

ROLE OF EXECUTIVES IN THE PROCUREMENT PROCESS

**Procurement Process Flow
Alternative Methods of Procurement**

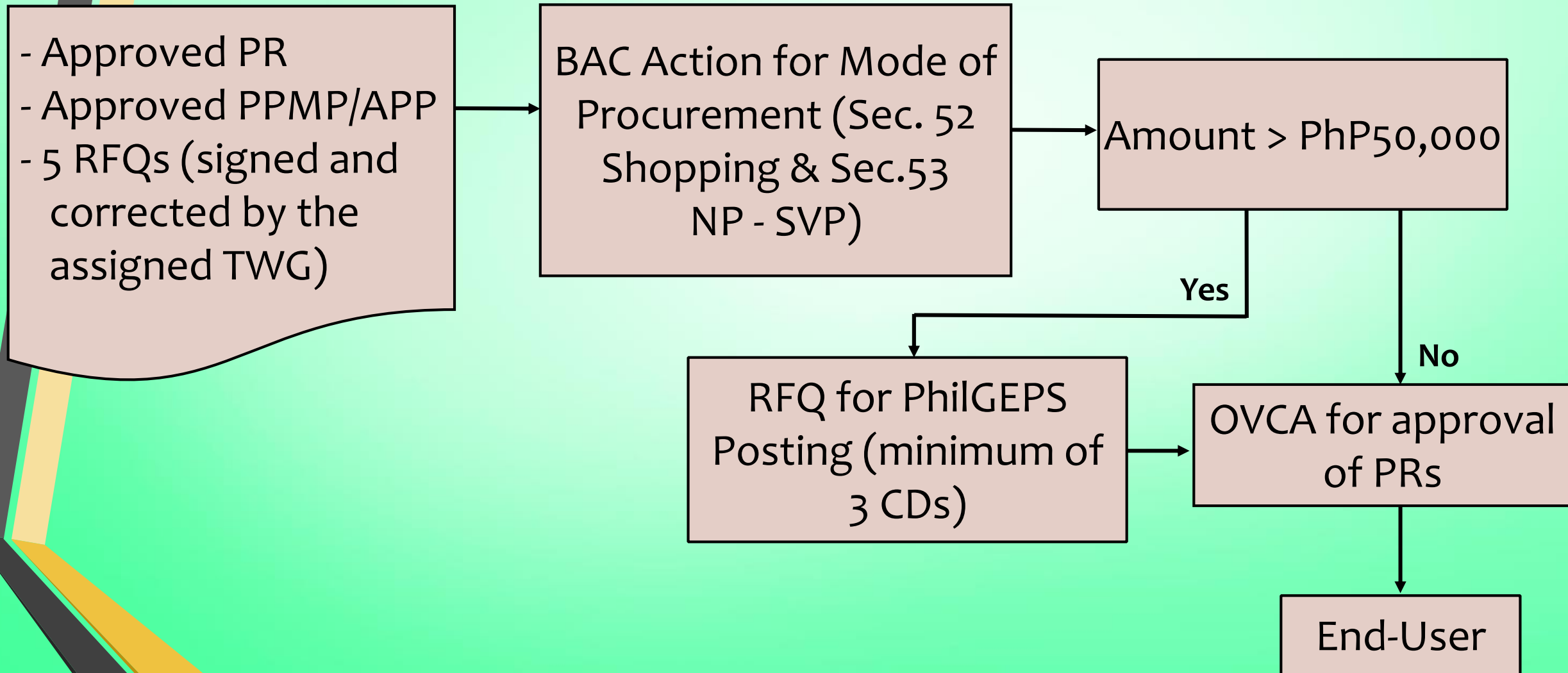


ALTERNATIVE MODES OF PROCUREMENT



- a. Section 50. Direct Contracting
- b. Section 51. Repeat Order
- c. Section 52. Shopping
- d. Section 53. Negotiated Procurement
 - Two Failed Biddings
 - Emergency Cases
 - Agency to Agency
 - Small Value Procurement
 - Lease of and Venue
 - Highly Technical Consultant

PROCESS FLOW FOR SHOPPING & SVP (NOT INCLUDED IN THE APPROVED APP)



PROCESS FLOW OF AMP UNDER SEC. 50 DIRECT CONTRACTING

- Approved PR for Direct Contracting
- Approved PPMP/APP
- Request for Direct Contracting Form
- Valid quotation from Supplier
- Proof of Exclusivity (Certificate of Exclusive Distributorship, issued by main manufacturer)

BAC Action
(Recommending Approval / Disapproval)

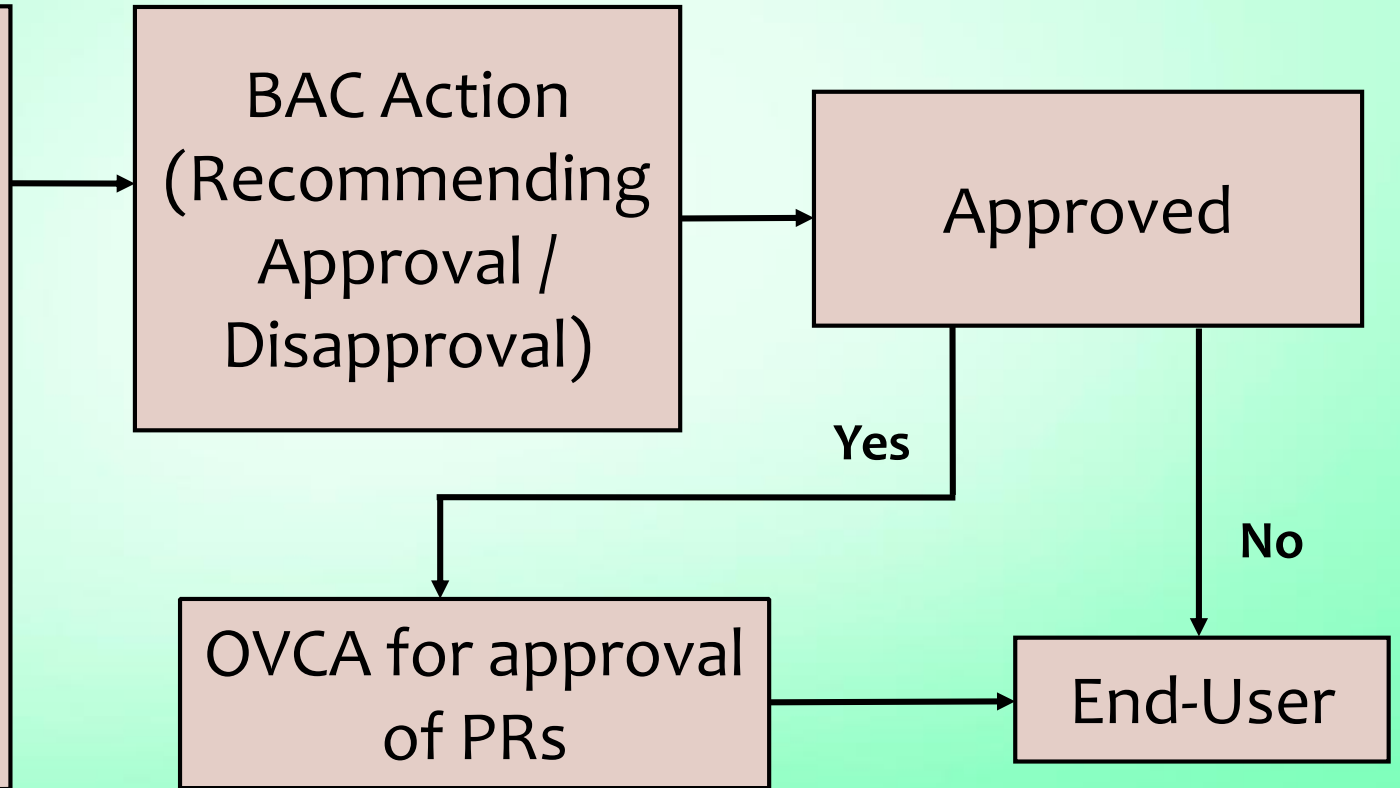
Approved

Yes

No

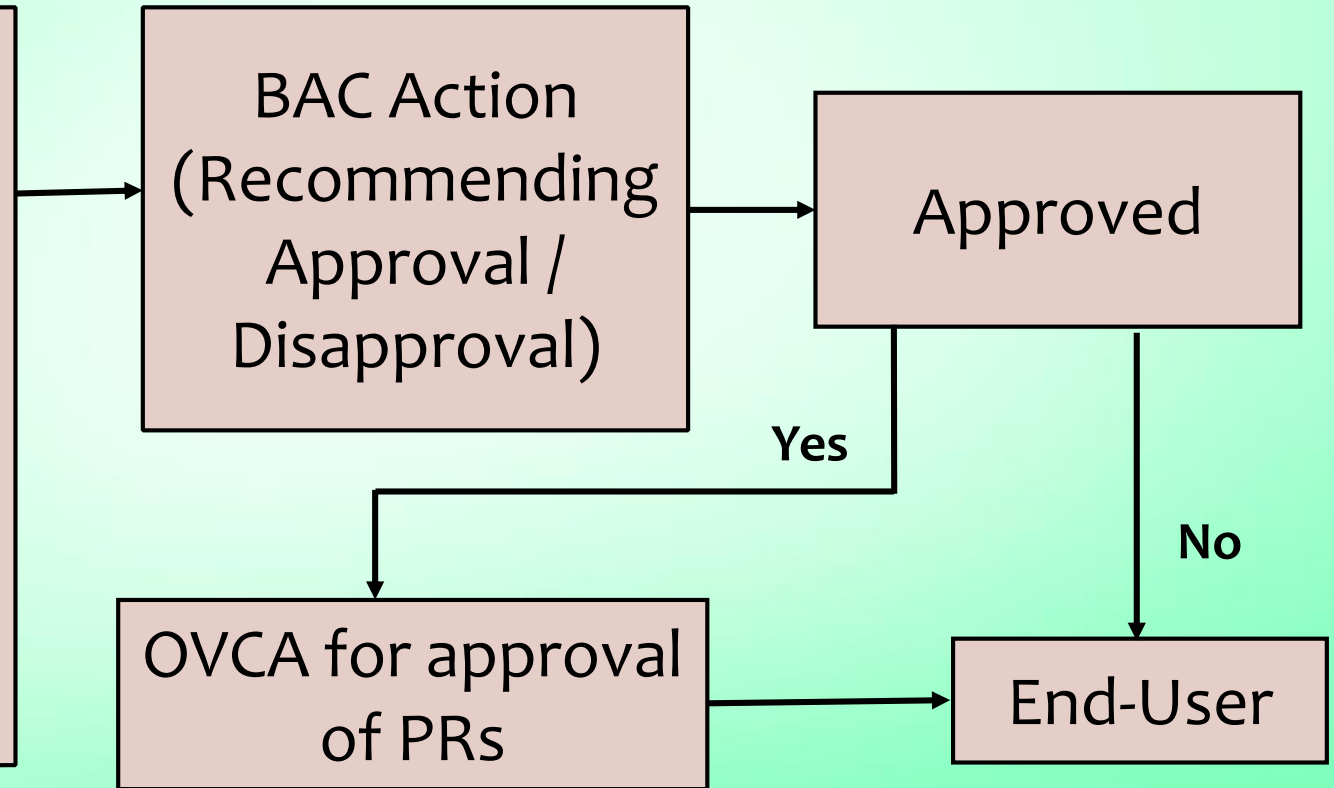
OVCA for approval
of PRs

End-User



PROCESS FLOW OF AMP UNDER SEC. 51 REPEAT ORDER

- Approved PR for Repeat Order
- Approved PPMP/APP
- Copy of the following requirements from the successful Public Bidding:
 - Summary of Award
 - BAC Resolution
 - NOA
 - PO
 - NTP



PROCESS FLOW OF AMP UNDER SEC. 53 NEGOTIATED PROCUREMENT – EMERGENCY CASES

- Justification letter for Emergency Purchase / Unforeseen Contingency
- Approved PR
- Approved PPMP
- Proof of purchase such as official receipts and canvasses

BAC Action
(Recommending
Approval /
Disapproval)

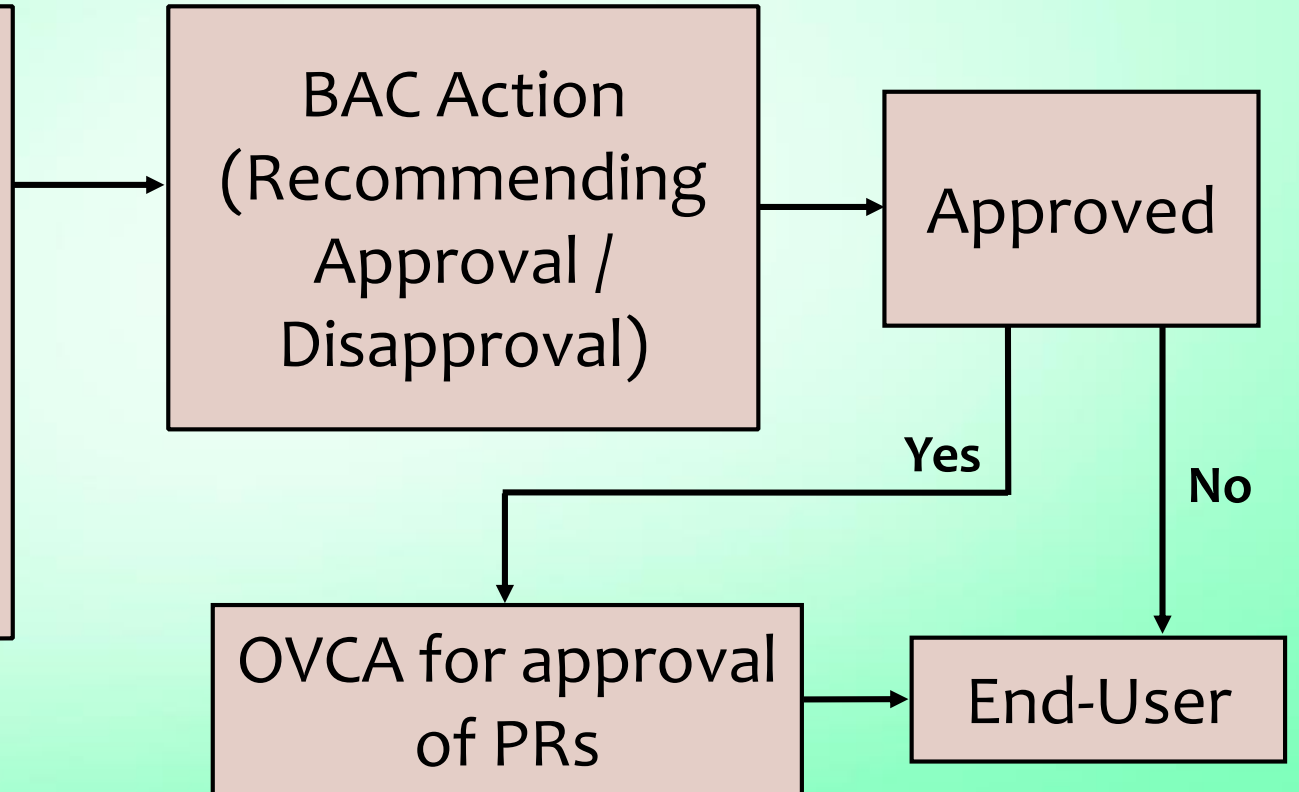
Approved

Yes

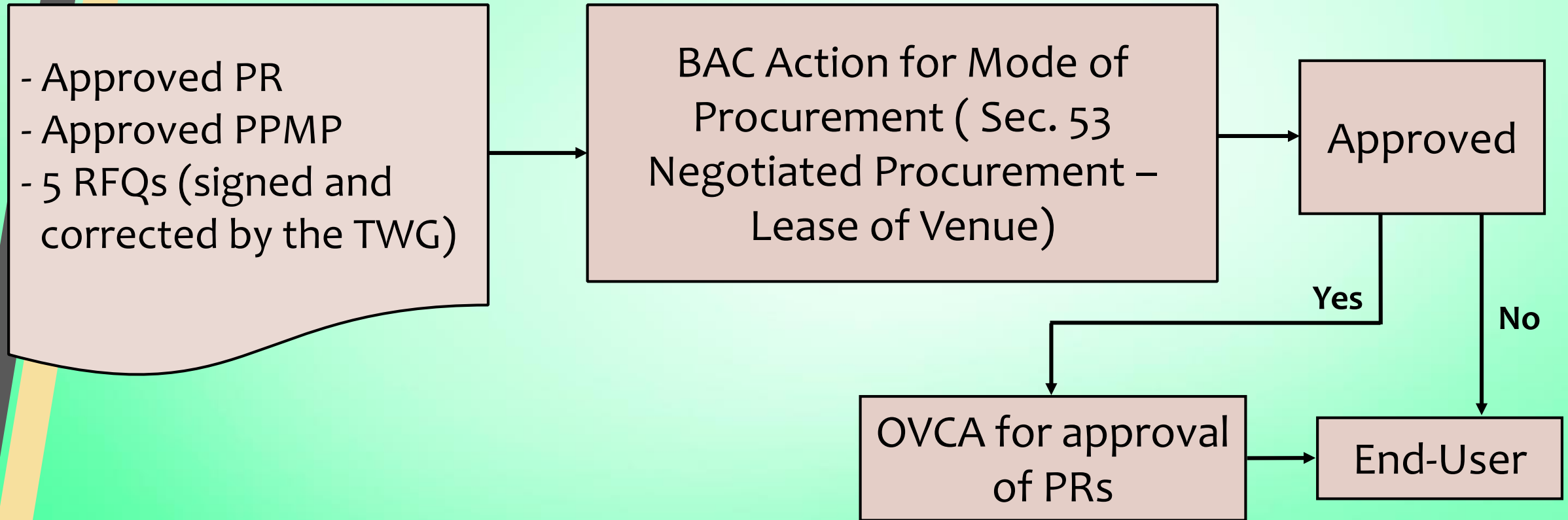
No

OVCA for approval
of PRs

End-User



PROCESS FLOW FOR LEASE OF VENUE





PROCESS FLOW FOR LEASE OF VENUE

From the time the end-user received the PR with the approved mode – Lease of Venue, the End-user together with the TWG must prepare the following requirements:

1. At least 3 valid quotations
2. Rating factor for Lease of Venue
3. Cost Benefit Analysis
4. Justification Letter





Requirements



PROCESS FLOW FOR LEASE OF VENUE

The end-user must submit the accomplished requirements to the BAC Secretariat for the recommending approval of the BAC and approval of the HoPE or its delegated authorities.

Upon the approval of the requirement, the BAC Secretariat will post the result in the PhilGEPS website.

The end-user may proceed to their PO and Payment.

RATING FACTOR FOR LEASE OF VENUE

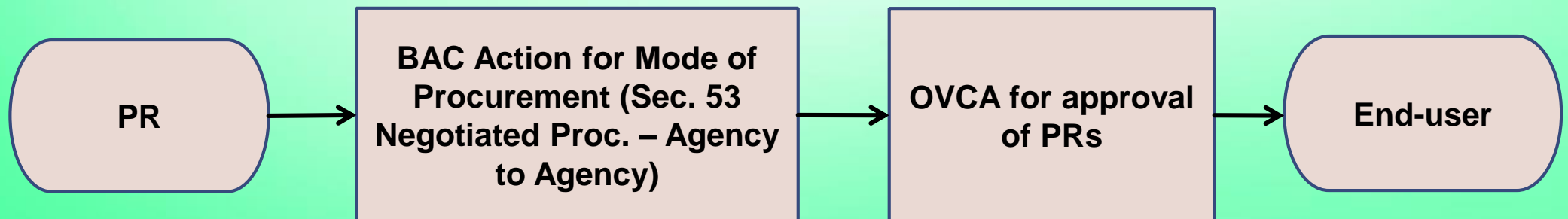
	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (<i>e.g.</i> , single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	

RATING FACTOR FOR LEASE OF VENUE

	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Fire fighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
FACTOR VALUE			

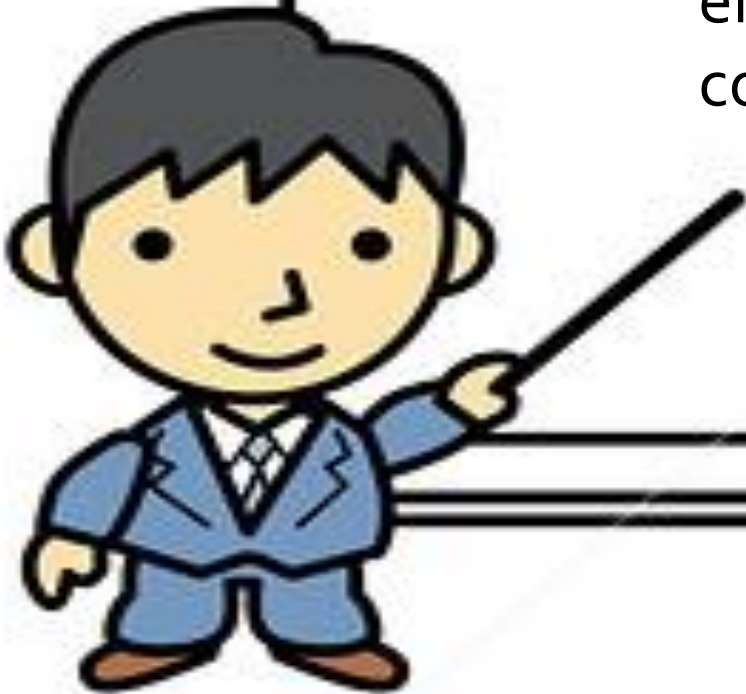
Alternative Method of Procurement under Sec. 53 Negotiated Procurement – Agency to Agency

Procurement from another agency of the government (i.e., Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure projects or consultancy services as required by the Procuring Entity.



Alternative Method of Procurement under Sec. 53 Negotiated Procurement – Highly Technical Consultants

1. The End-User Unit shall justify to the BAC the engagement of the individual in accordance with the conditions set forth in this Section.



2. The BAC shall undertake the negotiation with the individual consultant based on the Terms of Reference prepared by the End-User. Considering the nature of the consultancy work, the negotiations need not be elaborate, it is enough that the BAC has validated that the individual is legally, technically and financially capable to undertake and fulfill the consultancy work based on the Terms of Reference.



3. The BAC shall recommend to the HOPE the award of contract to the individual consultant. Award of contract shall be made in accordance with Section (IV)(L) of this Guidelines.



DOCUMENTARY REQUIREMENTS FOR ALTERNATIVE METHOD

OF PROCUREMENT

Alternative Modality	Mayor's/ Business Permit	Professional License /Curriculum Vitae (Consulting Services)	PhilGEPS Reg. Number	PCAB License (Infra.)	NFCC (Infra.)	Income/ Business Tax Return	Omnibus Sworn Statement
I. Direct Contracting [Section 50]	✓		✓			✓ For ABCs above P500K	
II. Shopping [Sec 52.1(b)]	✓		✓				
III. Negotiated Procurement							
A. Emergency Cases (Section 53.2)]	✓			✓	✓ For ABCs above P500K	✓ For ABCs above P500K	✓
B. Take-Over of Contracts (Section 53.3.2; for new bidders)	✓	✓	✓	✓	✓		
C. Adjacent/ Contiguous (Section 53.4)				✓	✓		
D. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	✓	✓	✓			✓ For ABCs above P500K	
C. Highly Technical Consultant (Section 53.7)		✓					
D. Small Value Procurement (Section 53.9)	✓	✓	✓	✓		✓	✓
E. Lease of Real Property Or Venue (Section 53.10)	✓		✓			✓ Except for gov't agencies as lessors	

Thank

A group of five hands of different skin tones are holding up the word "Thank" in large, colorful, 3D-style letters. The letters are: 'T' (orange), 'h' (light blue), 'a' (pink), 'n' (light green), and 'k' (purple). The hands are positioned below the letters, with fingers gripping the bottom edges.

You

A group of four hands of different skin tones are holding up the word "You" in large, colorful, 3D-style letters. The letters are: 'Y' (yellow), 'o' (light blue), and 'u' (pink). The hands are positioned below the letters, with fingers gripping the bottom edges.



Questions?