



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 24, 2021

OFFICE MEMORANDUM

No. **003790**s. 2021

To: Chiefs of the Functional Divisions
BAC Members
Program Focal Persons
All Others Concerned

ENHANCED POLICY ON PROCUREMENT AND PAYMENT PROCESSES

1. In consonance with the DepEd Regional Office No. VIII Milestone, this Office, through the Bids and Awards Committee (BAC) in coordination with Regional Office Functional Divisions, establishes the Enhanced Policy on Procurement and Payment Processes.
2. This policy aims to:
 - a) strengthen the implementation of Republic Act 9184 known as Government Procurement Act;
 - b) improve the delivery and payment of goods, services and infrastructure contributory in achieving the organization's goals and objectives; and
 - c) provide a comprehensive guidelines and timelines of the procurement and payment processes of procured goods, services and infrastructure.
3. Herewith are the following enclosures:
 - 1) Calendar of Activities for the Procurement of Goods and Services using Alternative Method of Procurement-Small Value Procurement;
 - 2) Calendar of Activities for the Procurement Goods, Services, and Infrastructure using Competitive Public Bidding;
 - 3) Documentary Requirements for Alternative Methods of Procurements;
 4. Bid Performance and Warranty Securities;
 5. Calendar of Activities for Payment Process for Goods, Services, and Infrastructure; and
 6. Request for Extension by the Supplier.



7. Immediate dissemination and compliance of this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

QAD-RRC



Enclosures: Nos. 1-4

References: IRR of RA 9184

To be indicated in the Perpetual Index under the following subjects:

BAC PROCESS

POLICY

PROCUREMENT

ENCLOSURE No. 1 to OM No. _____ s. 2021

Calendar of Activities for Procurement of Goods and Services using Alternative Methods of Procurement-Small Value Procurement

Concerned Unit	Procurement Activity	Number of Calendar Days	Operational Timeline
End-User	<ul style="list-style-type: none"> Prepare PR with attached approved documents as follows: <ul style="list-style-type: none"> ✓ Detailed Financial Request (DFR) ✓ Purchase Request ✓ BAC Resolution ✓ Program of Work (for repair, rehabilitation, renovation) ✓ Certificate of Non-Availability of PPE from DBM Depo(for Common-Use and Supplies) ✓ AR/ATC Request BAC Secretariat for PR Number 	1 CD	Day 1
BAC Secretariat	Assign Procurement Number	3 CDs	Day 2-4
	Review and Post RFQ		
	Post RFQ in the PhilGeps, DepEd RO8 Website and in DepEd BAC Bulletin Board <ul style="list-style-type: none"> For ABC of 50 Thousand pesos and above but below 500 Thousand pesos 		
Canvassers	Manual Canvass <ul style="list-style-type: none"> For ABC below 50 thousand pesos 		
BAC Members, Secretariat, TWG	Open RFQs	1 CD	Day 5
	Conduct Bid Evaluation and conduct Post-Qualification for new possible Lowest Calculated and Responsive Quotations (LCRB)		
BAC Secretariat	Prepare Abstract of Quotation	3 CDs	Day 6-8
BAC Members	Declare LCRQ based on the Abstract of Quotation *		
BAC Secretariat Staff	Submit Abstract of Quotation with complete attachments to End-User	1 CD	Day 9
End-User	Prepare Purchase Order with complete attachments and submit the same to Finance	1 CD	Day 10

LEGEND : * End of the Procurement Process

Finance	Receive, review and record PO with attached docs and submit the same to Legal Unit	1 CD	Day 11
Legal Unit	Review the entries in the PO and the attached documents, countersign PO and submit to ORD	1 CD	Day 12
ORD	Receive PO with complete attachments for and hand-in to RD for approval of the HoPE	1 CD	Day 13
BAC Secretariat	Receive approved PO for posting in the PhilGeps for the procurement of above 50 Thousand but below 500 thou and the 50 thousand and below for recording	1 CD	Day 14
BAC Secretariat	Hand-over the approved PO with complete attachments to End-User		
End-User	Serve the approved PO to the Lowest Bidder	1 CD	Day 15
End-User	Receive the signed PO by the Lowest Bidder and provide copy to the Asset Management Section		
End-User	Review the completeness of the procurement documents and submit to COA	1 CD	Day 16
TOTAL TIME ALLOCATION			16 CALENDAR DAYS

ENCLOSURE No. 2 to OM No. _____ s. 2021

**Calendar of Activities for Procurement of Goods, Services and
Infrastructure using Competitive Public Bidding
Threshold: PHP 500 thousand and Above**

PROCESS	FOCAL UNIT/PERSON	TIMELINE	DOCUMENTS NEEDED
STEP 1: Prepare PR and DFR/Program of Work			
Prepare PR and DFR/Program of Work with attached AR/ARTC/SARO/ATP and Certification for Non-Availability of CSE from DBM Depo for CSE	End-User	3 to 5 days	Unsigned PR and DFR /Program of Work SARO/ATP and Certification for Non-Availability of CSE from DBM Depo for CSE
Assign PR Number	BAC Secretariat	1 day	
STEP 2: Approve PR and DFR/Program of Work			
Review of the PR & DFR / Program of Work	Finance Division	3 to 5 days	Unsigned PR and DFR /Program of Work SARO
Approve PR and DFR/Program of Work	End-User HoPE	3 to 5 days	Approved PR and DFR /Program of Work SARO
STEP 3: Conduct Pre-Procurement Conference if the ABC is 2 million and above (for goods) 5 Million and above (infra) and 1 million and above (consulting services), If below 2 million, 5 million and 1 million respectively, do step 4			
Prepare Notice of Pre-Procurement Conference	BAC Secretariat	1 day	Approved PR and DFR /Program of Work SARO/ATP
Hold pre-Procurement Conference in consonance with Section 20 of the IRR of the 9184 which includes among others the review of the bidding documents, specifications and schedule of Pre-Bid and Opening of Bids to be posted in the PhilGeps and other necessary preparations for the procurement	End-User BAC Members BAC Secretariat BAC TWG	1 day	Approve PR and DFR /Program of Work SARO
Prepare Minutes of the Pre-Procurement Conference		1 day	

STEP 4: Prepare Invitation to Bid (IB) and Bid Docs for posting in the PhilGeps			
Prepare and review the Invitation to Bid and bidding documents, specifications / Program of Works / Bill of Quantities	End-User and BAC Sec BAC	Within 3 days after the Pre-Procurement Conference/ Within 3 days after the approval of the PR	Invitation to Bid (IB), Bid Documents Specifications and /or Program of Works and Bill of Quantities
STEP 5: Posting of IB and BID Docs in the PhilGeps			
Post Invitation to Bid in the PhilGeps	BAC Secretariat	Within 7 days after the Pre-Procurement Conference/ Within 7 days after the approval of the PR	Invitation to Bid (ITB) and Bid Docs
Distribute Notice for Pre-Bid/Opening of Bids to BAC Members, Secretariat,TWG, COA and to different observers		At least 5 days prior to the conduct of the Pre-Bid Conference and opening of Bids	Notice for Pre-Bid/Opening of Bids
STEP 6: Conduct Pre-Bid Conference			
Discuss, clarify, and explain the specifications stipulated in the IB, ITB, BDS, GCC, SCC, schedule of Requirements, Specifications and Bidding Forms	End-User BAC Members BAC Secretariat BAC TWG Possible Supplier	At least 12 calendar days before the opening of bids but not earlier than 7 calendar days from PhilGeps posting of the IB	the IB, ITB, BDS, GCC, SCC, schedule of Requirements, Specifications and Bidding Forms
Prepare Bid Bulletin if changes, variation, and correction occurred from the ITB as agreed during the Pre-Bid	BAC Secretariat	At least 7 calendar days before the opening of bids as schedule	Bid-Bulletin
Post Bid Bulletin in the PhilGeps			Approved Bid-Bulletin posted in the PhilGeps
Prepare Minutes of the Pre-Bid Conference		Within Five (5) days after the Pre-Bid Conference	Minutes of the Pre-Bid Conference
STEP 7 : Issue Bid Docs			
Issue Bid Docs	BAC Secretariat	Bid Docs are available upon posting in the PhilGeps until deadline of submission and receipts of bids.	Bidder's Profile Payment Slip
File Bidder's Profile	BAC Secretariat	Immediately after payment	Bidder's Profile Payment Slip

STEP 8: Opening of Bids and Preliminary Evaluation of Bids			
Accept Bid Docs from participating suppliers	BAC Secretariat	On or before 10:00 am on the day of the Conduct of the Opening of Bids	Bid Documents
Conduct Opening of Bids and preliminary examination of Bids	BAC Members BAC Secretariat BAC TWG	At least 12 days after the Pre-Bid Conference (Timeline in PhilGeps) 1 day for the conduct of the Opening of Bids as scheduled in the IB and in the Bid Documents	Bid Documents
STEP 9: Conduct of Detailed Bid Evaluation to Determine the Lowest Calculated Bid (LCB)			
Conduct Bid Evaluation and Prepare Bid Evaluation Report	BAC Secretariat BAC TWG BAC Members	1 day / or shall be completed within seven (7) calendar days from the opening of bids	Bid Documents
STEP 10: Conduct Post-Qua to the Determine the Lowest Calculated Responsive Bidder (LCRB)/(HCRB)			
Conduct of the Post-Qua (Document Evaluation and On-Site Evaluation)	BAC TWG BAC Members	Within 2-5 days but not more than 12 days after determination of LCRB/HCRB * In exceptional cases, it can be extended up to 45 days for Infra, Goods 30 days for consulting services	Original Copy of Technical Documents/ Post-Qua Report
Prepare Post-Qualification Report		One (1) day after the conduct of the post-Qualification	Post –Qua Report,
STEP 11: Approve /Disapprove the RTA			
Prepare Resolution to Award (RTA)	BAC Secretariat	Within 2 Calendar days from issuance of Post-Qua	RTA
Approve the RTA	HoPE	Within 15 calendar days upon receipt RTA	Approved RTA
If RTA is disapproved	Bidder	Post -disqualified bidder may file MR with the HoPE within 3 calendar days upon receipt of the Notice of Dis-Qualification	Motion for Reconsideration
Resolve the Motion for Reconsideration with Finality	HoPE	Within 7 calendar days	Notice to Grant/Disapproval of the filed MR
Note: Request for Reconsideration must first be resolved before the award is made			

STEP 12: Issue and Posting of the Notice Of Award (NOA)			
Prepare the Notice to Award	BAC Secretariat	1 day upon approval of the RTA	RTA Abstract of Bids
Inform the LCRB/HCRB		Immediately upon signing of the NOA by the HoPE	NOA
Issue NOA		1 day upon signing of the NOA by the HoPE	
Receive the NOA	Supplier	1 day upon signing of the NOA by the HoPE	
Submit additional documents and performance security bond	Supplier	Within 1 calendar day upon receipt of the NOA	Performance Security Bond
Post NOA in the PhilGeps, DepEd Website and in the Conspicuous place of DepEd RO8	BAC Secretariat	Within 3 days upon receipt of the NOA by the Supplier	Posted NOA in the PhilGeps
STEP 13: Issue Contract of Agreement			
Prepare the Contract of Agreement	BAC Secretariat	1 day after approval of the NOA by the HoPE	RTA
Provide copy of the Contract to Legal		Legal Unit	Within 2 days upon receipt of the CA
Review the conditions stated in the Contract			
Countersign the CA			
Return the CA to BAC Secretariat	HoPE	Within 10 days upon receipt of the NOA	
Sign Contract Agreement between the HoPE and Winning Bidder			
Sign in the Contract Agreement of the witnesses	RO8 Chief Accountant and End- User	Within 3 days upon receipt of the Contract	
Notarize Contract Agreement	LCRB		
Return the signed CA to BAC Secretariat		Immediately after notarization	
STEP 14 : Issue Notice to Proceed			
Prepare the Notice to Proceed	BAC Secretariat	Immediately upon return of the signed CA	CA, NTP
Issue NTP to LCRB	Supplier	Within 3-7 days upon approval of the Contract	
Receive the NTP	Supplier	1 day upon approval of	

		the NTP	
Post NTP & CA in the PhilGeps, DepEd Website and in the Conspicuous place of DepEd RO8	BAC Secretariat	Within 15 days upon receipt of the signed Contract & NTP by the Supplier	Posted CA and NTP in the PhilGeps
STEP 15: Submit procurement documents			
Compile all the procurement documents	BAC Secretariat	Within 2 days	Complete Set of Proc Docs
Review all the procurement documents		Within 1 day	
Certify all photo copied procurement document		Within the day upon receipt	
Prepare transmittal		Within the day upon receipt	
Submit complete set of proc docs to COA/End-User/Supply		Immediately (Not to exceed 10 calendar days from the date of the perfection of the Notice to Proceed	
File complete set of Procurement Docs in the BAC Office		Immediately	

PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

- The procurement process from the opening of bids up to the award of contract shall not exceed three (3) months or shorter to be determined by the Procuring Entity concerned.

ENCLOSURE No. 3 to OM No. 490 s. 2021

Documentary Requirements for Alternative Methods of Procurements
(Reference : The 2016 Revised IRR of R.A.9184 Updated as of March 31, 2021)

ALTERNATIVE MODALITY	MAYOR'S PERMIT	PROFESSIONAL LICENSED/CURRICULUM VITAE (CONSULTING SERVICES)	PHILGEPS REGISTRATION NUMBER	PICAB LICENSED (Infra)	NFCC (Infra)	INCOME/BUSINESS TAX RETURN	OMNIBUS SWORN STATEMENT
I. Direct Contracting (Section 50)	✓		✓			✓ For ABCs above 500 K	
II. Shopping (Section 52.1 (b))	✓		✓				
III. Negotiated Procurement							
a. Emergency Cases (section 52.2)	✓			✓	✓ For ABCs above 500 K	✓ For ABCs above 500 K	✓ For ABCs above 500 K
b. Take -Over of Contracts (Section 53.2; for new bidders)	✓	✓	✓	✓	✓		
c. Adjacent Contiguous (Section 53.4)				✓	✓		
d. Scientific Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	✓	✓	✓			✓ For ABC above 500 K	
e. Highly Technical Consultant (Section 53.7)	✓	✓	✓				
f. Small Value Procurement (53.9)	✓	✓	✓	✓		✓ For ABCs above 500 K	✓ For ABCs above 50 K
g. Lease of Real Property or Venue (Section 53.10)	✓ Except for gov't agencies as lessors		✓ Except for gov't agencies as lessors			✓ Except for gov't agencies as lessors	

ENCLOSURE No. 4 to OM No. 490 s. 2021**Bid Performance and Warranty Securities**

Bid security may be dispensed with. However, performance and /or warranty securities are required for the following alternative methods of procurement, in accordance with Section 39 and 62 of the IRR as summarized below:

ALTERNATIVE MODE OF PROCUREMENT	PERFORMANCE SECURITY (PS)	WARRANTY SECURITY (WS)
Direct Contracting	X	✓
Repeat Order	X	✓
Two-Failed Biddings	✓	✓ In no case shall WS be required in the procurement of Consulting Services
Emergency Cases	Procuring Entity may require the PS depending on the nature of the procurement project. However, for Infrastructure Project, PS is required.	Procuring Entity may require WS depending on the nature of the procurement project. In no case shall WS be required in the procurement of Consulting Services.
Take - over of Contracts	✓	✓
Adjacent/Contiguous	✓	For Infrastructure Project, WS is required
Small Value Procurement	Procuring Entity may require PS depending on the nature of the procurement project. However, for Infrastructure Project, PS is required	Procuring Entity may require WS depending on the nature of the procurement project. In no case shall WS be required in the procurement of Consulting Services.

ENCLOSURE No. 5 to OM No. 490 s. 2021

Calendar of Activities for Payment Process for Goods, Services and Infrastructure

Concerned Unit/Personnel	Payment Activity	Maximum Calendar Days	Operational Timeline
Asset Management Section/ Personnel	<ul style="list-style-type: none"> Process Inspection and Acceptance Report and submit to End-User for processing of payment Issuance of the Property Transfer Report (PTR) 	2 CD after the conduct of the activity/ delivery of goods and services	DAY 1-2
End-User	Process and submit the procurement documents for payment to finance division <ul style="list-style-type: none"> Preparation of the DV 	5 CDs	DAY 3-7
Finance Division (by the Accountant)	Review and Process procurement docs for payment	5 CDs	Day 8-12
AORD & ORD	Review & Approval of the Payment and submit procurement document to Cashier	4 CDs	Day 13-16
Cashier	Process the payment of the procurement and submit procurement documents to ORD for approval	5 CDs	Day 17-21
ORD	Process the approval of the HoPE and return the procurement documents to cashier for payment	3 CDs	Day 22-24

Cashier	Process the payment and inform the End-User for the status of the release of payment	3 CDs	Day 25-27
End-User	Inform the Supplier for the release of payment	1 CD	Day 28
Cashier	Release the payment	2 CDs	Day 29-30
TOTAL TIMELINE			30 CALENDAR DAYS

Request for Extension by the Supplier

PROCESS:

- 1) The supplier prepares the request for extension addressed to the HoPE (Regional Director) and routed to the End-user;
- 2) The End-user shall review the letter request from the supplier if reason/s stated is/are subject for consideration;
- 3) The End User shall recommend to the HoPE for the approval/disapproval of the extension through a communication;
- 4) The Legal Unit shall review the recommendation of extension prior for the submission to the HoPE for approval/disapproval;
- 5) The HoPE may approve/ disapprove the letter request for extension by the supplier and return the communication to the End-user;
- 6) The End-user shall send the communication to the Supplier through the records section;
- 7) The End-user shall provide copy of the communication to the BAC Office; and
- 8) The End-User shall ensure that file copy of the approved/disapproved extension is properly filed at the office.

PREPARED BY:



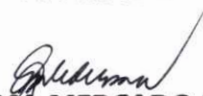
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