the HoPE for approval, if applicable; otherwise proceed to step 19.</li> <li>If with correction/revision, return to the SNPC Secretariat /BAC Secretariat for appropriate action.</li> </ul>	<b>CO:</b> SNPC Secretariat /HOPE  <b>RO:</b> BAC Secretariat/ SNPC Secretariat /HOPE	<ul style="list-style-type: none"> <li>PR, Supplemental PPMP, and supporting documents whichever is applicable</li> <li>RFQ</li> <li>Request for Legal Review, if applicable</li> </ul>





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						<ul style="list-style-type: none"> <li>• Quotation/s from the supplier/s</li> <li>• Abstract of Quotation/s</li> <li>• Resolution and its attachments,</li> <li>• NOA</li> <li>• PO/Contract</li> </ul>
<b>18</b>	<i>S/LCRB receives the NTP</i>	<b>18.1</b>	Serve the NTP to the winning supplier/service provider	<ul style="list-style-type: none"> <li>• Serve the NTP to the winning supplier/service provider by securing the signature of the authorized representative on the conforme portion of the NTP.</li> <li>• Endorse the original documents to the PCMS (for Central Office) or SGSS / GSS/GSU (for Regional Offices) for the implementation and monitoring of the PO/ Contract and proceed to step 19.</li> </ul>	<b>CO/RO:</b> Canvasser  <b>CO:</b> SNPC Secretariat <b>RO:</b> BAC Secretariat/ SNPC Secretariat	<ul style="list-style-type: none"> <li>• NTP</li> </ul>
<b>19</b>		<b>19.1</b>	Receive the original documents from PPMS/BAC Secretariat Sections	<ul style="list-style-type: none"> <li>• Coordinate with the Property Unit the schedule of delivery of the items and monitor the implementation of the PO/ Contract.</li> </ul>	<b>CO:</b> PCMS Officer <b>RO:</b> SGSS/GSS/GSU Designated Officer	<ul style="list-style-type: none"> <li>• PO/ Contract with attachments</li> </ul>



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			for the monitoring of the PO/Contract.  <b>RO:</b> Schedule delivery and monitor contract.	<ul style="list-style-type: none"> <li>If the items are for delivery, endorse original documents to the Property Unit and keep copies of the documents.</li> </ul>		
<b>20</b>	<i>Supplier/Service Provider delivers the goods/services required and submits Delivery Receipt/ Sales Invoice</i>	<b>20.1</b>	Check and receive deliveries of supplies, materials, equipment and services	<ul style="list-style-type: none"> <li>Check documentary requirements and receive the delivery of supplies, materials, equipment and services based on the approved PO/Contract, PR, Delivery Receipt (DR)/Sales Invoice (SI), for preparation of Inspection and Acceptance Report (IAR).</li> </ul>	<b>CO:</b> Property Officer  <b>RO:</b> Designated Inspector, Designated SGSS/GSS/GSU Officer	<ul style="list-style-type: none"> <li>PO/Contract/PR</li> <li>Original copy of DR/SI</li> </ul>
		<b>20.2</b>	Inspect and verify delivered items/services rendered.	<ul style="list-style-type: none"> <li>Prepare IAR.</li> <li>Forward IAR, original copy of DR/SI, and approved PO/Contract/ PR to Technical Property Inspector (TPI) for inspection of deliveries.</li> <li>Inspect and verify items/ services rendered as to quantity and conformity with specifications stated on DR/SI, based on approved PO/ Contract</li> </ul>	<b>CO:</b> Property Officer  <b>RO:</b> Designated Inspector, Designated SGSS/GSS/GSU Officer  <b>CO:</b> TPI  <b>RO:</b> Designated Inspector	<ul style="list-style-type: none"> <li>PO/ Contract/PR</li> <li>Original copy of DR/SI</li> <li>IAR</li> <li>Process Summary Logsheet (Inspection, Acceptance and Issuance of SMEs)</li> </ul>





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				<ul style="list-style-type: none"> <li>If delivery is not in conformity to the specifications or delivery is incomplete, indicate notation on the IAR that the deliveries are not in conformity to specifications and/or terms agreed under the approved PO and return the IAR, original DR/SI, and approved PO/Contract and PR with supporting documents to the Property Officer/ SGSS/GSS/GSU Officer.</li> <li>Return the items, original DR and SI to the supplier/service provider and require the latter to comply with the agreed specifications and/or terms of the PO/Contract.</li> <li>If delivery is in order, indicate the date of inspection, place "✓" in the box for "Inspected, verified and found in order as to quantity and specifications", and sign the "Inspection" portion of the IAR, and forward IAR, DR/SI, approved PO/ Contract to the Property and/or Supply Custodian for acceptance of delivered items/ services rendered.</li> </ul>	<b>CO:</b> Property Officer  <b>RO:</b> Designated Inspector, Designated SGSS/GSS/GSU Officer	

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		20.3	Accept the deliveries	<ul style="list-style-type: none"> <li>For deliveries in order, indicate the date of acceptance, place "✓" in the box for "Complete as to quantity and specifications" or "Partial (pls. specify quantity)", and sign the "Acceptance" portion of the IAR. Store the delivered items to be issued to the Requisitioning Office.</li> <li>Record and update the Stock Card of the newly delivered items.</li> <li>Assign and tag property number for the accepted PPE/s and Semi-Expendable items.</li> </ul> <p><b>Note:</b> Furnish the COA the copies of delivery documents within twenty-four (24) hours from acceptance of deliveries and submit documents of the completed delivery to Accounting Division/Unit for preparation of Journal Entry Voucher (JEV).</p>	<b>CO:</b> Property Officer  <b>RO:</b> Designated SGSS/ GSS/GSU Officer	<ul style="list-style-type: none"> <li>PO/ Contract /PR</li> <li>Original copy of DR/SI</li> <li>IAR</li> <li>Process Summary Log Sheet (Inspection, Acceptance and Issuance of SMEs)</li> <li>Stock Card</li> </ul>
21	End User submits the Requisition and Issue Slip (RIS) and accomplish the Customer	21.1	Issue the accepted deliveries to requesting office and administer the CSS.	<ul style="list-style-type: none"> <li>Inform the requesting office on the availability of supplies/equipment.</li> </ul>	<b>CO:</b> Property Officer	<ul style="list-style-type: none"> <li>RIS</li> <li>Process Summary Log Sheet (Inspection,</li> </ul>

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	<i>Satisfaction Survey (CSS) Form upon receipt of delivered items</i>			<ul style="list-style-type: none"> <li>• Prepare Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) to record, monitor and control the accountability of the End User. <ul style="list-style-type: none"> <li>○ <b>PAR</b> for non-expendable property (Php 50,000.00 and above) (furniture and fixtures) and equipment; indicate the quantity, unit, description, date acquired, unit cost and property number of the items being issued. The PAR shall be renewed at least every three (3) years or every time there is a change in accountability or custodianship of the property.</li> <li>○ <b>ICS</b> for semi-expendable property or tangible items and shall be classified into two categories <ul style="list-style-type: none"> <li>a. Low-valued items - cost of each item is Php 5,000.00 or less; and</li> <li>b. High-valued items - cost of each item is more than Php 5,000.00 but less than Php 50,000.00</li> </ul> </li> </ul> </li> </ul>	<b>RO:</b> Designated SGSS/GSS/GSU Officer	<p>Acceptance and Issuance of SMEs)</p> <ul style="list-style-type: none"> <li>• PAR/ ICS</li> <li>• Property Card</li> <li>• Semi-Expendable Property card</li> </ul>


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				<ul style="list-style-type: none"> <li>Receive RIS and ICS/PAR (if any) from the requesting office and issue the deliveries to the requesting office.</li> <li>Update the Stock Card of the issued items.</li> </ul> <p><b>Note:</b> for Regional Offices, if the items are not available in stock, the requesting office shall prepare PR.</p>		<ul style="list-style-type: none"> <li>Stock Card</li> </ul>
				<p>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</p> <ul style="list-style-type: none"> <li>Conduct the CSS prior to the issuance of deliveries.</li> <li>Report the CSS results in accordance with the Client</li> </ul>		<ul style="list-style-type: none"> <li>Accomplished CSS Form</li> <li>CSS Data Sheet</li> <li>Client Satisfaction Report</li> <li>Client Satisfaction Measurement Procedure</li> </ul>

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<p><b>MODE OF PROCUREMENT:</b></p> <p>Name of Procuring Entity:</p> <p>Office/End User:</p> <p>Company Name (TO BE FILLED OUT BY SUPPLIER):</p> <p>Address (TO BE FILLED OUT BY SUPPLIER):</p> <p><b>*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)</b></p>		<p>RFQ No. : Yyyy-mm-xxx</p> <p>Date:</p>							
<p>Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:</p>									
<p align="center"><b>TERMS AND CONDITIONS:</b></p>									
<p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders may quote for any or all items.</p> <p>3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p>		<p>6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the specified delivery period shall be imposed on the bidder. The DILG shall have the right to cancel the contract upon the completion of the delivery period.</p>							

<p>gnated S/GSU</p>	<ul style="list-style-type: none"> <li>PO/ Contract/PR with supporting documents</li> <li>RIS</li> </ul>
	<ul style="list-style-type: none"> <li>ICS</li> <li>PAR</li> <li>Process Summary Log Sheet (Inspection, Acceptance and Issuance of SMEs.</li> </ul>

IZATION





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		21.3	Forward IAR with supporting documents	<ul style="list-style-type: none"> <li>Forward IAR with supporting documents to the PCMS (CO) for preparation of DV or Accounting Unit (RO) for the processing of payment, in accordance with the Processing and Payment of Claims Procedure.</li> </ul>	<b>CO:</b> Property Officer  <b>RO:</b> Designated SGSS/ GSS/GSU Officer	<ul style="list-style-type: none"> <li>PO/Contract/PR with supporting documents</li> <li>DR/SI</li> <li>IAR</li> <li>RIS</li> <li>JEV, if applicable</li> <li>ICS, if any</li> <li>PAR, if any</li> <li>Waste Material Report, if any</li> </ul>
22		22.1	Retain records	<p>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</p> <ul style="list-style-type: none"> <li>Update the Process Summary Log Sheets:               <ul style="list-style-type: none"> <li>Public Bidding</li> <li>Alternative Mode of Procurement</li> <li>Inspection, Acceptance and Issuance of SMEs</li> </ul> </li> <li>Retain records in accordance with the Control of Retained Documented Procedure and Master List of Retained Documented Procedure.</li> </ul>	Designated Records Custodian/ Process Owners	<ul style="list-style-type: none"> <li>Process Summary Log Sheets</li> <li>Control of Retained Documented Procedure</li> <li>Master List of Retained Documented Procedure</li> </ul>
<b>End of Transaction</b>						



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**QUALITY  
OBJECTIVE (QO)**

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<b>OFFICE</b>	<b>ADMINISTRATIVE SERVICE – GENERAL SERVICES DIVISION AND PROCUREMENT MANAGEMENT DIVISION (CENTRAL OFFICE) AND FINANCE AND ADMINISTRATIVE DIVISION (REGIONAL OFFICES)</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>PROCUREMENT, INSPECTION, ACCEPTANCE AND ISSUANCE OF GOODS AND SERVICES</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirement
	Objective	Target				
<b>Conduct of Alternative Mode of Procurement (AMP)</b>	1. 85% of Procurement transaction through AMP are conducted within 50 Calendar Days (without posting requirements), and 60 Calendar Days (with posting requirements) (from the preparation of RFQ up to the issuance of the PO/Contract or NTP to the winning supplier, whichever is applicable)	85% of Procurement transaction through AMP	Total No. of Procurement Transaction conducted within the set timeline or earlier/ (Total No. of RFQs - Transactions to be carried over for the succeeding quarter) x 100	Quarterly	Action Officer	Procurement, Inspection, Acceptance, and Issuance of Goods and Services Process Summary Log Sheet (Alternative Mode of Procurement)
	2. 0 incidence of receipt of notice of suspension/disallowance on procurement lapses.	0 receipt of Notice of Suspension/ Disallowance	Actual Number of Notice of Suspension/Disallowance on Procurement lapses received	Quarterly	Action Officer	Notice of Suspension/ Disallowance



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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirement
	Objective	Target				
<b>Conduct of Public Bidding (PB)</b>	1. 85% of Procurement Activities through PB are conducted within the period of 136 calendar days from the Posting of Invitation to Bid to the Issuance of Notice to Proceed (NTP).	85% <i>Procurement transaction through PB</i>	(Total No. of Procurement Activities conducted within the set timeline or earlier / Total No. of Procurement Activities due for the month) x 100	<i>Quarterly</i>	Action Officer	Procurement, Inspection, Acceptance, and Issuance of Goods and Services Process Summary Log Sheet (Public Bidding)
	2. 0 Receipt of Notice of Suspension/Disallowance from the Commission on Audit (COA)	0 receipt of Notice of Suspension/ Disallowance	Actual Number of Notice of Suspension/Disallowance	<i>Quarterly</i>	Action Officer	Notice of Suspension/ Disallowance

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY  
 OBJECTIVE (QO)**

Document Code		
<b>QO-QP-DILG-AS-RO-10</b>		
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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirement
	Objective	Target				
<b>Inspection, Acceptance, and Issuance of Supplies, Materials, Equipment (SME)</b>	1. SME received are inspected and accepted within 1 working day upon receipt.	100%	(Total no. of SME inspected and accepted within 1 working day upon receipt of deliveries/ Total no. SME received) x 100	Quarterly	Action Officer	Procurement, Inspection, Acceptance, and Issuance of Goods and Services Process Summary Log Sheet (Inspection, Acceptance, and Issuance of Supplies, Materials, Equipment (SME))
	2. SME are issued within 2 working days upon receipt of signed Requisition and Issuance Slip (RIS).	100%	(Total no. of supplies, materials, equipment issued within 2 working days upon receipt of RIS / Total no. of RIS received) x 100	Quarterly	Action Officer	
	3. 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).	80%	(Total number of responses with rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs) / Total Number of responses received) x 100	Quarterly	Action Officer	<ul style="list-style-type: none"> <li>CSS Data Sheet</li> <li>Client Satisfaction Report</li> </ul>



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY  
OBJECTIVE (QO)**

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Rev. No.	Eff. Date	Page
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(sgd.) IRISH M. COMPOMON			
(sgd.) FAE LOISE M. SALOSAGCOL	(sgd.) LESLIE B. CAÑAFRANCA		
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Process Owners	Next Higher Supervisor/ Division Chief	Bureau/Service Deputy Quality Management Representative	Overall Deputy Quality Management Representative





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
 AND EVALUATION (QME)**

Document Code		
<b>QME-QP-DILG-AS-RO-10A</b>		
Rev. No.	Eff. Date	Page
01	06.01.23	1 of 2

<b>OFFICE</b>						
<b>PROCEDURE TITLE</b>	<b>PROCUREMENT, INSPECTION, ACCEPTANCE, AND ISSUANCE OF GOODS AND SERVICES</b>					
<b>OBJECTIVE STATEMENT</b>	1. 85% of Procurement transaction through Alternative Methods of Procurement (AMP) are conducted within 50 Calendar Days (without posting requirements), and 60 Calendar Days (with posting requirements) (from the preparation of RFQ up to the issuance of the PO/Contract or NTP to the winning supplier, whichever is applicable). 2. 0 incidence of receipt of notice of suspension/disallowance on procurement lapses.					
<b>COVERED PERIOD</b>						
<b>INDICATORS</b>	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy					
	<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>	<b>TOTAL</b>	
<b>Objective 1:</b> 85% of Procurement transaction through Alternative Methods of Procurement (AMP) are conducted within 50 Calendar Days (without posting requirements), and 60 Calendar Days (with posting requirements) (from the preparation of RFQ up to the issuance of the PO/Contract or NTP to the winning supplier, whichever is applicable).						
A	Total No. of Procurement Transaction conducted within the set timeline or earlier					
B	Total No. of RFQs					
C	Total No. of On-going Procurement Transactions to be carried over for the succeeding quarter					
D	Formula: $\frac{A}{(B-C)} \times 100\%$	Target Result = 85%				
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met					



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
 AND EVALUATION (QME)**

Document Code		
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INDICATORS	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER	TOTAL
<b>Objective 2:</b> 0 incidence of receipt of notice of suspension/disallowance on procurement lapses.					
A	0 receipt of notice of suspension/disallowance				
B	Gap Analysis: In case the objective is not met, put your analysis why it is not met.				

Prepared By	Reviewed By	Noted By
<b>Process Owner</b>	<b>Division Chief</b>	<b>AS Deputy QMR / Regional QMR</b>

Prepared By	Reviewed By	Approved By
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		<b>Overall Deputy Quality Management Representative</b>





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
AND EVALUATION (QME)**

Document Code		
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<b>OFFICE</b>						
<b>PROCEDURE TITLE</b>	<b>PROCUREMENT, INSPECTION, ACCEPTANCE, AND ISSUANCE OF GOODS AND SERVICES</b>					
<b>OBJECTIVE STATEMENT</b>	1. 85% of Procurement Activities through Public Bidding are conducted within the period of 136 calendar days from the Posting of Invitation to Bid to the Issuance of Notice to Proceed (NTP). 2. 0 receipt of Notice of Suspension/Disallowance from the Commission on Audit (COA).					
<b>COVERED PERIOD</b>						
<b>INDICATORS</b>		<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>	<b>TOTAL</b>
<b>Objective 1:</b> 85% of Procurement Activities through Public Bidding are conducted within the period of 136 calendar days from the Posting of Invitation to Bid to the Issuance of Notice to Proceed (NTP).						
A	Total No. of Procurement Activities conducted within the set timeline or earlier					
B	Total No. of Procurement Activities due for the quarter					
C	Formula: (A / B) x 100%	Target Result = 85%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
<b>Objective 2:</b> 0 Receipt of Notice of Suspension/Disallowance from the Commission on Audit (COA).						
A	0 receipt of notice of suspension/disallowance					
B	Gap Analysis: In case the objective is not met, put your analysis why it is not met.					



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
AND EVALUATION (QME)**

Document Code		
<b>QME-QP-DILG-AS-RO-10B</b>		
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Prepared By	Reviewed By	Noted By
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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
 AND EVALUATION (QME)**

Document Code		
<b>QME-QP-DILG-AS-RO-10D</b>		
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<b>OFFICE</b>						
<b>PROCEDURE TITLE</b>	<b>PROCUREMENT, INSPECTION, ACCEPTANCE, AND ISSUANCE OF GOODS AND SERVICES</b>					
<b>OBJECTIVE STATEMENT</b>	1. 100% of Supplies Material Equipment (SME) received are inspected and accepted within 1 working day upon receipt. 2. 100% of Supplies Materials Equipment (SME) are issued within 2 working days upon receipt of signed Requisition and Issuance Slip (RIS). 3. 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).					
<b>COVERED PERIOD</b>						
<b>INDICATORS</b>		<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>	<b>TOTAL</b>
<b>Objective 1:</b> 100% of Supplies Material Equipment (SME) received are inspected and accepted within 1 working day upon receipt.						
A	Total number of SME inspected and accepted within 1 working day upon receipt of deliveries					
B	Total number of SME received	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy				
C	Formula: $(\frac{A}{B}) \times 100$	Target: 100%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
<b>Objective 2:</b> 100% of Supplies Materials Equipment (SME) are issued within 2 working days upon receipt of signed Requisition and Issuance Slip (RIS).						
A	Total number of supplies/materials/ equipment issued within 2 working days upon receipt of RIS					
B	Total number of RIS received					
C	Formula: $(\frac{A}{B}) \times 100$	Target: 100%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
 AND EVALUATION (QME)**

Document Code		
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**Objective 3:** 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).

A	Total number of responses with rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs)					
B	Total number of responses received					
C	Formula: $(\frac{A}{B}) \times 100$	Target: 100%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					

Prepared By	Reviewed By	Noted By
<b>Process Owner</b>	<b>Division Chief</b>	<b>AS Deputy QMR / Regional QMR</b>

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		<b>Overall Deputy Quality Management Representative</b>





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**PROCUREMENT, INSPECTION, ACCEPTANCE, AND ISSUANCE OF GOODS AND SERVICES  
PROCESS SUMMARY LOG SHEET (ALTERNATIVE MODE OF PROCUREMENT)**

Document Code		
FM-QP-DILG-AS-RO-10-01A		
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**QUALITY OBJECTIVE:** 1. 85% of Procurement transaction through Alternative Methods of Procurement (AMP) are conducted within 50 Calendar Days (without posting requirements), and 60 Calendar Days (with posting requirements) (from the preparation of RFQ up to the issuance of the PO/Contract or NTP to the winning supplier, whichever is applicable).

**FREQUENCY OF MONITORING:** Quarterly  
**COVERED PERIOD:**

No.	RFQ No.	Date of Preparation of RFQ	Office	Mode of Procurement	Approved Budget for the Contract (ABC)	Actual Date of Issuance of Purchase Order (PO)/Contract or Notice to Proceed	Expected Date of Issuance of Purchase Order (PO) / Contract or Notice to Proceed (NTP) due for the quarter	Winning Supplier	No. of Days elapsed	1 -within the set timeline or earlier 0-beyond the set timeline	Remarks
<b>PROCUREMENT TRANSACTIONS CARRIED OVER FROM PREVIOUS QUARTER</b>											
<b>COMPLETED PROCUREMENT TRANSACTIONS WITHIN THE QUARTER</b>											

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No.	RFQ No.	Date of Preparation of RFQ	Office	Mode of Procurement	Approved Budget for the Contract (ABC)	Actual Date of Issuance of Purchase Order (PO)/Contract or Notice to Proceed	Expected Date of Issuance of Purchase Order (PO) / Contract or Notice to Proceed (NTP) due for the quarter	Winning Supplier	No. of Days elapsed	1 -within the set timeline or earlier 0-beyond the set timeline	Remarks
<b>ON-GOING PROCUREMENT TRANSACTIONS</b>											
<b>(A) - Total No. of Procurement Transaction conducted within the set timeline or earlier</b>											
<b>(B) - Total No. of RFQs</b>											
<b>(C) - Total No. of On-going Procurement Transactions to be carried over for the succeeding quarter</b>											
<b>PERCENTAGE</b>											

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Process Owner	Division Chief/Head of Office

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Approved By
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AS Deputy Quality Management Representative



**PROCUREMENT, INSPECTION, ACCEPTANCE, AND ISSUANCE OF GOODS AND SERVICES  
PROCESS SUMMARY LOG SHEET (PUBLIC BIDDING)**

Rev. No.	Eff. Date	Page
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**QUALITY OBJECTIVE:** 1. 85% of Procurement Activities through Public Bidding are conducted within the period of 136 calendar days from the Posting of Invitation to Bid to the issuance of Notice to Proceed (NTP).

**FREQUENCY OF MONITORING:** Quarterly  
**COVERED PERIOD:**

No.	IB No.	Expected Date of Issuance of NTP (136th Day)	Date of Posting (Invitation to Bid) (A)	Date of Issuance of Notice to Proceed (B)	No. Of Days Elapsed (B-A)	Within the Standard Time	Beyond the Standard Time	Remarks
						≤ 136 CD	> 136 CD	
Total Processed within the standard time								
Total Processed beyond the standard time								
Percentage								

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**PROCUREMENT, INSPECTION, ACCEPTANCE, AND ISSUANCE OF GOODS AND SERVICES  
PROCESS SUMMARY LOG SHEET (INSPECTION, ACCEPTANCE, AND ISSUANCE OF SMEs)**

Document Code		
FM-QP-DILG-AS-RO-10-04		
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**QUALITY OBJECTIVES:** 1. 100% of Supplies, Materials and Equipment (SMEs) received are inspected and accepted within 1 working day upon receipt.

2. 100% of Supplies, Materials and Equipment are issued within 2 working days upon receipt of signed RIS.

**FREQUENCY OF MONITORING:** Quarterly**COVERED PERIOD:**

No.	PO/Contract Details					Inspection and Acceptance of Delivery Details									RIS							Remarks
	PO No./ Contract No.	Supplier/ Service Provider	Supplier/Service Provider			Total Amount	Amount per Delivery	Status of Delivery (C-Complete, P-Partial)	IAR No.	Date SME Received	Date SME Inspected and Accepted	Results Objective 1: (Date SME Received vs Date SME Inspected and Accepted)			RIS No.	Office	Date Received RIS	Date SME Issued	Results Objective 2: (Date RIS Received vs Date SME Issued)			
			Date of NTP/PO/Contract	Delivery Terms								No of days elapsed (B-A)	≤ 1 Day met	> 1 Day unmet					No of days elapsed (B-A)	≤ 2 Days met	> 2 Days unmet	
				No. of Days	Due Date																	
1																						
2																						
3																						
4																						
5																						
nth																						
TOTAL																						
RESULT:																						

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Process Owner	Division Chief / Head of Office

Prepared By (sgd.) MURIEL T. AUENCIO (sgd.) IRISH M. COMPONON (sgd.) FAE LOISE M. SALOSAGCOL (sgd.) REYNALDO O. YUNCO, JR.	Reviewed By (sgd.) LESLIE B. CAÑARRANCA (sgd.) MIA BEA V. NANON	Noted By ELENORA A. VELASCO (sgd.)
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Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
(Address)

Document Code		
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RFQ NO. yyy-mm-xxx\_\_\_\_\_  
ABC: Php \_\_\_\_\_

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:

AOQ No. yyyy-mm-xxx  
Date :  
Time:

Item	Item/Description	Qty.	Unit	ABC PER ITEM	TOTAL ABC	Supplier 1		Supplier 2		Supplier 3		Supplier 4		Supplier 5	
						Php		Php		Php		Php		Php	
						OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER
1															
2															
	REF: PR No. Yyyy-mm-xxx date received: _____ PUR: _____														
	ELIGIBILITY REQUIREMENTS *In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.														

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REMARKS:

Award is hereby recommended to be given to \_\_\_\_\_ which has the \_\_\_\_\_ calculated and responsive bids  
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OTHERS: \_\_\_\_\_

Authorized Signatory (Office)

Authorized Signatory (Office)

Authorized Signatory (Office)

Authorized Signatory (Office)

Authorized Signatory (Office)

APPROVED BY:

Approving Authority

Prepared By:
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(sgd.) IRISH M. COMPOXION
(sgd.) FAE LOISE M. SALOSAGCOL
(sgd.) REYNALDO D. DYUNCO, JR.
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Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
(Address)

Document Code		
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MODE OF PROCUREMENT:		RFQ No.:	Yyyy-mm-xxx
Name of Procuring Entity:	Date:		
Office/End User:			
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER)			

\*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all items.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

APPROVED BUDGET FOR THE CONTRACT (ABC):

Authorized Signatory

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
	Lot No: ABC per lot: Breakdown:							
							GRAND TOTAL PER LOT:	

Warranty		Price Validity	
----------	--	----------------	--

After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel. No./Cellphone No.

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Next Higher Supervisor/Division Chiefs

Approved By
(sgd.) ELNORA A. VELASCO
AS Deputy Quality Management Representative





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

## PROCUREMENT TIMELINE OF ACTIVITY

IB NO. \_\_\_\_ (G) s. \_\_\_\_  
ABC Php \_\_\_\_\_

ACTIVITIES	SCHEDULE	RESPONSIBLE PARTY	REMARKS
1. Pre-procurement Conference <ul style="list-style-type: none"> <li>Bid Document preparation, Finalize the Terms of Reference.</li> </ul>		BAC/TWG/ Secretariat	Mandatory for projects with ABC above PhP 2M (goods), 5M (infrastructure projects), 1M (consulting services)
2. Advertisement <ul style="list-style-type: none"> <li>PhilGEPS</li> <li>DILG Website</li> <li>Conspicuous places</li> </ul>	PhilGEPS DILG Website Conspicuous Places	BAC Secretariat	
3. Issuance and Availability of Documents		Bidders/Secretariat	
4. Pre-Bidding Conference		BAC/TWG/Secretariat /Bidders/COA/NGO	Should be conducted by the PE for projects costing at least PhP 1 Million
5. Submission and Opening of Bids		BAC/TWG/Secretariat /Bidders/COA/NGO	
6. Detailed Bid Evaluation		BAC/TWG/Secretariat	

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

## PROCUREMENT TIMELINE OF ACTIVITY

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ACTIVITIES	SCHEDULE	RESPONSIBLE PARTY	REMARKS	BAC DOCUMENTS
7. Post Qualification		BAC/TWG/Secretariat		<ul style="list-style-type: none"> <li>✓ Bid Evaluation Report</li> <li>✓ Post Qualification Report (w/Post Qualification Requirements)</li> </ul>
8. Notice of Award <ul style="list-style-type: none"> <li>• Approval of Resolution(result of Public Bidding)</li> <li>• Issuance of Notice of Award</li> </ul>		BAC/Secretariat/HOPE		<ul style="list-style-type: none"> <li>✓ Notice of Award</li> <li>✓ Resolution</li> </ul>
9. Contract/Purchase Order Preparation and Signing	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy		Secretariat/Legal Service	<ul style="list-style-type: none"> <li>✓ Comments/Recommendation of Legal Officer for Contracts</li> <li>✓ PO /Contract</li> </ul>
10. Approval of the Contract/Purchase Order by HOPE or authorized representative.	Reminder: ensure that copy of approved and perfected contract must be given to the Office of the Auditor on the prescribed period	Approving Authority/Secretariat		<ul style="list-style-type: none"> <li>✓ Contract (Finalized based on Legal Officer's comments and recommendation)</li> </ul>
11. Issuance of Notice to Proceed				<ul style="list-style-type: none"> <li>✓ Notice to Proceed</li> </ul>

Prepared By	Reviewed By	Approved By
(sgd.) LESLIE B. CANAFRANCA	(sgd.) ELNORA A. VELASCO	(sgd.) ATTY. JENAL J. JAVAREZ
Process Owner	Division Chief	AS Deputy QMR



## BIDS AND AWARDS COMMITTEE

### NOTICE OF MEETING

**FOR : BAC MEMBERS  
BAC TWG  
END-USER (if applicable)**

**SUBJECT : (PROCUREMENT ACTIVITY)**

**DATE :**

---

The (PROCUREMENT ACTIVITY) is hereby scheduled as follows:

**Chairperson/ Vice Chairperson, BAC**

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Prepared By	Reviewed By	Approved By
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Process Owner	Division Chief/Next Higher Supervisor	AS Deputy QMR

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## BIDS AND AWARDS COMMITTEE

### MINUTES OF THE MEETING Title of Procurement Activity Date & Time Venue

#### **PRESENT:**

- |         |   |             |
|---------|---|-------------|
| 1. NAME | - | Designation |
| 2. NAME | - | Designation |
| 3. NAME | - | Designation |
| 4. NAME | - | Designation |
| 5. NAME | - | Designation |

#### **OBSERVER: (if applicable):**

- |                    |   |                        |
|--------------------|---|------------------------|
| 1. CSO/Agency Name | - | Name of Representative |
| 2. NAME            | - | Name of Representative |

#### **END-USER: (if applicable):**

- |         |   |            |
|---------|---|------------|
| 1. NAME | - | Office/PMO |
| 2. NAME | - | Office/PMO |

#### **BIDDER: (if applicable)**

- |                 |   |                        |
|-----------------|---|------------------------|
| 1. COMPANY NAME | - | Name of Representative |
| 2. COMPANY NAME | - | Name of Representative |



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**I. CALL TO ORDER:**

**II. AGENDA:**

**II. BUSINESS MATTERS:**

**IV. ADJOURNMENT:**

Prepared by:

**Member BAC Secretariat**

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Noted by:

Head, BAC Secretariat

Chairperson/Vice Chairperson, BAC

Title of Procurement Activity

Date & Time

Date Prepared:

Prepared By	Reviewed By	Approved By
(sgd.) <b>LESLIE B. CAÑAFRANCA</b>	(sgd.) <b>ELNORA A. VELASCO</b>	(sgd.) <b>ATTY. JENIA J. JAVAREZ</b>
Process Owner	Division Chief/Next Higher Supervisor	AS Deputy QMR

## LETTERHEAD

### BID EVALUATION REPORT

#### 1.0 PROJECT IDENTIFICATION

The Department of the Interior and Local Government (DILG) through the General Appropriations Act (GAA) / National Expenditure Program (NEP) of \_\_\_\_ applied the sum \_\_\_\_\_ (**Php** \_\_\_\_\_) being the Approved Budget for the Contract (ABC) for the \_\_\_\_\_.

Table 1. Project Identification

1.1	Procuring Entity (a) Name	
	(b) Address	
1.2	Name of the Project	
1.3	Source of Funding	
1.4	Location of the Project	
1.5	Approved Budget to the Contract	
1.6	Method of Procurement	

#### 2.0 INITIAL STEPS IN THE BIDDING PROCESS

The Invitation to Bid (IB) for the project was posted in the PHILGEPS Website, DILG Website and conspicuous places within DILG. \_\_\_\_ bidders secured the bidding documents.

The Pre-bid Conference was held as scheduled and attended by the majority of the BAC members and representatives of the prospective bidders. The BAC discussed the salient features of the bidding documents and encouraged the bidders to raise any clarifications on the bidding documents.



Table 2. Initial Steps in the Bidding Process

2.1	Pre-Procurement Conference (a) Date of Conference	
2.2	Invitation to Bid (a) Date of publication (b) Date of PhilGEPS posting	
2.3	Issuance of Bidding Documents (a) Period of availability of Bidding Docs (b) Number of Bidding Docs issued	
2.4	Amendments to Bidding Docs, if any (a) Date/s of issuance	
2.5	Pre-bid Conference (a) Date of Conference	

### 3.0 RECEIPT AND OPENING OF BIDS AND PRELIMINARY EXAMINATION

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\_\_\_\_\_ bidders secured and submitted their bid documents, namely, \_\_\_\_\_, \_\_\_\_\_ passed the preliminary examination of the submitted proposals based on the Checklist.

Table 3. Bid Receipt and Opening

3.1	Bid Receipt Deadline (a) Original date and time (b) Extensions, if any	
3.2	Bid Opening date and time (a) Original date and time (b) Extensions, if any	
3.3	Numbers of bids received	
3.4	Bid validity period (days or weeks) (a) Originally specified (b) Extensions/Revisions, if any	

Table 4. Bid Prices (as Read Out)

Bidder Identification/Name	Bid as Read Amount (₦)

#### 4.0 BID EVALUATION

##### 4.1 Eligibility, Technical, and Financial Documents

Eligibility Documents				
1. Valid PhilGEPS Certificate of Registration (Platinum Registration)				
2. Statement of All on-going government and private contracts				
3. Statement of Single Largest Completed Contract				
4. Bid Security				
5. Conformity with Technical Specifications				
6. Omnibus Sworn Statement				
7. NFCC Computation				
8. If applicable, Joint Venture Agreement				
9. If foreign bidder, Certification from the relevant government office of their country				
10. If bidder claims domestic preference,				



certification from DTI				
11.1 Bid Form				
11.2 Price Schedule				

#### 4.2 Arithmetical Correction

In accordance with the provisions of the bidding documents, arithmetical check was done in the computation of bids per item on the Price Schedule submitted by each qualified bidders. This was then compared with the corrected summary bid price vis-à-vis the summary bid price as submitted of each bidder.

Table 5. Calculated Bids

Bidder Identification/Name	Bid as Calculated Amount (₱)	Rank

#### 4.4 Lowest Calculated Bid

The TWG hereby finds \_\_\_\_\_ as the bidder with the Lowest/Single Calculated Bid for the \_\_\_\_\_ and is hereby recommended for Post-Qualification.

Done this \_\_\_\_ of \_\_\_\_ at \_\_\_\_\_.

**Prepared by:**

Head, BAC Technical Working Group (TWG)

BAC-TWG Member

BAC-TWG Member

BAC-TWG Member

BAC-TWG Member

FM-QP-DILG-AS-RO-10-11 | Rev. 01 | 06.01.23

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(sgd.) FAE LOISE N. SALOSAGCOL
(sgd.) REYNALDO D. DYUNCO, JR.
Process Owners

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(sgd.) MIA BELLA V. NANON
Next Higher Supervisor/Division Chiefs

Approved By
(sgd.) ELNORA A. VELASCO
AS Deputy Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**POST QUALIFICATION  
 EVALUATION REPORT**

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1. Name of Project :
2. Name of Bidder :
3. Rank in the List :
4. Bid Price :
5. Overall Findings :

DOCUMENTS	NOTATIONS	FINDINGS
<b>I. TECHNICAL COMPONENT ENVELOPE</b>		
<b>Class "A" Documents</b>		
<b>Legal Documents</b>		
Certificate of PHILGEPS Registration (Platinum Membership)	Certificate Ref. No. : Date of Issuance: Valid Until:	
<b>Technical Documents</b>		
Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	Total amount of all ongoing government and private contracts. Signed and Submitted by: Dated:	
Statement identifying the bidder's Single Largest Completed Contract similar to the contract to be bid, within two (2) years from the date of submission and receipt of bids	Amount of contract: Date of contract: Signed and Submitted by : Dated:	
Bid Security		
Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.		





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**POST QUALIFICATION  
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Omnibus Sworn Statement	Omnibus Sworn Statement Signed and Submitted by: Dated: Notarized by Roll No.	
<b>Financial Documents</b>		
Audited Financial Statements	Audited Financial Statement Received by BIR on Audited By BOA Accreditation No.	
NFCC Computation	Signed and Submitted by: Dated:	
<b>Class "B" Documents (if applicable only)</b>		
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If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.		
<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product		
Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.		



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**POST QUALIFICATION  
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**II. FINANCIAL COMPONENT ENVELOPE**

Bid proposal

Done this ----- at (Address).

**Prepared by:**

Head, BAC Technical Working Group (TWG)




BAC-TWG Member

BAC-TWG Member

BAC-TWG Member

BAC-TWG Member

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Prepared By	Reviewed By	Approved By
 LESLIE B. CAÑAFRANCA	 ELNORA A. VELASCO	 ATTY. JENA J. JAVAREZ
Process Owner	Division Chief/Next Higher Supervisor	AS Deputy QMR





**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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## ABSTRACT OF BIDS AS READ

Project Name:

IB NO.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place of Bid Opening: \_\_\_\_\_

Project Location:

ABC:

Php

	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
<b>A. TECHNICAL COMPONENT ENVELOPE</b>					
<b>CLASS "A" DOCUMENTS</b>					
<b>LEGAL DOCUMENTS</b>					
1 Valid PhilGEPS Certificate of Registration (Platinum Membership)					
<b>TECHNICAL DOCUMENTS</b>					
2 Statement of the prospective bidder of all its <b>ongoing government and private contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents.					
3 Statement identifying the bidder's <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, except under conditions provided for in Section 23.5.1.3 and 23.4.2.4 of the 2016 RIRR of RA 9184, within the two (2) years from the date of the submission and receipt of bids. It must be accompanied by Copy/ies of end user's acceptance or official receipt(s) or sales invoice issued for the contract.					
4 Notarized Bid Securing Declaration (BSD) or any other form of bid security in an amount not less than the percentage of the ABC in accordance with the following schedule: (a) Cash or Cashier's/Manager's Check (2% of the ABC) issued by a universal or com'l bank (b) Bank Draft/Guarantee (2% of the ABC) or an Irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a universal or com'l bank (c) Surety Bond (5% of the ABC) - callable upon demand issued by a surety or insurance company, duly certified by the Insurance Commission as authorized to issue such security. <i>It should be accompanied by a Certification issued by the Insurance Commission.</i>					

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## ABSTRACT OF BIDS AS READ

Project Name:

IB NO.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place of Bid Opening: \_\_\_\_\_

Project Location:

ABC:

Php

		BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
<b>A. TECHNICAL COMPONENT ENVELOPE</b>						
5	Conformity with Technical Specification as enumerated in Sec. VI and Sec. VII of the Bidding Documents (Duly accomplished and signed)					
6	Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the JV giving full power and authority to its OSS to sign the OSS and do acts to represent the Bidder.					
<b>FINANCIAL DOCUMENTS</b>						
7	NFCC Computation, at least equal to the ABC in accordance with ITB Clause 5.5. For procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank may be submitted in lieu of its NFCC computation					
<b>CLASS "B" DOCUMENTS (IF APPLICABLE ONLY)</b>						
8	If applicable, the JVA in case of the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.					
9	For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item of product.					
10	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity					





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ABSTRACT OF BIDS AS READ

Project Name:

IB NO.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place of Bid Opening: \_\_\_\_\_

Project Location:

ABC:

Php

	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
<b>B. FINANCIAL COMPONENT ENVELOPE</b>					
11.1 Financial Documents: (a) Duly accomplished and signed Bid Form (b) Duly accomplished and signed Price Schedule					
11.2 Bid Offer (Php)					
<b>Bidder's Authorized Representative (Signature over printed name)</b>					

Member

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Member

Member

Vice Chairperson

Member

Chairperson

Observer(s):

Observer(s):

1. \_\_\_\_\_

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AS Deputy Quality Management Representative



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(Office)

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## ABSTRACT OF BIDS AS EVALUATED

Project Name:

IB NO.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Project Location:

Place of Bid Opening: \_\_\_\_\_

ABC:

Php

	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
<b>A. TECHNICAL COMPONENT ENVELOPE</b>					
<b>CLASS "A" DOCUMENTS</b>					
<b>LEGAL DOCUMENTS</b>					
1 Valid PhilGEPS Certificate of Registration (Platinum Membership)					
<b>TECHNICAL DOCUMENTS</b>					
2 Statement of the prospective bidder of all its <del>ongoing government and private contracts</del> including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents.					
3 Statement identifying the bidder's <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, except under conditions provided for in Section 23.5.1.3 and 23.4.2.4 of the 2016 RIRR of RA 9184, within the two (2) years from the date of the submission and receipt of bids. It must be accompanied by Copy/ies of end user's acceptance or official receipt(s) or sales invoice issued for the contract.					
4 Notarized Bid Securing Declaration (BSD) or any other form of bid security in an amount not less than the percentage of the ABC in accordance with the following schedule: (a) Cash or Cashier's/Manager's Check (2% of the ABC) issued by a universal or com'l bank (b) Bank Draft/Guarantee (2% of the ABC) or an Irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a universal or com'l bank (c) Surety Bond (5% of the ABC) - callable upon demand issued by a surety or insurance company, duly certified by the Insurance Commission as authorized to issue such security. <i>It should be accompanied by a Certification issued by the Insurance Commission.</i>					





## ABSTRACT OF BIDS AS EVALUATED

Project Name:

IB NO.

Date:

Time:

Place of Bid Opening:

Project Location:

ABC:

Php

		BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
<b>A. TECHNICAL COMPONENT ENVELOPE</b>						
5	Conformity with Technical Specification as enumerated in Sec. VI and Sec. VII of the Bidding Documents (Duly accomplished and signed)					
6	Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the JV giving full power and authority to its OSS to sign the OSS and do acts to represent the Bidder.					
<b>FINANCIAL DOCUMENTS</b>						
7	NFCC Computation, at least equal to the ABC in accordance with ITB Clause 5.5. For procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank may be submitted in lieu of its NFCC computation					
<b>CLASS "B" DOCUMENTS (IF APPLICABLE ONLY)</b>						
8	If applicable, the JVA in case of the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.					
9	For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item of product.					
10	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity					



## ABSTRACT OF BIDS AS EVALUATED

Project Name:

IB NO.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place of Bid Opening: \_\_\_\_\_

Project Location:

ABC:

Php

	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
<b>B. FINANCIAL COMPONENT ENVELOPE</b>					
11.1 Financial Documents: (a) Duly accomplished and signed Bid Form (b) Duly accomplished and signed Price Schedule					
11.2 Bid Offer (Php)					
<b>Rank</b>					

Member

Member

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Vice Chairperson

Chairperson

Member

Member

Observer(s):

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Next Higher Supervisor/Division Chiefs

Approved By
(sgd.) ELNORA A. VELASCO
AS Deputy Quality Management Representative





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

# MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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Procurement, Inspections, Acceptance and Issuance of Goods and Services							
QP-DILG-AS-RO-10	Procurement, Inspections, Acceptance and Issuance of Goods and Services Quality Procedure	06.15.21	02.16.23	06.01.23			
QO-QP-DILG-AS-RO-10	Procurement, Inspections, Acceptance and Issuance of Goods and Services Quality Objective	06.15.21	12.01.21	02.16.23	06.01.23		
QME-QP-DILG-AS-RO-10A	Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Alternative Mode of Procurement)	06.15.21	06.01.23				
QME-QP-DILG-AS-RO-10B	Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Public Bidding)	06.15.21	06.01.23				
QME-QP-DILG-AS-RO-10C	Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (PS-DBM) (DELETED)	06.15.21	12.01.21				
QME-QP-DILG-AS-RO-10D	Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Inspection, Acceptance, Issuance of SMEs)	06.15.21	02.16.23	06.01.23			
QME-QP-DILG-AS-RO-10E	Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Disbursement Vouchers) (DELETED)	06.15.21					
FM-QP-DILG-AS-RO-10-01A	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Alternative Mode of Procurement)	06.15.21	06.01.23				
FM-QP-DILG-AS-RO-10-01B	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Alternative Mode of Procurement) (DELETED)	06.15.21					



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FM-QP-DILG-AS-RO-10-02	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Public Bidding)	06.15.21	06.01.23				
FM-QP-DILG-AS-RO-10-03A	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (PS-DBM) Objective 1 <b>(DELETED)</b>	06.15.21					
FM-QP-DILG-AS-RO-10-03B	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (PS-DBM) Objective 2 <b>(DELETED)</b>	06.15.21					
FM-QP-DILG-AS-RO-10-03C	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (PS-DBM) Objective 3 <b>(DELETED)</b>	06.15.21					
FM-QP-DILG-AS-RO-10-03D	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (PS-DBM) Objective 4 <b>(DELETED)</b>	06.15.21	12.01.21				
FM-QP-DILG-AS-RO-10-04	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Inspection, Acceptance, Issuance of SMEs)	06.15.21	12.01.21	06.01.23			
FM-QP-DILG-AS-RO-10-05	Process Summary Log Sheet Procurement, Inspections, Acceptance and Issuance of Goods and Service Quality Monitoring and Evaluation (Disbursement Vouchers) <b>(DELETED)</b>	06.15.21					
FM-QP-DILG-AS-RO-10-06	Abstract of Quotation/s	06.15.21	06.01.23				
FM-QP-DILG-AS-RO-10-07	Request for Quotation (RFQ)	06.15.21	06.01.23				
FM-QP-DILG-AS-RO-10-08	Procurement Timeline of Activity	06.15.21					
FM-QP-DILG-AS-RO-10-09	Bids and Awards Committee Notice of Meeting	06.15.21					
FM-QP-DILG-AS-RO-10-10	Bids and Awards Committee Minutes of the Meeting	06.15.21					
FM-QP-DILG-AS-RO-10-11	Bid Evaluation Report	06.15.21	06.01.23				
FM-QP-DILG-AS-RO-10-12	Post Qualification Evaluation Report	06.15.21					
FM-QP-DILG-AS-RO-10-13	Abstract of Bids as Read	06.15.21	06.01.23				



DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
FM-QP-DILG-AS-RO-10-14	Abstract of Bids as Evaluated	06.15.21	06.01.23				
FM-SP-DILG-07-02	Client Satisfaction Survey Form <b>(DELETED)</b>	06.15.21					
FM-SP-DILG-07-03	CSS Summary Log Sheet <b>(DELETED)</b>	06.15.21					
FM-SP-DILG-07-04	CSS Monitoring Log Sheet <b>(DELETED)</b>	06.15.21					
FM-SP-DILG-07-07A	Client Satisfaction Survey (On-site) (English Version)	02.01.23	01.01.24				
FM-SP-DILG-07-07B	Client Satisfaction Survey (On-site) (Filipino Version)	02.01.23	01.01.24				
FM-SP-DILG-07-08A	Client Satisfaction Survey (Online) (English Version)	02.01.23	01.01.24				
FM-SP-DILG-07-08B	Client Satisfaction Survey (Online) (Filipino Version)	02.01.23	01.01.24				
FM-SP-DILG-07-09	CSS Data Sheet	02.01.23	01.01.24				
FM-SP-DILG-07-10	Client Satisfaction Report	02.01.23	01.01.24				

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

# MASTER LIST OF EXTERNAL DOCUMENTED INFORMATION

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QP-DILG-AS-RO-10 (Procurement, Inspections, Acceptance and Issuance of Goods and Services)							
	Purchase Request (PR)						
	Project Procurement Management Plan (PPMP)	2009					
	Annual Procurement Plan (APP)	2009					
	Certificate of Availabilitv of Funds (CAF)	1982					
	Notice of Award (NOA)	2009					
	Notice to Proceed (NTP)	2009					
	Obligation Request and Status (ORS)	2015					
	Disbursement Voucher (DV)	2015					
	Quotation from Different Suppliers of the Department						
	Inspection and Acceptance Report	06.15.02					
	Bin Cards	06.15.02					
	Stock Card	06.15.02					
	Property Card	06.15.02					
	Property Acknowledgement Receipt (PAR) Logbook	01.01.16					
	Agency Procurement Request	7-Mar					
	Inventory Custodian Slip	06.15.02					
	Report of Supplies and Materials Issued (RSMI)	06.15.02					
	Requisition and Issue Slip (RIS)	06.15.02					
	National Government Agencies (NGAs) - Volume II						
	Accounting Policy on Items with Serviceable Life of More Than One Year but Small Enough to be Considered as Property, Plant and Equipment	2005					

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RA. No. 9184	"An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes," otherwise known as the Government Procurement Reform Act.	2003					
IRR of RA 9184	Revised Implementing Rules and Regulations of Republic Act 9184	2003	10.28.16				
COA Circular No. 2009-001	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	2009					

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