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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 Procurment 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)

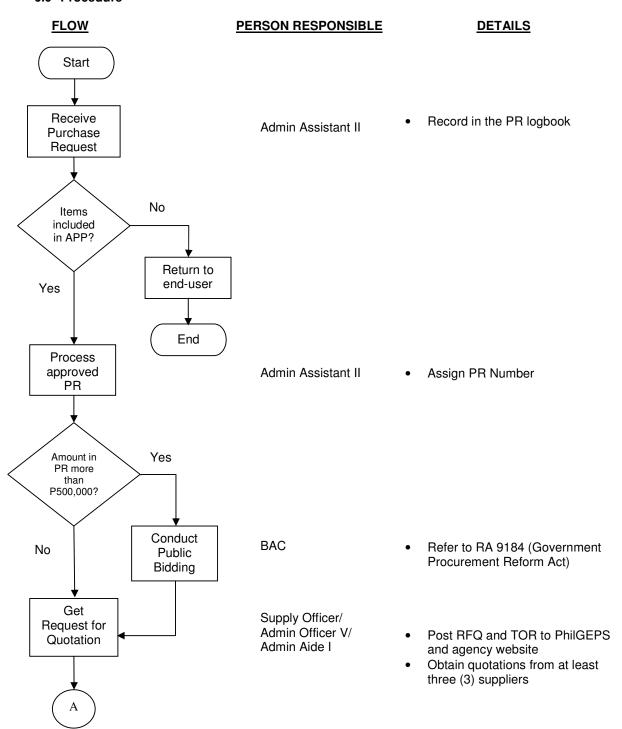
5.0 References

- 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



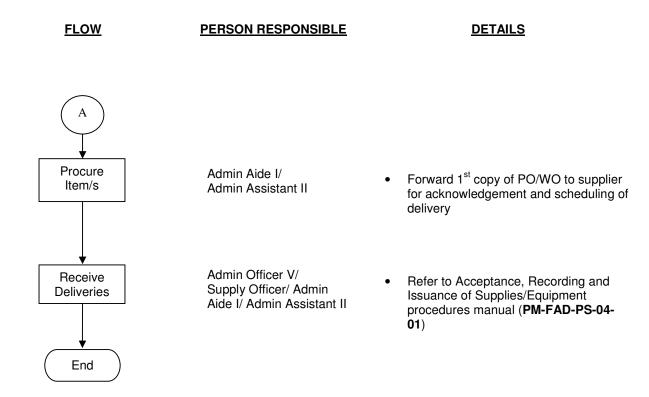
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<u>FLOW</u>	PERSON RESPONSIBLE	<u>DETAILS</u>	
Prepare Abstract of Quotation	Admin Officer V/Supply Officer/ Admin Aide I	 BAC evaluates the submitted bid. TWG reviews the specifications as per approved TOR. BAC signs Abstract of Quotation and recommends winning bidder Re-canvass is made if there is no recommendation 	
Prepare Purchase Order/Work Order	Admin Officer V/Supply Officer/Admin Aide I	 Indicate mode of procurement, name, complete address, telephone or/and fax number of the supplier Review and sign if found in order 	
Prepare Action Slip	Admin Aide I	 Submit complete documents for obligation and certification of availability of allotment and cash to Budget and Accounting Section 	
Forward PO/WO for approval	Admin Aide I	 If the contract price is P20,000 below, concerned Division Chief approves PO/WO otherwise, HOPE shall approve Submit a 2nd copy of PO/WO to COA within 5 days after approval by the Division Chief/HOPE 	

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