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1.0 Objectives

To ensure that all purchases comply with the specified requirements, acquired from the right supplier and delivered at the right time

2.0 Scope

This procedure covers receipt of the Purchase Request (PR) from end-user up to the delivery of product/supplies and services

3.0 Definition of Terms

Bids and Awards Committee (BAC) – established in accordance with Rule V of the IRR of RA 9184, whose duties are to conduct pre-procurement and pre-bid conferences, evaluate the submitted bids and recommend award of contracts to the Head of Procuring Entity (HOPE)

Purchase Request (PR) – form prepared to acquire goods/supplies/property and services

Purchase Order (PO) – form issued by a buyer to a seller for products or services the seller will provide to the buyer

Philippine Government Electronic Procurement System (PhilGEPS) – refers to the government's tool for procurement reforms and transparency

Technical Working Group (TWG) – assigned by BAC to evaluate the specifications based on the submitted Terms of Reference (TOR)


4.0 Records

- Purchase Request (PR)
- Request for Quotation (RFQ)
- Abstract of Quotation
- Purchase Order (PO)
- Work Order (WO)
- Inspection and Acceptance Report (IAR)

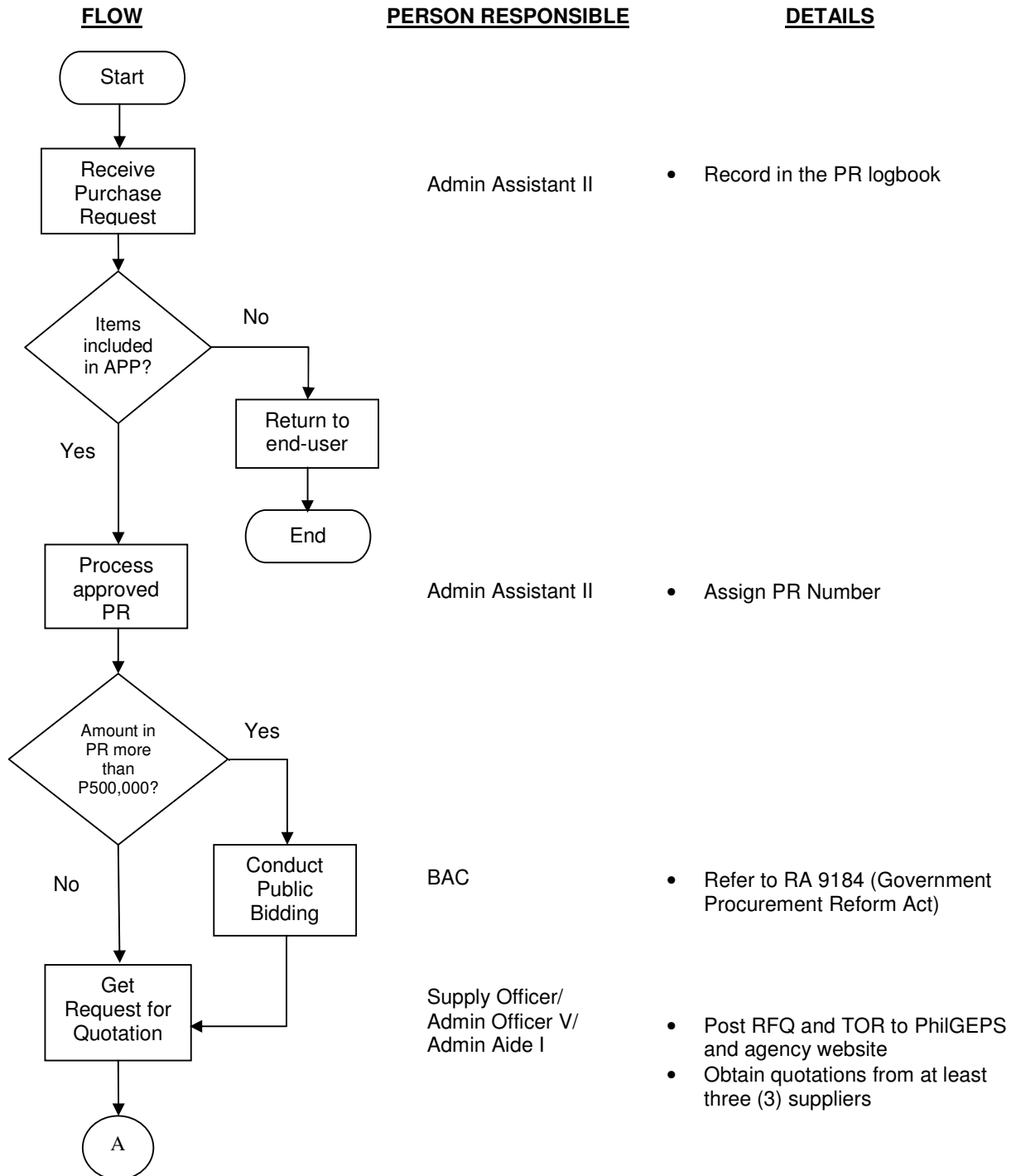
5.0 References

- New Government Accounting System (NGAS) Manual
- RA 9184 – The Government Procurement Reform Act
- IRR of RA 9184 – Implementing Rules and Regulations of The Government Procurement Reform Act

Prepared by:	Approved by:
Admin. Officer V/ Supply Officer	FAD Chief

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6.0 Procedure




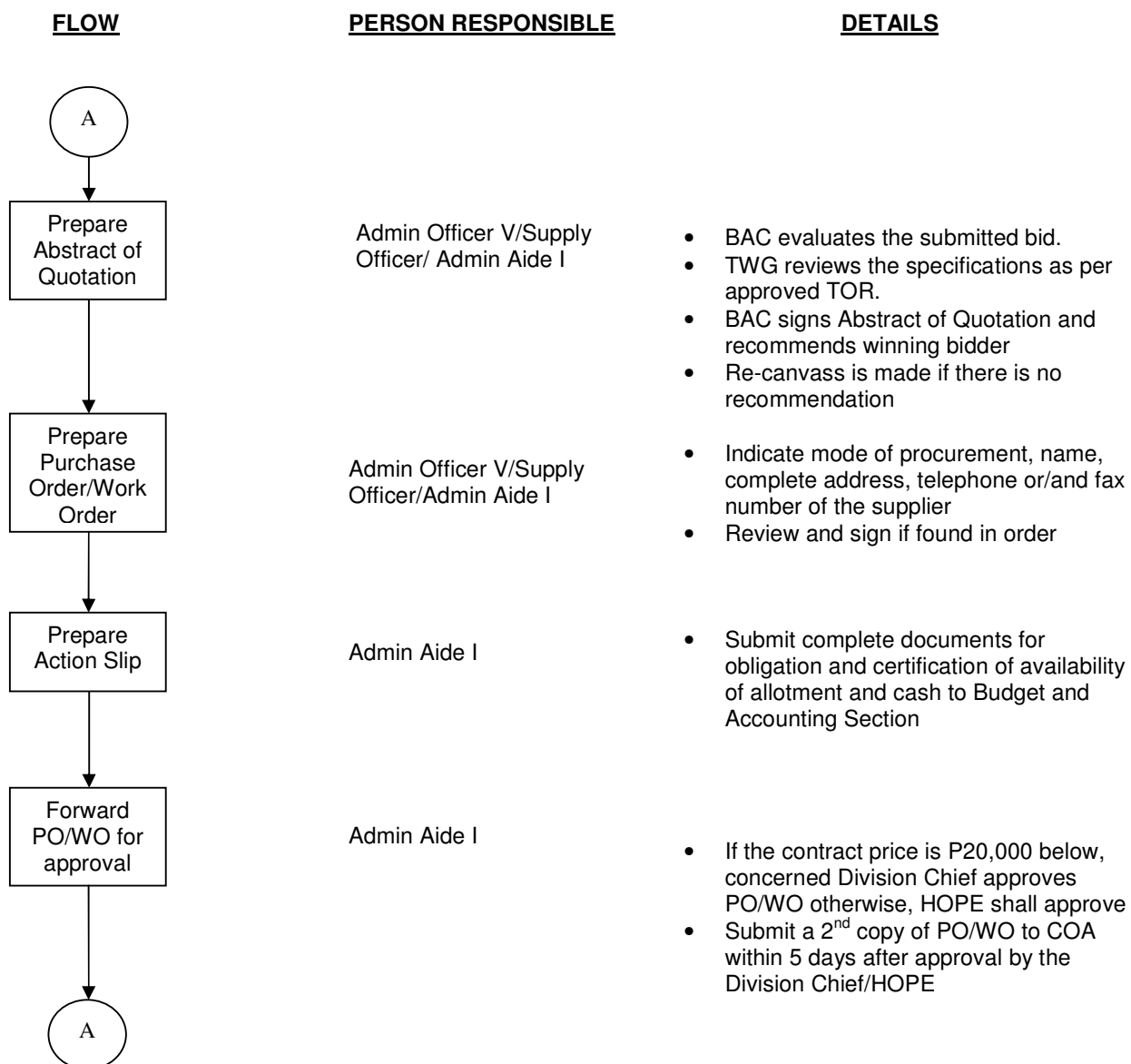
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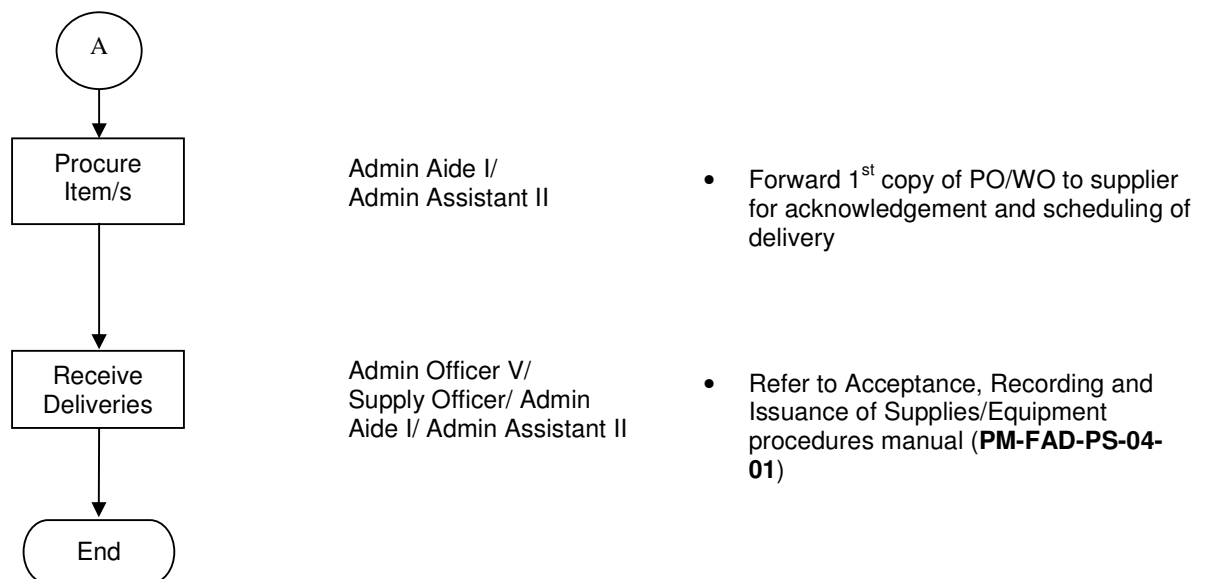
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FLOW

PERSON RESPONSIBLE

DETAILS



Prepared by:

Admin. Officer V/ Supply Officer

Approved by:

FAD Chief