



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

September 28, 2026

OFFICE MEMORANDUM

BAC-2026- **505**

**ADOPTION AND IMPLEMENTATION OF STANDARDIZED PROCUREMENT
PROCESSES AND INTERNAL PROCESS AGREEMENTS UNDER STREAM PROC:
OTSO PROCUREMENT MANUAL**

To: Director III
Functional Division Chiefs
All Others Concerned

1. In line with the implementation of Republic Act No. 12009, otherwise known as the *New Government Procurement Act*, and its Implementing Rules and Regulations (IRR), and as part of the continuing efforts of the Department of Education Regional Office VIII to improve the efficiency, transparency, accountability, and responsiveness of its procurement operations, this Office hereby adopts and institutionalizes the standardized procurement processes and internal process agreements developed under Project STREAM Proc: OTSO.
2. STREAM Proc: OTSO – Systematized Transactions for Responsive, Efficient, and Accountable Management: Procurement Professionalization for Region VIII, “Operations for Timely Structured Outcomes” provides an operational framework for translating applicable procurement requirements into clear processes, defined responsibilities, documentary requirements, and processing timelines appropriate to the operations of DepEd Regional Office VIII.
3. The adoption of these processes recognizes that efficient procurement requires not only compliance with procurement laws, rules, and regulations, but also effective coordination among the different offices involved throughout the procurement cycle. Delays may arise from unclear responsibilities, incomplete documentation, repetitive reviews, unnecessary movement of documents, and inconsistent internal procedures. Accordingly, the processes under STREAM Proc: OTSO seek to establish a clear, predictable, and coordinated flow of transactions from procurement planning to payment and records management.
4. Effective upon issuance of this Memorandum, the process flows, activities, responsibilities, documentary requirements, and applicable timelines contained in the attached Annexes shall be adopted as the standard operational procedures of DepEd Regional Office VIII for the corresponding procurement transactions.
5. The following STREAM Proc: OTSO processes are hereby adopted and attached as integral parts of this Memorandum:

Annex	Standardized Process/Operational Guide
Annex A	Planning Activity and Timeline
	Preparation of the Indicative Annual Procurement Plan (Indicative APP)
	Preparation of the Final Annual Procurement Plan (APP)
Annex B	Conduct of Market Scoping
Annex C	Modes of Procurement
	- Competitive Bidding Process and Timeline
	- Small Value Procurement Process and Timeline
	- Direct Acquisition Process and Timeline
	- Repeat Order Process and Calendar of Activities
	- Agency-to-Agency Procurement Process
Annex D	Calendar of Activities for the Payment Process for Goods, Services, and Infrastructure
Annex E	Procurement Strategies
	- Framework Agreement Procurement Process
	- Conduct of Early Procurement Activities
Annex F	Roles and Functions of Key Procurement Offices and Committees
Annex G	Documentary Requirements for Specific Modes of Procurement
Annex H	Documentary Requirements for Procurement Projects through Competitive Selection

6. The foregoing Annexes shall serve as **working operational references** for all concerned offices. Each office or unit shall perform the activities assigned to it and ensure that the documentary requirements under its responsibility are complete, accurate, and properly endorsed before the procurement transaction proceeds to the next responsible office.

7. In addition to the prescribed procurement procedures, the following internal process agreements shall be observed to further streamline procurement transactions within the Regional Office:

a. For purposes of maintaining a uniform procurement database and facilitating the consolidation, monitoring, and reporting of procurement activities, all End-User/Implementing Units shall prepare and submit their Project Procurement Management Plans (PPMPs) using the prescribed GPPB template. However, to comply with Central Office requirements on the use of the Procurement Management Information System (PMIS), each End-User/Implementing Unit shall likewise prepare and attach a corresponding PPMP using the prescribed PMIS template. Both versions shall contain consistent procurement information and shall be submitted together as part of the required procurement planning documents.

b. To establish a regular schedule for the processing and consolidation of supplemental procurement requirements, End-User/Implementing Units shall submit their duly accomplished Supplemental PPMPs to the Procurement Unit from Monday to Thursday of each week. The BAC Secretariat and Procurement Unit shall undertake the consolidation of submitted Supplemental PPMPs and the corresponding updating of the Annual Procurement Plan (APP) every Friday. Supplemental PPMPs received

after the prescribed submission period shall be included in the succeeding consolidation cycle, unless their immediate processing is justified by urgency or other exceptional circumstances.

c. In the preparation and processing of Purchase Requests (PRs), the originating End-User/Implementing Unit shall be primarily responsible for ensuring the completeness, accuracy, and consistency of all applicable documentary requirements prior to endorsement to the next responsible office. Incomplete or deficient submissions may be immediately returned to the concerned End-User/Implementing Unit for completion or appropriate correction.

For this purpose, each End-User/Implementing Unit shall print and accomplish its own copy of the applicable documentary checklist provided by Finance Division and use the same as a guide in preparing the PR and its supporting documents. The accomplished checklist shall accompany the procurement documents, when required, to facilitate the verification of completeness and minimize unnecessary return or repeated routing of documents.

d. In the Procurement Activities for Newly Received Sub-Allotment Release Orders (Sub-AROs), upon receipt of a new Sub-Allotment Release Order (Sub-ARO), the concerned End-User/Implementing Unit shall initiate the preparation and processing of the necessary procurement documents within twenty-four (24) hours from receipt thereof to facilitate the timely utilization of funds and implementation of the corresponding program, activity, or project.

Where the implementation of the Sub-ARO is dependent upon the issuance of specific program guidelines, implementing instructions, technical specifications, or other necessary directives, the 24-hour internal processing requirement shall not apply until the requisite guidance or information necessary to initiate procurement has been issued or made available. The concerned End-User/Implementing Unit shall nevertheless undertake all preparatory activities that may reasonably be completed pending issuance of such guidelines.

8. All officials and personnel concerned are enjoined to support the institutionalization of these processes toward a procurement system that is systematic, timely, transparent, accountable, efficient, and responsive to the operational requirements of DepEd Region VIII.

9. This Memorandum shall take effect immediately upon issuance.

10. Immediate dissemination of and strict compliance with this Memorandum are directed.

SALUSTIANO T. JIMENEZ, CESO III

Regional Director

ADMIN-BAC/PU-JDD

ANNEX A



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A. PLANNING ACTIVITY AND TIMELINE

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Turnaround Time (TAT)
Proposal for the succeeding year				
A.1	Workshop of SDOs and RO on the Preparation of WFP (Proposal) for ensuing FY. <i>(Final Output: Consolidated needs of RO FDs and their counterparts)</i>	End-user	1 st Qtr. of the year March (1 st week)	Five (5) Days
A.2	Dissemination of NEP Level Allocation to SDOs and Functional Divisions.	Budget Officer	3 rd Qtr. of the year July	One (1) day
A.3	Preparation of Initial PPMP & Budget Execution Document 4 (BED 4): • End-users assess previous patterns and draft upcoming needs. • Format technical descriptions, estimated cost profiles, and clear scheduling parameters. • Prepare Budget Execution Document No. 4 (BED 4) reflecting quarterly target splits.	BAC Secretariat Procurement Unit End-User	3 rd Qtr. of the year July (2 nd week)	Five (5) Days
A.4	Conduct of Market Scoping based on the proposal by Procuring Entities.	FD Chiefs/ End-user	3 rd Qtr. of the year July (3 rd week) – August (1 st week)	Fifteen (15) Days
A.5	Preparation of the indicative PPMP and submission to BAC Sec by Procuring Entities (SDO and RO). <i>(Attach market scoping form as supporting document)</i>	FD Chiefs/ End-user	3 rd Qtr of the year August (2 nd week)	Three (3) Days
A.6	Consolidation of PPMPs for the preparation of indicative APP by Procuring Entities (SDO and RO).	BAC Sec	3 rd Qtr of the year August (2 nd week)	Three (3) Days

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Turnaround Time (TAT)
A.7	Preparation of Procurement Timelines and determining the Mode of Procurement	BAC BAC Secretariat Procurement Unit	3rd Qtr of the year August (2 nd to 3 rd week)	Seven (5) Days
A.8	Revisit the succeeding year (2027) budget proposal. Finalize WFPs based on the NEP Level by Procuring Entities	End-user	3 rd Qtr of the year August (3 rd week)	Five to Seven (5-7) Days
A.9	Revisit and update Market Scoping	End-user	3 rd Qtr of the year August (3 rd week)	One (1) Day
A.10	Prepare indicative PPMP based on NEP Level.	End-user	3 rd Qtr of the year August (3 rd week)	Two (2) Day
A.11	Market scope and Consolidate PPMPs into indicative APP-CSE Uploading	AMS BAC Sec	3 rd Qtr of the year August (4 th week)	Five (5) Days
A.12	Approve indicative APP-CSE	HoPE	3 rd Qtr of the year August (4 th week)	One (1) Day
A.13	Submission of approved APP APP-CSE and BED4 to COA, DBM, GPPB, Office of the Ombudsman and Office of the Cabinet Secretary	Procurement Unit	3 rd Qtr of the year August (4 th week)	One (1) Day
A.14	Disseminate approved APP for the incoming year to all end-users by posting in the DepEd RO VIII website, MPhilgeps and three conspicuous places in DepEd RO VIII.	BAC Sec	4 th Qtr of the year November before the effective calendar year	One (1) Day

**B. PREPARATION OF THE INDICATIVE ANNUAL PROCUREMENT PLAN
(INDICATIVE APP)**

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement /Output
B.1	Prepare and submit PPMP to the Procurement Unit for review.	End-user	Thirty (30) days after the issuance of the budget call of the Central Office	Draft PPMP
B.2	Review the submitted PPMP and return to EU after review.	Procurement Unit	One (1) working day	Draft PPMP
B.3	Submit reviewed PPMP to the Finance Division (FD) for inclusion in the budget proposal for the ensuing year. The EU shall use the prescribed PPMP format supported by the documents required by the BAC (Annex A: Checklist of requirements). ²	End-user	One (1) working day	Reviewed PPMP
B.4	Submit the duly signed PPMP to the BAC through the BAC Secretariat using the Office electronic mail (email) of the BAC bac.region8@deped.gov.ph	Finance Division	Three (3) working days from the submission of budget proposal	Signed PPMP
B.5	Consolidate the PPMPs in an Indicative APP, prepare the BAC Resolution and Memorandum for Approval of the HoPE and submit the same to the BAC for review.	BAC Secretariat	Three (3) working day from the date of submission of FD	Indicative APP
B.6	Deliberate on the draft Indicative APP for final recommendation of the appropriate procurement modality	BAC	One (1) working day	Indicative APP

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement /Output
B.7	Finalize the Indicative APP to be signed by the Head of the BAC Secretariat and BAC Chairperson; the BAC Resolution to be signed by all the Members of the BAC, BAC Secretariat Head	BAC Secretariat	One (1) working day	Indicative APP BAC Resolution
B.8	Submit the documents to the HoPE for approval within the prescribed deadline of the HoPE	BAC Secretariat	One (1) working day	Indicative APP
B.9	Approve and sign the Indicative APP	HoPE	One (1) working day	Indicative APP
B.10	Upon approval, the Indicative APP shall be immediately transmitted by the BAC Secretariat for posting.	BAC Secretariat	One (1) working day	Approved Indicative APP

End of Process**C. PREPARATION OF THE FINAL ANNUAL PROCUREMENT PLAN (APP)**

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
C.1	Issue a Memorandum addressed to all EU concerned requesting the submission of their respective revised and/or updated PPMP to the BAC reflecting the budgetary allocation of their respective PAPs	BAC Secretariat	One (1) week after the issuance of the budget call of the Finance Division	Office Memorandum
C.2	The EU shall submit the Updated PPMP with the documents required by the BAC within the deadline as set by the BAC	End-User	As based on the deadline set by BAC or not later than 10 January of each year	Updated PPMP

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
C.3	The BAC Secretariat shall check the completeness and consistency of information in the PPMP. In case of revision, the BAC Secretariat shall return all submitted PPMPs within the day of receipt. The EU shall resubmit the revised PPMP within three (3) working days, if applicable. Notwithstanding the submission of the revised PPMP, the BAC Secretariat shall complete the review of all the other PPMPs and proceed with the consolidation and the preparation of the APP including the BAC Resolution, Memorandum for Approval to the HoPE	BAC Secretariat	Three (3) working days	Updated PPMP Draft APP
C.4	The BAC will deliberate on the draft APP for final recommendation of the appropriate procurement modality	BAC Secretariat	One (1) working day	Draft APP
C.5	After the deliberation of the BAC, the Secretariat shall finalize the APP to be signed by the Head of the BAC Secretariat and BAC Chairperson; The BAC Resolution to be signed by all the Members of the BAC, and the Memorandum for Approval to be signed by the BAC Secretariat and BAC Chairperson.	BAC Secretariat	One (1) working day	Indicative APP BAC Resolution Memorandum for Approval

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
C.6	Once the documents are signed, the BAC Secretariat shall submit the Memorandum for Approval to the HoPE. <i>(Approval within the prescribed deadline of the HoPE).</i>	BAC Secretariat	One (1) working day	Memorandum for Approval
C.7	The approved APP shall be immediately transmitted for posting in the MPHILGEPS for transparency seal and submit PDF and excel file to the app@gppb.gov.ph not later than 31 January of the following year	BAC Secretariat	One (1) working day	Approved APP

END OF PROCESS

ANNEX B

CONDUCT OF MARKET SCOPING

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
D.1	Identify the procurement requirement and define the project objectives, scope, estimated quantity, and intended users	End-User / Implementing Unit	3-5 days For Infra: 15-30 days	Needs Assessment; Initial Project Concept; Draft Technical Specifications or TOR
D.2	Prepare a Market Scoping Plan identifying the information to be gathered (pricing, suppliers, delivery lead time, technical standards, market capability, etc.).	End-User / Procurement Unit	1 day	Market Scoping Plan / Checklist
D.3	Conduct market research through one or more appropriate methods such as consultations with suppliers, industry associations, review of catalogues, online research, previous procurement records, MPhilGEPS data, or attendance in conferences and exhibits.	End-User / Procurement Unit	3-7 days	Supplier Consultation Notes; Product Catalogues; Brochures; MPhilGEPS Price References; Website Printouts; Industry Publications
D.4	Obtain indicative price quotations or cost references to establish a realistic Approved Budget for the Contract (ABC). (These are not Requests for Quotation for procurement purposes.)	End-User / Procurement Unit	2-3 days	Indicative Quotations; Price Monitoring Sheets; Historical Prices; Market Price
D.5	Assess available products, technologies, delivery schedules, environmental considerations, supplier capability, and market risks.	End-User / Technical Personnel	2-3 days	Technical Evaluation Notes; Market Capability Assessment; Risk Assessment

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
D.6	Develop or refine the Technical Specifications, Scope of Work, or Terms of Reference based on the market scoping results, ensuring compliance with applicable standards and avoiding unnecessary brand specifications.	End-User / TWG (if constituted)	2-5 days	Final Technical Specifications; Scope of Work; Terms of Reference
D.7	Prepare the final ABC and recommend the most appropriate procurement strategy or mode based on the market information gathered.	End-User / Budget Unit / Procurement Unit	1-2 days	ABC Computation; Procurement Strategy Recommendation
D.8	Prepare and submit the Market Scoping Report together with the PPMP for approval and inclusion in the APP.	End-User	1-3 days	Market Scoping Report; Supporting Documents
D.9	Maintain records of all market scoping activities and supporting documents for future procurements and audit purposes.	End-User / Procurement Unit	Continuous	Market Scoping File; Electronic and Physical Records
D.10	Revisit and Update Market Scoping Records	End-User / Procurement Unit	Continuous	Updated Market Scoping Records

END OF PROCESS

ANNEX E

MODES OF PROCUREMENT

A. ACTIVITIES AND TIMELINE FOR PROCUREMENT OF GOODS, SERVICES, AND INFRASTRUCTURE

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
Step 1: Preparation and Approval of PR and DFR/ Program of Work				
1.1	Prepare PR and DFR/Program of Work with attached AR/ART/SARO/ATP and Certification for Non-Availability of CSE from DBM Depot for CSE. Assign Procurement Number <i>(The preparation of POW shall be dependent upon the scope of the project.)</i>	End-User	3 to 5 Working Days 15-20 Working Days	Unsigned PR and DFR/Program of Work, SARO/ATP, Certification for Non-Availability of CSE
1.2	Review PR and DFR/Program of Work <i>Cut-off time for receipt of documents:</i> Regular days – 4:00 PM COA compliance period – 10:00 AM <i>Documents received beyond cut-off time will be considered received the following day</i> <i>For urgent and emergency cases, cut-off time will not apply</i>	Finance	1 to 3 Working Days	Unsigned PR and DFR/Program of Work, SARO
1.2.1	If there are comments and corrections: Comply with the lacking documents <i>Give feedback to the submitted documents, if applicable</i>	End-User	1 to 2 Working Days 1 Working Day	As required As required
1.3	Approve PR and DFR/Program of Work	HoPE / End-User	1 Working Day	Approved PR and DFR/Program of Work, SARO

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
Step 2: Pre-Procurement Conference				
☐ Goods with an ABC exceeding ₱5,000,000 ☐ Infrastructure Projects with an ABC exceeding ₱10,000,000 ☐ Consulting Services with an ABC exceeding ₱2,000,000				
<i>If the amount of the procurement is below the indicated threshold, proceed to step 3</i>				
2.1	Prepare Notice of Pre-Procurement Conference	BAC Secretariat	1 Working Day	Approved PR and DFR/Program of Work, SARO/ATP
2.2	Hold Pre-Procurement Conference	End-User, BAC Members, BAC Secretariat, BAC TWG	1 Working Day	Approved PR and DFR/Program of Work, SARO
2.3	Prepare Minutes of the Pre-Procurement Conference	BAC Secretariat	1 Working Day	Minutes
Step 3: Preparation of the Invitation to Bid and Posting				
3.1	Prepare and review the Invitation to Bid and bidding documents/ specifications/Bill of Quantities	End-User and BAC Secretariat	3 Working Days	Invitation to Bid, Bid Documents, Program of Work, Specifications, Bill of Quantities
3.2	Post Invitation to Bid in MPhilGEPS, DepEd Region VIII website, and in three (3) conspicuous places in DepEd compound.	BAC Secretariat	3 Working Days	Invitation to Bid and Bid Docs
Step 4: Conduct of Pre-Bid Conference				
4.1	Distribute Notice for Pre-Bid/Opening of Bids to BAC Members, Secretariat, TWG, COA, and observers	BAC Secretariat	5 Calendar Days prior to opening of bids	Notice for Pre-Bid/Opening of Bids/ Invitation to observers
4.2	Conduct Pre-Bid Conference (Discuss, clarify, and explain specifications and bidding requirements)	End-User, BAC Members, BAC Secretariat, BAC TWG, Prospective Bidders	12 Calendar Days before the opening of bids but not earlier than 7 Calendar Days from posting	IB, ITB, BDS, GCC, SCC, Schedule of Requirements, Specifications, Bidding Forms

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
4.3	Prepare minutes of the Pre-bid conference	BAC Secretariat	5 Calendar Days	Minutes
4.4	Prepare Bid Bulletin if changes/variation/correction occurred	BAC Secretariat	7 Calendar Days before the opening of bids	Draft Bid Bulletin
4.5	Post Bid-Bulletin in MPhilGEPS, DepEd ROVIII website, and in three (3) conspicuous places	BAC Secretariat	1 Calendar Days	Signed Bid Bulletin

Step 5: Issuance of Bid Documents to Bidders

5.1	Issue Bid Document to interested bidders	BAC Secretariat	From day of posting until deadline of submission stated in the in ITB	Bid Document
5.2	Pay at the cashier	Prospective Bidder	1 Working Day	Payment Slip
5.3	File Bidder's Profile with the payment slip	Prospective Bidder	-	Bidder's Profile and Payment Slip
5.4	Receive and compile Bidder's Profile and payment slip	BAC Secretariat	1 Working Day	Bidder's Profile and Payment Slip

Step 6: Opening of Bids and Preliminary Evaluation of Bids

6.1	Accept Bid Documents from participating suppliers	BAC Secretariat	On or before 10:00 AM on the day of the opening of bids	Bid Documents
6.2	Conduct Opening of Bids and preliminary examination	BAC Members, BAC Secretariat, BAC TWG	12 Working Days after Pre-Bid Conference	Bid Documents Minutes of Bid-Opening
6.3	Conduct detailed bid evaluation and prepare Bid Evaluation Report	BAC Secretariat, BAC	1 Working Day or within 7 Working Days from the opening of bids	Bid Documents

Step 7: Conduct Post-Qualification to determine the Lowest Calculated and Responsive Bidder (LCRB)

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
7.1	Conduct Post-Qualification (Document Evaluation and On-Site Evaluation)	BAC TWG, BAC Members	2 to 5 Working Days but not more than 12 Working Day after determination of LCRB	Original Copy of Technical Documents, Post-Q
7.2	Prepare Post-Qualification Report	BAC TWG	1 Working Day after post-qualification	Post-qualification report
Step 8: Approval/Disapproval of the Resolution to Award (RTA)				
8.1	Prepare the Resolution to Award (RTA)	BAC Secretariat	2 Working Days from issuance of post-qualification report	Resolution to Award
8.2	Approve the RTA	HoPE	1 to 2 Working Days	Approved Resolution to Award
8.3	<i>If RTA is disapproved</i> Bidder may file Motion for Reconsideration (MR) with the BAC from receipt of written notice or verbal notification	Bidder	3 Working Days	Motion for Reconsideration
8.4	Resolve Motion for Reconsideration with finality <i>Note: MR must first be resolved before the award is made</i>	BAC Members	7 Working Days	Notice of Grant/Disapproval
8.5	<i>If MR is not granted</i> Bidder may file a Protest with the HoPE	Bidder	7 Working Days from receipt of the resolution of the BAC	verified position paper payment slip of non-refundable protest fee
8.6	Resolve the protest	HoPE	7 Working Days from receipt of the protest	Notice of HoPE Decision

Step 9: Issuance and Posting of Notice of Award

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
9.1	Prepare the Notice of Award Issue and Post the Notice of Award (NOA) at the MPhilgeps, DepEd RO VIII website, and three (3) conspicuous places in the DepEd RO VIII compound	BAC Secretariat	1 Working Day upon approval of RTA	RTA, Abstract of Bids
9.2	Inform the LCRB	BAC Secretariat	Upon signing of NOA by HoPE	NOA
9.3	Issue NOA	BAC Secretariat	1 Working Day	NOA
9.4	Receive NOA	Supplier	1 Working Day	NOA
9.5	Submit additional documents and performance security bond	Supplier	1 Working Day	Performance Security Bond
9.6	Post NOA in MPhilGEPS, DepEd Website, and three conspicuous places in DepEd RO VIII compound	BAC Secretariat	3 Working Days upon receipt by supplier	Posted NOA
Step 10: Issue Contract of Agreement				
10.1	Prepare Contract of Agreement	BAC Secretariat	1 Working Day after approval of RTA/NOA	RTA
10.2	Provide copy of the contract to Legal	BAC Secretariat	1 Working Day	Contract Agreement
10.3	Review conditions stated in the Contract and countersign	Legal Unit	1 Working Day	Contract Agreement
	<i>End-users shall also be given the opportunity to peruse the draft contract to ensure compliance with the tech specs.</i>			
10.4	Return the CA to BAC Secretariat		-	
10.5	Signing of the CA by the HoPE and Winning Bidder	HoPE Winning Bidder		Contract Agreement

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
10.6	Signing of the CA by the witnesses	RO 8 Chief Accountant and End-User	1 CD upon receipt of the NOA	Additional requirements for infrastructure: 1. Construction Schedule and S-curve 2. PERT/CPM 3. Manpower Schedule 4. Construction Methods 5. Equipment Utilization Schedule 6. Construction Safety and health Program approved by DOLE
10.7	Notarize the Contract Agreement	Winning Bidder		
10.8	Return the notarized CA to BAC Secretariat			
Step 11: Issuance of Notice to Proceed				
11.1	Prepare the Notice to Proceed (NTP)	BAC Secretariat	Immediately upon return of the signed CA	CA NTP
11.2	Issue NTP to winning bidder	BAC Secretariat	3 to 7 Working Days upon approval of the contract	
11.3	Receive the NTP	Supplier	1 Working Day upon approval of the contract	
11.4	Post NTP and CA in MPhilGEPS, DepEd RO8 website, and three (3) conspicuous places in DepEd RO8 compound	BAC Secretariat	15 Working Days upon receipt of the signed CA and NTP by the supplier	Posted CA and NTP
STEP 12: Submission and filing of procurement documents				
12.1	Review and compile all the procurement documents	BAC Secretariat	3 Working Days	Complete set of procurement documents
12.2	Photocopy and mark certified true copy all photocopied documents		1 Working Day upon receipt	

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
12.3	Prepare transmittal forms			
12.4	Submit copies of the complete sets of the documents to COA, End-User, and AMS		Immediately (not to exceed 10 CD from the perfection of the NTP)	
12.5	Scan all documents for electronic filing and compile hard copies of the documents in the designated filing cubicle.		1 Working Day	

End of Process

B. ACTIVITIES AND TIMELINE FOR SMALL VALUE PROCUREMENT (SVP) - TWO (2) MILLION AND BELOW

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
B.1	Prepare PR and DFR/Program of Work with attached AR/ART/SARO/ATP and Certification for Non-Availability of CSE from DBM Depot for CSE. Assign Procurement Number <i>The preparation of POW shall be dependent upon the scope of the project.</i>	End-User	3 to 5 Working Days	Unsigned PR and DFR/Program of Work, SARO/ATP, Certification for Non-Availability of CSE
B.2	Prepare, review and post RFQ in PhilGEPS, DepEd RO8 Website, and BAC Bulletin Board *Manual canvass for ABC below 200,000 pesos	BAC Secretariat Canvassers	3 Working Days 3 Working Days	RFQ RFQ
B.3	Open RFQs, conduct bid evaluation, and post-qualification for new possible Lowest Calculated and Responsive Quotations (LCRQ) *Conduct of post-qualification, as necessary	SAC Members / Secretariat / TWG	1 Working Day	Returned RFQs from suppliers
B.4	Prepare Abstract of Quotation	BAC Secretariat	3 Working Days	Abstract of Quotation

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
B.5	Declare LCRQ based on the Abstract of Quotation	BAC Members	-	BAC Resolution of Award
B.6	Submit Abstract of Quotation with complete attachments to End-User Staff	BAC Secretariat	1 Working Day	Signed Abstract of Quotation
B.7	Prepare Purchase Order with complete attachments and submit to Finance	End-User	1 Working Day	PO with attachments
B.8	Receive, review, obligate, and record PO with attached documents and submit to Legal Unit	Finance	1 to 5 Working Days	PO with attachments
	<i>Cut-off time for receipt of documents:</i> Regular days – 4:00 PM COA compliance period – 10:00 AM <i>*Documents received beyond cut-off time will be considered received the following day</i> <i>*For urgent and emergency cases, cut-off time will not apply</i>			
	If there are comments and corrections: Comply with the lacking documents	End-User	1 to 2 Working Days	As required
B.9	Review entries in the PO and attached documents, countersign PO, and submit to ORD	Legal Unit	1 Working Day	PO with attachments
B.10	Receive PO with complete attachments and hand in to RD for approval of HoPE	ORD	1 Working Day	with attachments
B.11	Receive approved PO for posting in MPhilGEPS for procurement above 50,000 but below 500,000 pesos; and recording for 50,000 and below	BAC Secretariat	1 to 3 Working Days	
B.12	Serve the approved PO to the Lowest Bidder	End-User	1 Working Day	Approved PO
B.13	Receive the signed PO by the Lowest Bidder and provide copy to Asset Management Section (AMS)	End-User	1 Working Day	Signed PO
B.14	Submit signed copy of the P.O. to COA	AMS	1 Working Days (NOTE: P.O. MUST be received by COA)	P.O. with stamp RECEIVED by COA

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
			at least 5-days BEFORE the activity (in case of catering services. Lease of Venue, etc.)	
B.15	Deliver the procured items	Supplier	3 Working Days	Delivery Receipt
			<i>Dependent upon the delivery term stated in the PO</i>	
B.16	Inspect the delivered items based on the technical specification	AMS and Inspectorate Committee	1 Working Day	Inspection and Acceptance Report
B.17	Submit duly signed IAR to the COA	AMS	within 24 hours from delivery	IAR with stamp RECEIVED by COA
B.18	Review completeness of procurement documents and submit to COA	End-User	1 Working Day Dependent on the days of delivery	Complete procurement documents
B.19	Scan and compile the complete set of documents at the repository	BAC Sec / Procurement Unit	Within the day of delivery	Complete procurement documents

End of Process

Time allocation: 25 Days

C. DIRECT ACQUISITION PROCESS AND TIMELINE

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
C.1	Identify need for goods/services	End-User/Implementing Unit	As need arises / planning stage	Request or justification of need; technical specifications/scope of work
C.2	Verify if procurement is allowed under Direct Acquisition	End-User/Procurement Unit	Before purchase request	Certification/checklist that ABC is not more than

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
				₱200,000.00; item is CSE not available in PS-DBM, Non-CSE, or service
C.3	Ensure inclusion in APP	End-User, BAC Secretariat, BAC, HoPE	Before procurement	Approved APP or Supplemental APP; for petty cash/reimbursement items, identify as "Miscellaneous
C.4	Prepare Purchase Request	End-User/Implementing Unit	Immediately after validation	Purchase Request; approved budget/fund availability reference
C.5	Secure HoPE authority to directly purchase	HoPE; End-User	Before actual purchase	HoPE authorization or approved PR/authority to purchase
C.6	Identify known and reputable source	End-User / Procurement Unit	Same day or as practicable	Supplier/store profile; PhilGEPS verification, if applicable; proof of availability from store/e-commerce platform
C.7	Verify supplier/source capacity	End-User / Procurement Unit	Before purchase	Proof that source has legal, technical, and financial capacity; PhilGEPS registration if applicable; business/invoice capability

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
C.8	Confirm availability and price	End-User / Procurement Unit	Before purchase	Store price tag, online checkout page, pro-forma invoice, service quotation, or other price reference
C.9	Directly purchase goods or services	Authorized End-User/Implementing Unit / Procurement Unit	Immediate / based on availability	Sales invoice, official receipt, order confirmation, delivery receipt, service order, or equivalent document
C.10	Receive, inspect, and accept goods/services	End-User / Inspection Committee / Property Unit, as applicable	Upon delivery/completion	Delivery receipt; Inspection and Acceptance Report; service completion report, if applicable
C.11	Process payment or reimbursement	Accounting / Cashier / Finance Unit	In accordance with accounting and COA rules	Disbursement voucher; invoice/OR; IAR; proof of payment; petty cash/reimbursement documents, if applicable
C.12	File and report procurement records	BAC Secretariat / Procurement Unit / End-User	After completion / reporting period	Complete procurement folder; APP reference; PR; authority; invoice/receipt; acceptance documents; payment documents

End of process

D. CALENDAR OF ACTIVITIES OF PROCUREMENT THROUGH REPEAT ORDER

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirements
D.1	Determine the need to replenish goods previously procured through Competitive Bidding, Limited Source Bidding, Competitive Dialogue, or Unsolicited Offer with Bid Matching.	End-User	1 to 2 Working Days	Needs Assessment; Inventory Report; Stock Position Report
D.2	Verify that the procurement is eligible for Repeat Order by confirming that all statutory conditions are satisfied.	End-User / Procurement Unit	1 Working Day	Eligibility Verification Checklist
D.3	Confirm that the unit price is equal to or lower than the unit price in the original contract and lower than the prevailing market price .	End-User / Procurement Unit	2 to 3 Working Days	Original Contract; Notice to Proceed; Price Verification; Market Price Survey
D.4	Confirm that the Repeat Order is being availed of within six (6) months from the date of the original Notice to Proceed, unless otherwise approved by the GPPB.	Procurement Unit	1 Working Day	Copy of Original Notice to Proceed; Timeline Computation
D.5	Confirm that the quantity to be reordered does not exceed twenty-five percent (25%) of the quantity of each item in the original contract and that the goods are quantifiable, divisible, and originally consisted of at least four (4) units per item.	Procurement Unit / End-User	1 working day	Quantity Computation Sheet; Original Contract; Delivery Records
D.6	Prepare and submit the Purchase Request for the Repeat Order.	End-User / Implementing Unit	1 Working Day	Purchase Request; Technical Specifications (if applicable);

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirements
				ABC; Funding Certification
D.7	Conduct post-qualification of the previous winning bidder in accordance with the requirements prescribed in the Bidding Documents.	BAC / TWG	3 to 5 Working Days	Post-Qualification Report; Updated Eligibility Documents, if required
D.8	Recommend the award of the Repeat Order to the HoPE after determining that all conditions have been satisfied.	BAC	1 Working day	BAC Resolution Recommending Award
D.9	Approve the recommendation and issue the Notice of Award.	HoPE	2 Working days	HoPE Approval; Notice of Award
D.10	Execute the Contract or Purchase Order and issue the Notice to Proceed, if applicable.	HoPE / Procurement Unit / Supplier	10 Working Days from receipt of the NOA	Purchase Order or Contract; Notice to Proceed; Performance Security (if applicable)
D.11	Deliver the goods in accordance with the Purchase Order or Contract.	Supplier	As specified in the contract	Delivery Receipt; Sales Invoice; Packing List
D.12	Conduct inspection and acceptance of the delivered goods.	AMS / End-User / Property Unit	2 to 3 Working Days after delivery	Inspection and Acceptance Report (IAR); Property Documents
D.13	Process payment to the supplier.	Budget, Accounting, Cashier	As indicated in the timeline for conduct of payment activity	Disbursement Voucher; Invoice; IAR; Purchase Order/Contract
D.14	File procurement records and update contract monitoring records.	Procurement Unit / BAC Secretariat	2 to 3 Working Days	Complete Repeat Order Procurement Folder; Contract Monitoring Report

End of Process

E. CALENDAR OF ACTIVITIES OF PROCUREMENT THROUGH AGENCY-TO-AGENCY PROCUREMENT PROCESS

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
E.1	Identify the procurement requirement.			
	Determine the Goods, Infrastructure Project, or Consulting Services required and establish the scope, specifications/TOR, ABC, funding source, and implementation requirements.	End-User / Implementing Unit	Procurement Planning Stage	Approved PPMP/APP; PR; Technical Specifications/PO W/TOR; ABC and supporting documents
E.2	Identify the prospective Servicing Agency. Determine the government agency whose legal mandate covers the project, and which appears to possess the necessary technical and operational capability.	End-User / Implementing Unit	Before recommendation of the mode	Agency profile; legal mandate/charter or relevant issuance; preliminary justification
E.3	Request certification from the Servicing Agency. Secure certification from the relevant officer that the agency has the mandate and absorptive capacity to undertake the project and complies with the applicable conditions under Sec. 35.5.	End-User / Implementing Unit	Before BAC action	Certification of the Servicing Agency
E.4	Validate compliance with Section 35.5. Verify the Servicing Agency's mandate and absorptive capacity and that it owns or has access to the necessary tools and equipment. Confirm that the contemplated arrangement will not	End-User / Implementing Unit, with concerned technical offices	Before endorsement to BAC	Validation/Assessment Report; Certification; supporting documents

	involve prohibited subcontracting.			
E.5	For Infrastructure Projects, validate track record. Confirm that the Servicing Agency has completed or supervised, by Administration or by contract, a similar project costing at least 50% of the project at hand.	End-User / Implementing Unit / Technical Unit	Before BAC recommendation	Certificate/records of completed or supervised similar project; project cost records
A2A.6	Prepare assessment and recommendation. Based on the validation, prepare a written assessment recommending Agency-to-Agency as the appropriate procurement mode.	End-User / Implementing Unit	After completion of validation	Assessment and Recommendation; complete supporting documents
E.7	Review the proposed Agency-to-Agency procurement. BAC reviews the End-User's assessment and supporting documents and determines compliance with Sec. 35.5.	BAC / BAC Secretariat / TWG, when necessary	Upon receipt of complete documents	Assessment and Recommendation; Certification; supporting documents
E.8	Issue BAC Resolution recommending Agency-to-Agency procurement. If compliant, the BAC recommends to the HoPE the use of an Agency-to-Agency Agreement.	BAC / BAC Secretariat	After BAC deliberation	BAC Resolution recommending Agency-to-Agency
E.9	Approve/Disapprove the recommendation. HoPE acts upon the BAC recommendation.	HoPE	Upon receipt of BAC Resolution	Approved/Disapproved BAC Resolution
E.10	Preparation of letter to Servicing Agency requesting for quotation	BAC / BAC Secretariat	Upon HoPE approval	Letter to Servicing Agency
E.11	Prepare the Memorandum of Agreement (MOA).	End-User / BAC Secretariat	Upon HoPE approval	Draft MOA and supporting documents

	Define the scope of work, responsibilities of the parties, project cost, fund transfer/payment arrangements, implementation period, deliverables, monitoring, reporting, inspection/acceptance, liquidation, and other applicable conditions.	/ Legal Unit / Servicing Agency		
E.12	Review the MOA. Conduct legal, financial, and technical review of the terms and conditions prior to execution.	Legal Unit / Finance Division / End-User / concerned offices	Prior to signing	Reviewed/final MOA
E.13	Execute the MOA. Upon approval, the HoPE enters the MOA with the authorized representative of the Servicing Agency.	HoPE / Authorized Representative of Servicing Agency	After completion of review	Signed/Notarized MOA
E.14	Implement the project in accordance with the MOA. The Servicing Agency performs the agreed Goods, Infrastructure Project, or Consulting Services. For Infrastructure Projects, implementation may be in-house, by job order, or through the pakyaw contracting system, as allowed by Sec. 35.5(c).	Servicing Agency / End-User	Based on MOA	MOA; implementation documents; progress/accomplishment reports
E.15	Monitor implementation and accomplishment. Monitor compliance with agreed specifications, scope, timelines, deliverables, and financial requirements.	End-User / Implementing Unit / Inspectorate or concerned technical unit	Throughout implementation	Progress Reports; Monitoring Reports; supporting documents
E.16	Inspect and accept completed deliverables/project. Verify conformity with the MOA, technical	End-User / Inspectorate Team / Supply or	Upon delivery/completion	Inspection and Acceptance Report; Completion/Acco

	specifications, POW or TOR before acceptance.	Property Unit, as applicable		mplishment Report
E.17	Process payment/fund transfer and liquidation, as applicable. Process financial transactions pursuant to the MOA and applicable budgeting, accounting, auditing, and fund-transfer rules.	Finance / Accounting / Cash Unit / End-User	Based on MOA and applicable accounting/auditing rules	Disbursement documents; billing/accomplishment documents; liquidation documents, as applicable
E.18	Complete, scan, and archive procurement records. Consolidate the complete Agency-to-Agency procurement file for audit, monitoring, reporting, and institutional records.	BAC Secretariat / Procurement Unit / End-User	Upon completion	Complete procurement records; electronic and physical file
	END OF PROCESS			

ANNEX D

CALENDAR OF ACTIVITIES FOR THE PAYMENT PROCESS FOR GOODS, SERVICES, AND INFRASTRUCTURE

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Operational Timeline
F.1	Process Inspection and Acceptance Report • Issuance of the Property Transfer Report	AMS	2 Working Days after the delivery of goods	Day 1-2
F.2	Process and submit to Finance Division the procurement documents for payment • Preparation of the Disbursement Voucher	End-User	5 Working Days	Day 3-7
F.3	Review and process procurement documents for payment	Finance Division	5 Working Days	Day 8-12
F.4	Review and approval of payment and transmit the reviewed procurement document to Cash Unit	AORD and ORD	4 Working Days	Day 13-16
F.5	Process the payment of the procurement and submit procurement documents to ORD for approval	Cashier	5 Working Days	Day 7-21
E.6	Process the approval of the HoPE and return the documents to cashier for payment	ORD	3 Working Days	Day 22-24
F.7	Process the payment and inform the End-user of the status of the release of payment	Cashier	3 Working Days	Day 25-27
F.8	Inform the supplier for the release of payment	End-User	1 Working Day	Day 28
F.9	Release payment to supplier	Cashier	2 Working Days	Day 29-30
End of Process				
Total Timeline				30 Calendar Days

ANNEX E

PROCUREMENT STRATEGIES

A. FRAMEWORK AGREEMENT PROCUREMENT PROCESS

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
A.1	Identify recurring or repetitive procurement requirements suitable for a Framework Agreement	End-User / Implementing Unit	3 to 5 Working Days During Procurement Planning	PPMP; Needs Assessment; Technical Specifications/Scope of Work
A.2	Determine that the use of a Framework Agreement is the most appropriate procurement strategy (Fit-for-Purpose Approach)	End-User; Procurement Unit; BAC	5 to 10 Working Days During PPMP preparation	Procurement Strategy Justification; Market Scoping Report; Cost-Benefit Analysis (if applicable)
A.3	Include the Framework Agreement procurement project in the APP	BAC Secretariat; BAC; HoPE	3 Working Days before commencement of procurement	Approved APP or Supplemental APP
A.4	Prepare the bidding documents indicating that procurement shall be through a Framework Agreement	BAC Secretariat; TWG; End-User	5 to 7 Working Days Prior to advertisement	Bidding Documents; Technical Specifications; Draft Framework Agreement
A.5	Advertise/Post Invitation to Bid in PhilGEPS, DepED Region VIII website and three conspicuous places within DepEd Region VIII compound	BAC Secretariat	7 Calendar Days (minimum posting period)	Invitation to Bid, PhilGEPS Posting, Agency Website Posting
A.6	Conduct Pre-Bid Conference (if required)	BAC	1 Working Day	Attendance Sheet, Minutes of Pre-Bid Conference
A.7	Submission and Opening of Bids	Bidders	Not earlier than the minimum bidding period after posting	Bid Documents, Bid Securities; Bid Opening Minutes
A.8	Conduct Bid Evaluation	BAC; TWG	7 Working Days	Bid Evaluation Report

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
			In accordance with Competitive Bidding timelines	
A.9	Conduct Post-Qualification	BAC; TWG	7 Working Days Immediately after bid opening	Post-Qualification Report
A.10	Recommend award and secure HoPE approval	BAC; HoPE	2 Working Days After Post-Qualification	BAC Resolution; Notice of Award
A.11	Execute the Framework Agreement with one or more qualified suppliers	HoPE and Winning Supplier(s)	10 Working Days Within prescribed contract signing period (after receipt of Notice of Award)	Signed Framework Agreement; Performance Security (if required); Contract Documents
A.12	Whenever an actual requirement arises, End-Users submit the Purchase Request, determine the quantity and delivery schedule under the Framework Agreement	End-User / Implementing Unit	1 to 2 Working Days As needed during the validity of the Framework Agreement	Purchase Request; Approved Budget
A.13	Issue a Call-Off Contract, Purchase Order, or Purchase Agreement based on the Framework Agreement	Procurement Unit; HoPE	2- to Working Days Upon every procurement requirement	Call-Off Contract / Purchase Order / Notice to proceed (if applicable)
A.14	Supplier delivers the goods/services according to the Call-Off Contract	Supplier; End-User; Property Unit	Within delivery schedule as specified in the Framework Agreement or Call-Off Contract	Delivery Receipt; Sales Invoice; Packing List; Warranty Documents, if applicable
A.15	Conduct inspection and acceptance	Inspection Committee; End-User; Property/Supply Unit	3 Working Day or Upon delivery	Inspection and Acceptance Report (IAR); Property Acknowledgment Receipt, if applicable

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
A.16	Process payment	Accounting Unit; Budget Unit; Cashier/Treasury	15 Working Days After acceptance and after complete supporting documents (subject to applicable budgeting, accounting, and auditing rules)	Disbursement Voucher; Invoice; IAR; Purchase Order/Call-Off Contract; Obligation Request
A.17	Monitor supplier performance and Framework Agreement utilization	End-User; Procurement Unit; BAC Secretariat	5 Working Days after every completed delivery or periodically during implementation	Supplier Performance Evaluation; Delivery Monitoring Reports; Contract Monitoring Reports
A.18	Close-out of Framework Agreement or renew procurement through a new Framework Agreement upon expiration, if still necessary	End-User; Procurement Unit; BAC	5 Working Days Before expiration	Completion Report; Contract Close-Out Report; New PPMP, if applicable

End of Process

FRAMEWORK AGREEMENT LIST (AGENCY)

GPPB Resolution No. 27-2019, dated 10 December 2019

TECHNICAL SPECIFICATIONS			
Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
			Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

GPPB Resolution No. 27-2019, dated 10 December 2019

Call-Off Form

CALL-OFF					
Agency _____					
Supplier: _____			C.O. No.: _____		
Address: _____			Date: _____		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: _____			Delivery Term: as indicated in the Framework Agreement		
Date of Delivery: _____			Payment Term: as indicated in the Framework Agreement		
Quantity	Unit	Description	Inventory	Unit Cost	Amount
(Total Amount in Words) <i>Five Thousand Pesos Only</i>					-
Please see attached Terms and Conditions					
Conforme: _____			Very Truly Yours,		
Signature over Printed Name of Supplier			Authorized Official		
Date _____					
Funds Available: _____			ALOPS No. _____		
Chief Accountant			Amount: _____		

GPPB Resolution No. 27-2019, dated 10 December 2019

B. CONDUCT OF EARLY PROCUREMENT ACTIVITIES

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
B.1	Prepare Purchase Request (PR) (attach detailed Technical Specifications) and Detailed Financial Requirement (DFR) and submit to Finance for processing together with AR/ATC, PPMP, APP, and Memorandum	EU	Seven (7) Days October 2026 (Third quarter of current year)	PR DFR Copy of: PPMP APP Memorandum
B.2	Review the correctness and completeness of documents and certifies budget allocation based on NEP Level.	Finance	Five (5) days October 2026	PR Signed DFR
B.3	After review, forward the documents to HoPE	Finance	One (1) day	Reviewed documents
B.4	Approve the PR and DFR	HoPE	One (1) day October 2026	Approved PR and DFR
B.5	Submit Approved PR and DFR to BAC	End-User	One (1) day	Approved PR and DFR
B.6	Conduct: Pre-Procurement Conference, if applicable (for goods with ABC equal or above five million, for infra Sec, TWG, with ABC equal or above ten million, and for consulting services with ABC equal or above two million.)	BAC, BAC EU	One (1) day November 2026	Minutes of Pre-Procurement Conference

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
B.7	Preparation of Invitation to Bid (ITB) and conduct of pre-procurement activity	BAC, BAC Sec,	Two (2) days October 2026	Invitation to Bid
B.8	Posting of ITB in Mphilgeps, DepEd RO VIII website, and three (3) conspicuous places and prepare certificate of posting. Send invitations to observers five (5) days before the pre-bid conference (COA, DEPDev, 3 accredited CSOs)	BAC Sec	Seven (7) days November 2026	Posted Invitation to Bid
B.9	Conduct Pre-Bid Conference	BAC, BAC Sec, TWG, EU, Prospective Bidders	One (1) day	Invitation to Bid Minutes of Pre-Bid Conference
B.10	Conduct Opening of Bids	BAC, BAC Sec, TWG, Bidders	One (1) day	Minutes of Opening of Bids
B.11	Post-Qualification (with qualification as to distance and volume)	BAC TWG	Seven to Twelve (7-12) days	Post-Qualification Report
B.12	Prepare BAC Resolution to Award	BAC Sec	One (1) day	BAC Resolution
B.13	Sign BAC Resolution to Award	BAC	One (1) day	BAC Resolution
B.14	Approve BAC Resolution to Award	HoPE	One (1) day	Approved BAC Resolution
B.15	After GAA approval:	BAC Sec	One (1) day	NOA Contract

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
	Prepare Notice of Award (NOA), Contract and Notice to Proceed (NTP)			NTP
B.16	Approve Notice of Award (NOA), Contract and Notice to Proceed (NTP)	HoPE	One (1) day	Approved NOA Contract NTP
B.17	Submit bidding documents to COA five (5) days after the issuance of NTP.	BAC Sec	Five (5) days	Complete Bidding Documents
B.18	Provide copies of bidding documents to BAC, EU and BAC Sec AMS.	BAC Sec	One (1) day	Copy of the complete Bidding Documents
B.19	Compile bidding documents	BAC Sec	One (1) day	Complete Bidding Documents
B.20	Conduct inspection based on the tech specs indicated in the contract. Accomplish Inspection and Acceptance Report and submit to EU.	AMS	Seven (7) days	Inspection and Acceptance Report
B.21	Accomplish documents for payment and submit to EU finance		Seven (7) days	Voucher, IAR, all other procurement documents
B.22	Check the completeness of Finance documents	Finance (Accounting)	Five (5) days	
B.23	Certifies budget allocation	Finance (Budget)	One (1) day	

Step	Process / Action to be Undertaken	Responsible Unit	Mandated Timeline	Documentary Requirement
B.24	Certifies the availability of allotment (for competitive bidding)	Finance (Budget)	One (1) day	Certificate of Availability of Allotment
B.25	Approves voucher for payment	HoPE	Three (3) days	
B.26	Disburse payment based on the approved voucher and provide copy of LDDAP and voucher to BAC Sec.	Cash	One (1) day	LDDAP Voucher
B.27	Compile documents of payment	BAC Sec	One (1) day	
<i>Note: Refer to the calendar of activities for payment</i>				
B.28	Scan, file, and report procurement records	BAC Secretariat / Procurement Unit / End-User	After completion / reporting period	Complete procurement folder uploaded to google drive; APP reference; PR; authority; invoice/receipt; acceptance documents; payment documents

End of Process

ANNEX F**ROLES AND FUNCTIONS OF THE KEY PROCUREMENT OFFICES
AND COMMITTEES***IRR of RA No. 12009*

To ensure proper governance and accountability, the procurement process under the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 identifies specific procurement bodies with defined statutory roles and responsibilities. In addition, several support offices perform complementary administrative, financial, legal, technical, and operational functions that facilitate the implementation of procurement activities. This section distinguishes the responsibilities of the procurement bodies established under the IRR from those of the support offices, thereby providing a clear framework for coordination, compliance, and effective procurement management.

- I. Head of Procuring Entity (HoPE)**
 - Constitutes the BAC.
 - Appoints the BAC Secretariat and TWG.
 - Approves the APP.
 - Approves the recommendation for contract award.
 - Signs or approves the contract.
 - Issues or approves the Notice to Proceed.
 - Exercises overall authority over procurement activities as provided in the IRR.

- II. Bids and Awards Committee (BAC)**
 - Serves as the principal procurement body of the Procuring Entity.
 - Recommends the appropriate procurement modality and the approval of the APP.
 - Conducts and oversees the procurement process, including pre-procurement conference, pre-bid conference, opening of bids, bid evaluation, post-qualification, and recommendation for award.
 - Determines whether the use of procurement strategies (e.g., Framework Agreement) is advantageous.
 - May delegate certain alternative procurement activities to the End-User or Procurement Unit, except Competitive Bidding and other specified competitive modes.
 - Recommends award of contract to the HoPE.
 - Ensures procurement complies with the principles of transparency, competitiveness, accountability, and value for money.

- III. BAC Secretariat**
 - Provides administrative and technical support to the BAC.
 - Consolidates PPMPs into the Indicative APP and Final APP.
 - Prepares BAC resolutions, notices, minutes, bid bulletins, invitations, procurement documents, and records.
 - Posts procurement opportunities, notices, awards, and contracts in PhilGEPS and other required platforms.

- Maintains procurement records and prepares transmittals.
- Coordinates BAC meetings, conferences, and communications with bidders, observers, and stakeholders.
- Ensures complete procurement documentation from planning to contract implementation.

IV. Technical Working Group (TWG)

- Provides technical, legal, financial, and procurement expertise to assist the BAC.
- Reviews technical specifications, Terms of Reference, engineering requirements, and bidding documents.
- Conducts detailed technical evaluation of bids and assists in post-qualification.
- Recommends technical findings to the BAC.
- Participates in pre-procurement conferences, pre-bid conferences, bid evaluation, negotiations (where applicable), and contract implementation support.
- Performs technical analyses assigned by the BAC.

V. End-User / Implementing Unit

- Identifies procurement needs and plans procurement projects based on the agency's mandate.
- Conducts market scoping and maintains records of market research.
- Prepares the PPMP, technical specifications, Scope of Work (SOW), Terms of Reference (TOR), Program of Work, cost estimates, and other technical procurement documents.
- Revises and finalizes the PPMP for inclusion in the APP.
- Recommends subcontracting, where applicable.
- Conducts performance evaluation for renewal of recurring services.
- Participates as provisional member of the BAC.
- Assists during pre-procurement conference, pre-bid conference, bid evaluation, and post-qualification.
- Monitors contract implementation and certifies completion or satisfactory performance of suppliers.
- For infrastructure projects, certifies the adequacy of the detailed engineering design and assumes responsibility for its technical integrity.

VI. Finance Office / Budget Office / Accounting Office

- Reviews funding availability and certifies budget allocation.
- Ensures procurement is supported by authorized appropriations and the Approved Budget for the Contract (ABC).
- Reviews financial documents and procurement requests.
- Processes disbursements and payments after acceptance of deliveries.
- Ensures compliance with budgeting, accounting, and auditing rules, including fund availability for contract renewals and multi-year contracts.
- Participates in procurement planning by evaluating PPMPs for inclusion in the budget proposal.

VII. Supply Unit / Procurement Unit / Property Unit

- Assists in procurement planning and preparation of procurement documents.
- Coordinates procurement activities delegated by the BAC for authorized alternative modes of procurement.
- Maintains warehousing and inventory systems, where applicable.
- Ensures proper receipt, storage, issuance, and inventory control of procured goods.
- Maintains inventory records and safeguards government property.
- Coordinates with the End-User during procurement and contract implementation.
- Supports logistics, warehousing, and property accountability functions.

VIII. Inspectorate Team / Inspection Committee

- Conducts inspection and acceptance of delivered goods, infrastructure, or services.
- Verifies compliance with technical specifications, quantity, quality, and contract requirements.
- Prepares and signs the Inspection and Acceptance Report (IAR) or equivalent inspection documents.
- Certifies satisfactory delivery or completion before payment is processed.
- Coordinates with the End-User and Property/Supply Unit to ensure that only compliant deliveries are accepted.

IX. Legal Unit (Support Office)

(Functions according to its own mandate and not under IRR of RA 12009)

- reviewing contracts,
- issuing legal opinions,
- assisting in protests,
- handling litigation,
- advising the BAC

ANNEX G

DOCUMENTARY REQUIREMENTS FOR SPECIFIC MODES OF PROCUREMENT
GPPB RESOLUTION NO. 10-2026

Mode of Procurement	Philgeps Organization ID	Mayor's Permit	Professional License/CV (Consulting)	NFCC Computation or Committed LoC (Infra)	PCAB License and Reg (Infra)	Income/Business Tax Return	OSS
Direct Contracting	✓	✓				✓ for ABCs above P500k	
Small Value Procurement	✓	✓	✓		✓	✓ for ABCs above P500k	✓ for ABCs above P500k
NEGOTIATED PROCUREMENT							
Two-failed Biddings	✓ PhilGEPS Platinum, If legal eligibility requirements are not subject to revision after the conduct of the mandatory review						
Emergency Cases		✓		✓ for ABCs above P500k	✓ for ABCs above P500k	✓ for ABCs above P500k	✓ for ABCs above P500k
Take-over of contracts	✓	✓	✓	✓	✓		
Adjacent or contiguous				✓	✓		
Scientific, Scholarly or Artistic Work, Exclusive Technology, and Media Services	✓	✓	✓			✓ for ABCs above P500k	
Highly Technical Consultants	✓	✓	✓				
Lease of Real Property or Venue	✓ except for gov't agencies as lessors	✓ except for gov't agencies as lessors				✓ except for gov't agencies as lessors	

ANNEX H

**DOCUMENTARY REQUIREMENTS FOR PROCUREMENT PROJECTS THROUGH
COMPETITIVE SELECTION**

Documents	Goods	Infrastructure Projects	Consulting Services
Eligibility Requirements			
PhilGEPS Certificate of Registration ¹⁵	✓	✓	✓
Statement of all Ongoing Government and Private Contracts ¹⁶	✓	✓	✓
Bid Security ¹⁷	✓	✓	✓
Joint Venture Agreement (JVA), if applicable ¹⁸	✓	✓	✓
Single Largest Completed Contract (SLCC) ¹⁹	✓	✓	
NFCC computation or committed LoC ²⁰	✓	✓	
Special PCAB License, in case of JV or Foreign Bidders ²¹		✓	
Other Documentary Requirements			
Conformity with the Technical Specifications ²²	✓		
Omnibus Sworn Statement (OSS)	✓	✓	✓
Organizational Chart for the procurement project to be bid		✓	✓

List of personnel to be assigned to the project, with their complete qualification and experience data		✓	✓
List of contractor's major equipment units with supporting documents		✓	
A statement of the consultant			✓
Approach, work plan, and schedule			✓