



Republic of the Philippines
Province of Cavite
CITY OF BACOR

BIDS AND AWARDS COMMITTEE

Resolution No. 2019-01

A RESOLUTION INTRODUCING CHANGES IN THE PRE-PROCUREMENT AND POST-PROCUREMENT PROCESSES

Presented for resolution before the members of the Bids and Awards Committee the above titled subject, pursuant to Sec. 35 of the 2016 Revised IRR of R.A. No. 9184:

***WHEREAS**, on 21 December 2018, the Bids and Awards Committee (BAC) members, together with the BAC Secretariat and the Technical Working Group, discussed and assessed the procurement process flow for the year 2018;*

***WHEREAS**, the BAC identified some stages before and after the procurement process as "choke points" crucial to the timely conduct of procurement activities, particularly:*

- *Preparation, evaluation, and processing of Purchase Request (PR);*
- *Issuance of the Certificate of Availability of Funds (CAF);*
- *Preparation and execution of contract/Purchase Order (PO);*

***WHEREAS**, the BAC had a brainstorming discussion of the possible reforms needed to expedite further the procurement process, and arrive at certain propositions to be discussed with the city department and units as end users/ implementing units;*

***WHEREAS**, 09 January 2019, all department and unit heads of the City of Bacoor were called to attend a meeting for the purpose (BAC Circular No. 01-2019), where the BAC Chairperson discussed the overview of budgeting and linkages, while the Head of BAC Secretariat discussed the proposed new policies and processes:*

(1) PURCHASE REQUEST (PR)

- To be prepared by the concerned end user/ implementing unit (EU/IU) following the prices and specifications in the CATALOGUE maintained and updated by the General Services Office (GSO);
- To be submitted to the GSO as the centralized channel of communication for pre-procurement activities. Procedure:
 - a) the EU/IU submits the accomplished PR to the GSO;
 - b) the GSO initially screens the PR as to completeness of form, the adequacy of specifications, and the unit prices; in case of patent defects of PR as to form or substance, the GSO may reject outright the PR citing such defects for the EU/IU to make the necessary rectifications; otherwise, the GSO shall transmit the PR to the Technical Working Group (TWG) for a more detailed checking;
 - c) PRs passing through TWG shall be forwarded to the Budget Office for Annual Procurement Plan (APP) checking; if the PR is not consistent with the approved APP or any of its amendments or supplements, it shall be queued for the next Amendatory or Supplemental Procurement Plan to be resolved by the BAC; otherwise, the PR will be stamped with APP details and shall be forwarded to the Accounting Office;

(2) CERTIFICATE OF AVAILABILITY OF FUNDS

- The Accounting Office shall process the CAF only of PRs endorsed by the Budget Office with APP stamps;
- After the issuance of the Certificate of Availability of Funds (CAF), the Accounting Office shall transmit the PR with the attached CAF to the BAC Secretariat for scheduling and processing of the procurement;

(3) CONTRACT/ PURCHASE ORDER (PO)

- the BAC Secretariat shall compile the procurement documentations from the Bidding Documents to the BAC Resolution recommending the award, including the approved Notice of Award (NOA) with the draft Contract Agreement form and Notice to Proceed (NTP) in case of Public Bidding;
- the EU/IU shall be responsible in preparing the Purchase Order (PO) and accomplishing the Contract Agreement, NTP, and other post contract related documents including the posting of Performance Security; the EU/IU shall be in charge in having the Contract/PO signed by the parties (Supplier and the City Government of Bacoor) and have it notarized;
 - o In preparing the PO, the EU/IU must refer to the bid/quote of the winning supplier as reflected in the BAC Resolution;
 - o The item particulars appearing in the PO shall be consistent with the submitted response to RFQs/ bid schedules **PARTICULARLY DESCRIBING THE BRAND AND MODEL OF THE GOODS OFFERED;**
- The EU/IU shall immediately submit the PO to the GSO for issuance of PO Number and PO date; **the GSO shall detach a copy of PO in for the BAC Secretariat**, which shall be collected by the latter on a weekly basis for recording and monitoring;
- The EU/IU is also responsible in ensuring that the Contract/PO is received by the Commission on Audit (COA) within five (5) working days from execution of contract, in accordance with COA Circular No. 2009-001 dated 12 February 2009;

WHEREAS, the above discussed procedure shall apply suppletorily in the case of Infrastructure Projects with the City Engineering Office handling the Program of Works similar to the GSO handling the PRs;

WHEREAS, during the 09 January 2019 meeting, it was also agreed upon by department and unit heads present, upon the initiative of the City Administrator, to create a Viber (chat) group for procurement related concerns;

WHEREAS, the BAC also encouraged the EUs/IUs to accomplish and submit the PRs ahead of their program schedules in order to avoid situations where the event will happen ahead of the procurement and award; thus, even if the purchase is intended to happen in the 3rd or 4th quarter of 2019, the PRs may already be submitted to the GSO for early processing;

WHEREAS, the BAC also introduced the idea of accomplishing a PROVISIONAL PURCHASE REQUEST (Provisional PR) starting with Budget Year 2020, where the PPMPs must be supported by such Provisional PRs as basis of the estimated amounts of items to be procured;

WHEREAS, the BAC also sought the cooperation of all EUs/IUs in order to ensure success to all these changes being introduced;

NOW, THEREFORE, after the careful deliberation and discussion of the foregoing, the Bids and Awards Committee **RESOLVED** to **INTRODUCE** the above discussed changes on pre-procurement and post procurement processes.

RESOLVED FURTHER, to provide the Office of the City Mayor a copy of this resolution for information and approval.

RESOLVED FINALLY, to provide the all department and unit heads, as part of end users/implementing units, a copy of this Resolution for their information and guidance.

Done this **10 January 2019**. City of Bacoor, Cavite



EMILIANA D.R. UGALDE
Vice Chairperson



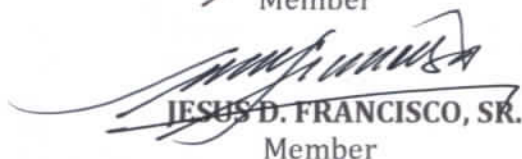
ELVINIA S. GUERRERO
Chairperson



AGRIPINO A. PAGDANGANAN, JR.
Member



RICHARD T. QUION
Member



JESUS D. FRANCISCO, SR.
Member

APPROVED:



HON. LANI MERCADO-REVILLA
City Mayor
Head of the Procuring Entity