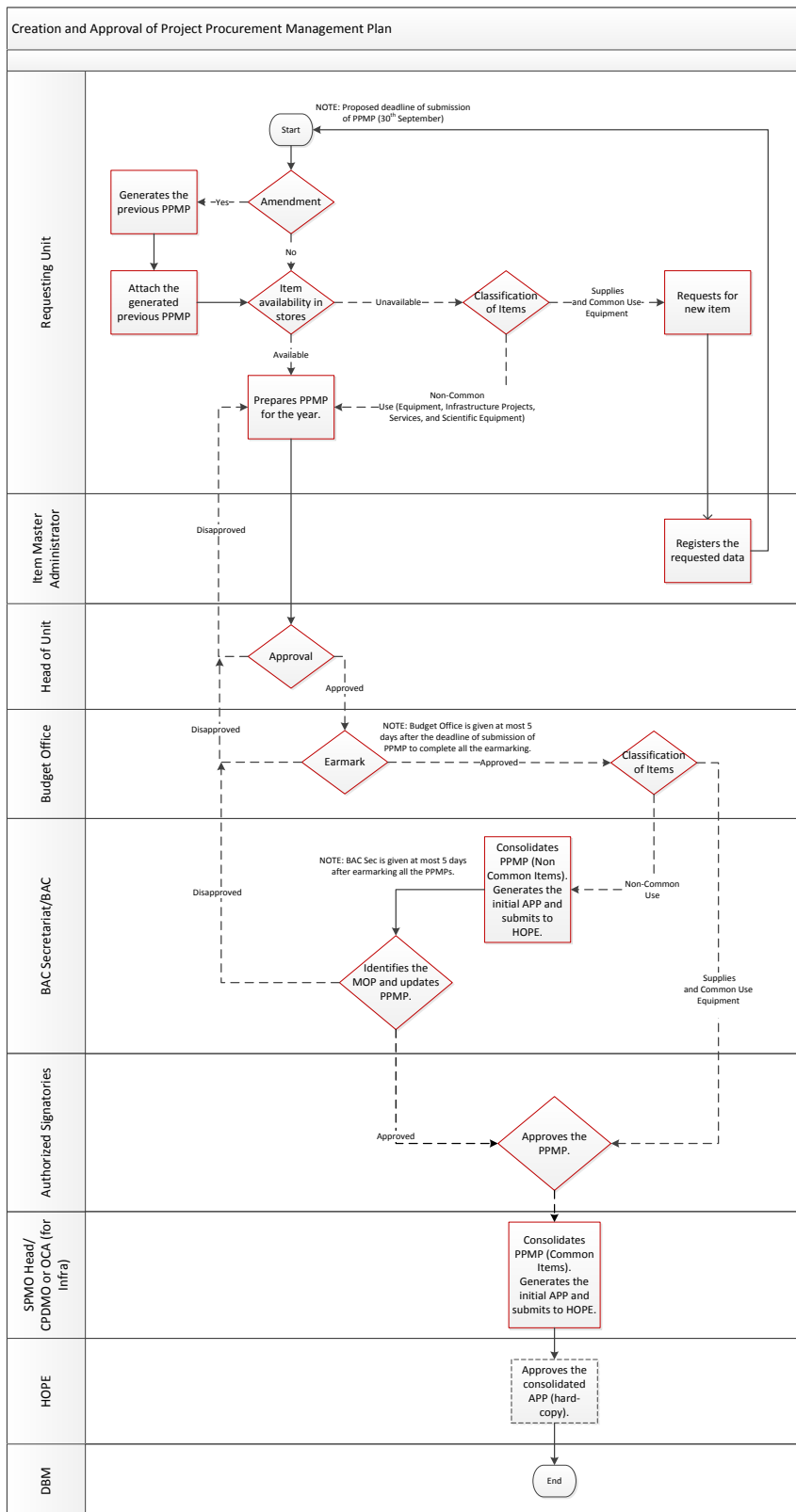**PART 1**

Supplies and Equipment
Flowchart, Procedures, Policy and Guidelines

Creation and Approval of Project Procurement Management Plan

Requesting Unit

NOTE: Proposed deadline of submission of PPMP (30th September)

Start

Amendment
— Yes → Generates the previous PPMP → Attach the generated previous PPMP

No

Item availability in stores
— Unavailable — Classification of Items
— Supplies and Common Use-Equipment → Requests for new item

Available

Classification of Items — Non-Common Use (Equipment, Infrastructure Projects, Services, and Scientific Equipment) → Prepares PPMP for the year.

Item Master Administrator

Disapproved

Registers the requested data

Head of Unit

Approval

Approved

Budget Office

Disapproved

NOTE: Budget Office is given at most 5 days after the deadline of submission of PPMP to complete all the earmarking.

Earmark — Approved — Classification of Items

BAC Secretariat/BAC

NOTE: BAC Sec is given at most 5 days after earmarking all the PPMPs.

Disapproved

Consolidates PPMP (Non Common Items). Generates the initial APP and submits to HOPE. — Non-Common Use

Identifies the MOP and updates PPMP.

Supplies and Common Use Equipment

Authorized Signatories

Approved — Approves the PPMP.

SPMO Head/ CPDMO or OCA (for Infra)

Consolidates PPMP (Common Items). Generates the initial APP and submits to HOPE.

HOPE

Approves the consolidated APP (hard-copy).

DBM

End

Prerequisites:

1. Each Requesting Unit is required to prepare a Project Procurement Management Plan (PPMP). The deadline for submission of PPMP is on the 30th of September every year.
2. For Common-Use Items that are not available in the virtual store, the Requesting Unit should request the item from the Item Master Administrator.
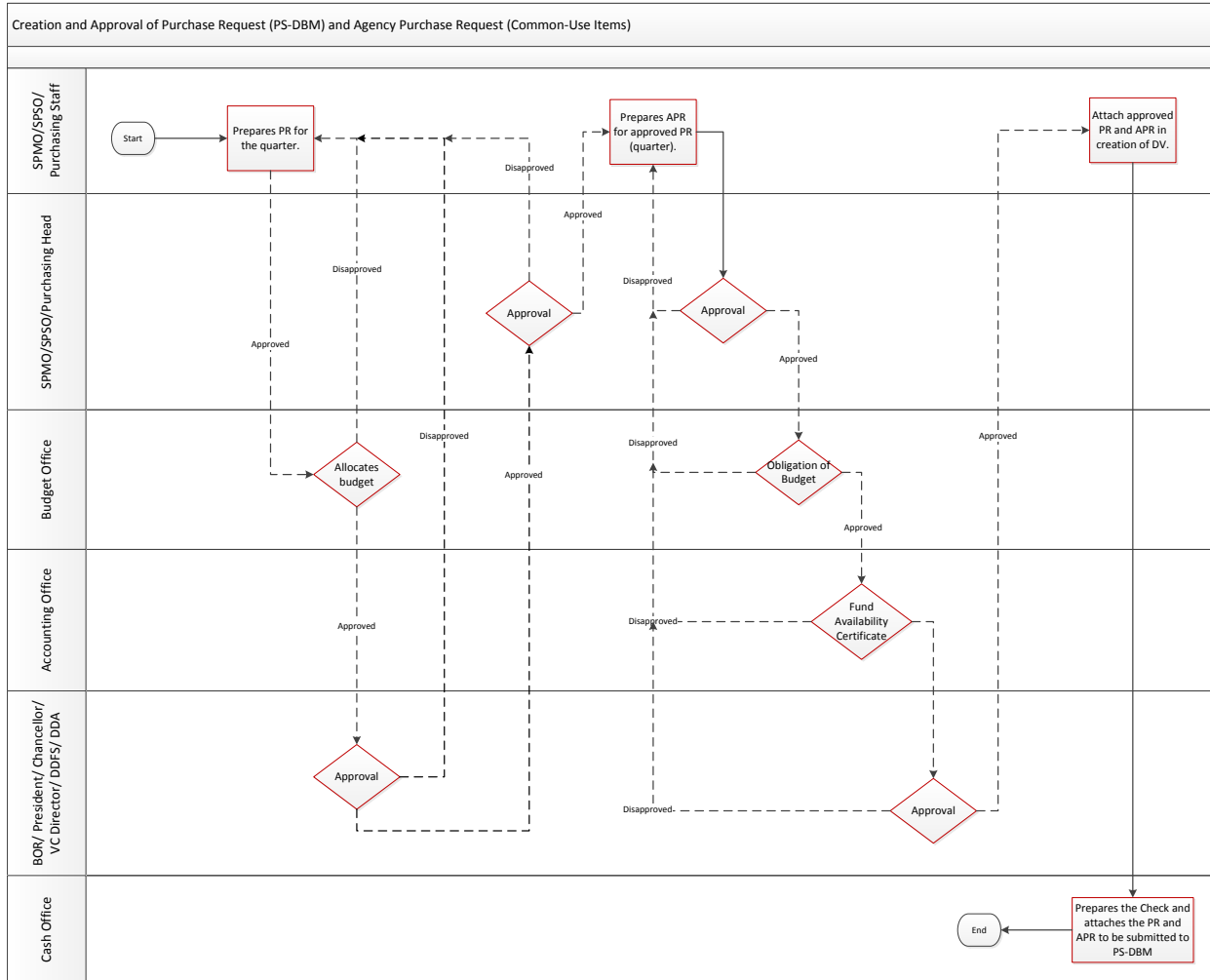
Process:

1. Each Requesting Unit will prepare a Project Procurement Management Plan (PPMP). **The requester should prepare separate PPMPs for Common-Use Items and Non-Common Use Items (Items to be used for Special Projects, Programs and Activities)**.
    a. For Common-Use Items, preparer will choose from items available in the virtual store
    b. For Non-Common Use Items, the unit may continue to prepare PPMP through the Non-Catalogue module.
    c. If an amendment of PPMP is needed, the requester is required to generate the previously approved PPMP. The generated PPMP will be attached to the updated PPMP.

2. The Head of Requesting Unit will approve the submitted PPMP. For amended PPMPs, the Head of Requesting Unit should check if the requester attached the previous PPMP of the unit before the approval. PPMPs may be rejected, however, this requires a note stating the reason for the disapproval of the request. Rejected PPMPs will then be sent back to the requester for updating or revision.

3. After the approval of the Head of Requesting Unit, a budget officer will earmark the amount of the PPMP then enter or update the Source of Fund before approving the PPMP to certify fund availability. Budget Office will be given at most five (5) days from submission to earmark all PPMPs.

4. After the certification of fund availability by the Budget Office,
    a. BAC Sec will generate the consolidated submitted PPMPs for **Non-Common Use Items** (initial APP)**;**
    b. BAC will review the initial APP for Non-Common Use Items;
    c. The committee will identify the Mode of Procurement of each Project/Program/Activity;
    d. BAC will determine the proposed date of each bidding activity for PPMPs subject to bidding;
    e. BAC Sec will enter the dates of bidding activities for each PPMP to complete the APP then approve the PPMPs;
    f. The completed APP will be generated from the system and will be submitted to and approved, by the Head of Procuring Entity.

For **Common Use Items**, SPMO Chief will generate the consolidated PPMPs. The completed APP will be submitted to and approved, by the Head of Procuring Entity.

5. After the approval of the BAC Secretariat for Non-Common Use Items, the SPMO Head or CPDO/OCA (for Infrastructure) will receive notification to approve the PPMPs in the system. The inclusion of the SPMO Head or SPDO/OCA in the approval flow of PPMPs is for notification purposes only, and not mainly for the approval of the document.

6. The manually approved Annual Procurement Plan will be submitted to the Department of Budget and Management. A copy of APP will also be forwarded to the PS-DBM to inform the agency regarding the items needed for the whole year.

Creation and Approval of Purchase Request (PS-DBM) and Agency Purchase Request (Common-Use Items)

Creation and Approval of Purchase Request (PS-DBM) and Agency Purchase Request (Common-Use Items)

Lane	Process

SPMO/SPSO/ Purchasing Staff

Start → Prepares PR for the quarter.

Prepares APR for approved PR (quarter).

Attach approved PR and APR in creation of DV.

Disapproved

Approved

SPMO/SPSO/Purchasing Head

Disapproved

Approval

Disapproved

Approval

Approved

Approved

Budget Office

Disapproved

Allocates budget

Approved

Disapproved

Obligation of Budget

Approved

Approved

Accounting Office

Approved

Fund Availability Certificate

Disapproved

BOR/ President/ Chancellor/ VC Director/ DDFS/ DDA

Approval

Disapproved

Disapproved

Approval

Cash Office

End

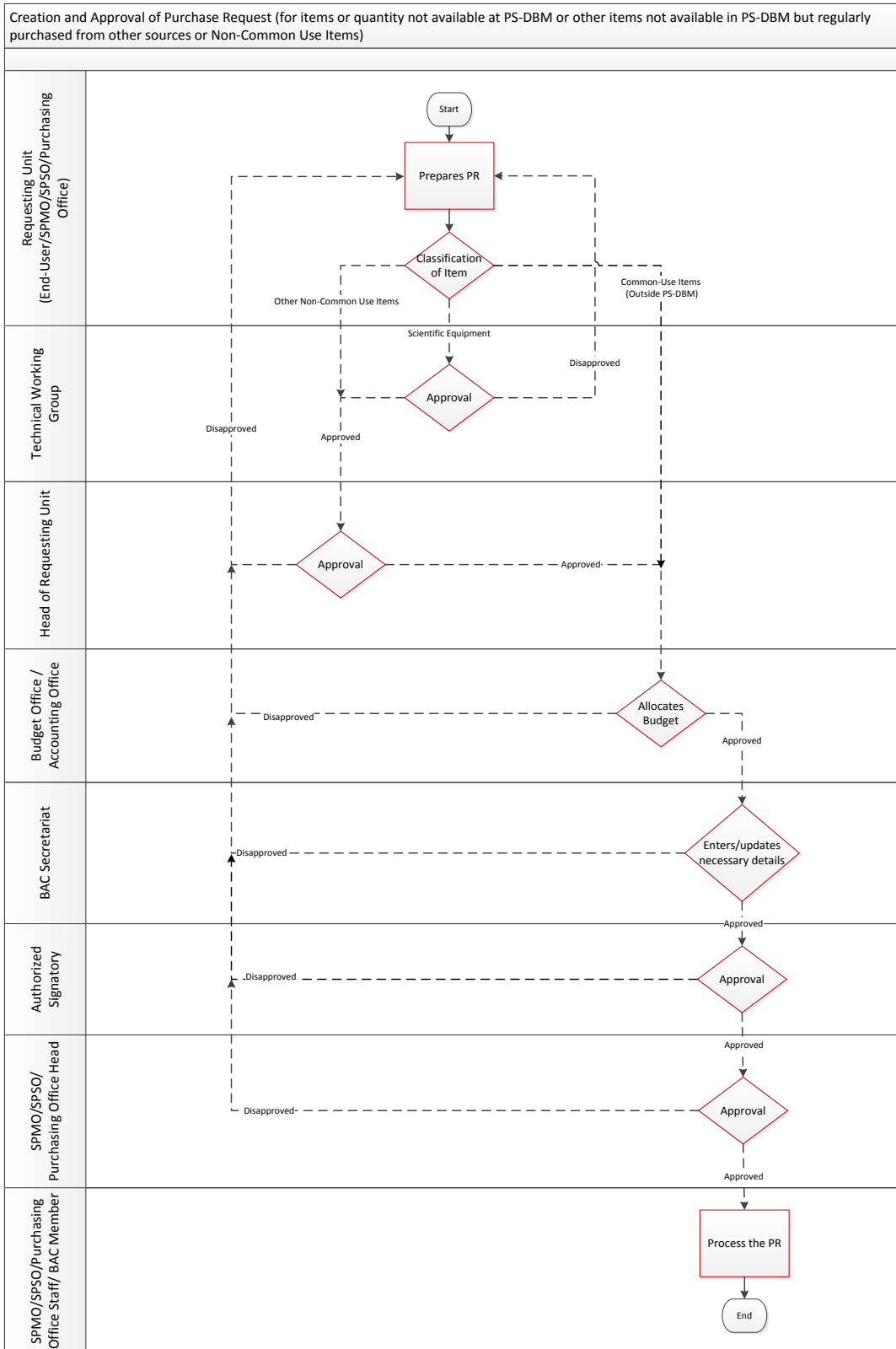Prepares the Check and attaches the PR and APR to be submitted to PS-DBM

Prerequisites:

1. Copy of approved APP for reference
2. Central Store Room Fund allocated by the Budget Office

Process:

1. SPMO/SPSO/Purchasing Office Staff will review and refer to the approved APP for commonly used items requested by the entire CU in preparing the quarterly purchase request for Common-Use Items at least two weeks before the start of each quarter.

2. The total cost of requisition will be charged to the Central Store Room Fund of the SPMO / SPSO / Purchasing Office by the Budget Office.

3. Since the items are classified as Common-Use Items, and will be purchased from PS-DBM, notification will be sent to the SPMO Head. The earmarked requisition will be submitted to the SPMO/SPSO/Purchasing Office Head for review and approval.

4. After the approval of the requisition for Common-Use Items, the requester will prepare the Agency Purchase Request (APR). This document will be used serve as Purchase Order for Common-Use Items for submission to PS-DBM (primary source of Common-Use Items).

5. The APR will be submitted to the Head of SPMO for review and approval. The approval of the SPMO Head in the system signifies endorsement of the APR.

6. The endorsed APR will be forwarded to the Budget Office. The Budget Officer will enter the ObR/BUR Number. The Budget Office Supervisor will review the obligated budget and approve the APR. Budget Office Chief will validate the obligation of budget, and will approve the APR in the system.

7. After the budget obligation budget, the Accounting Office will certify fund availability.

8. From the Accounting Office, the certified APR will be forwarded to the authorized signatory. Depending on the amount of the APR, the President/Chancellor/Director/DDFS/DDA will approve the document.

9. Once the SPMO Staff receives the notification of the approved APR, he/she will create the Disbursement Voucher (DV). All necessary documents will be attached to the created DV that will be forwarded to DV approvers.

10. Once the Cash Office received the approved DV, the Cash Office will prepare the check for signature by authorized personnel. The approved check will be deposited to the Landbank account of DBM, or delivered directly to the agency.

Creation and Approval of Purchase Request (for items or quantity not available at PS-DBM or other items not available in PS-DBM but regularly purchased from other sources or Non-Common Use items).

Creation and Approval of Purchase Request (for items or quantity not available at PS-DBM or other items not available in PS-DBM but regularly purchased from other sources or Non-Common Use Items)

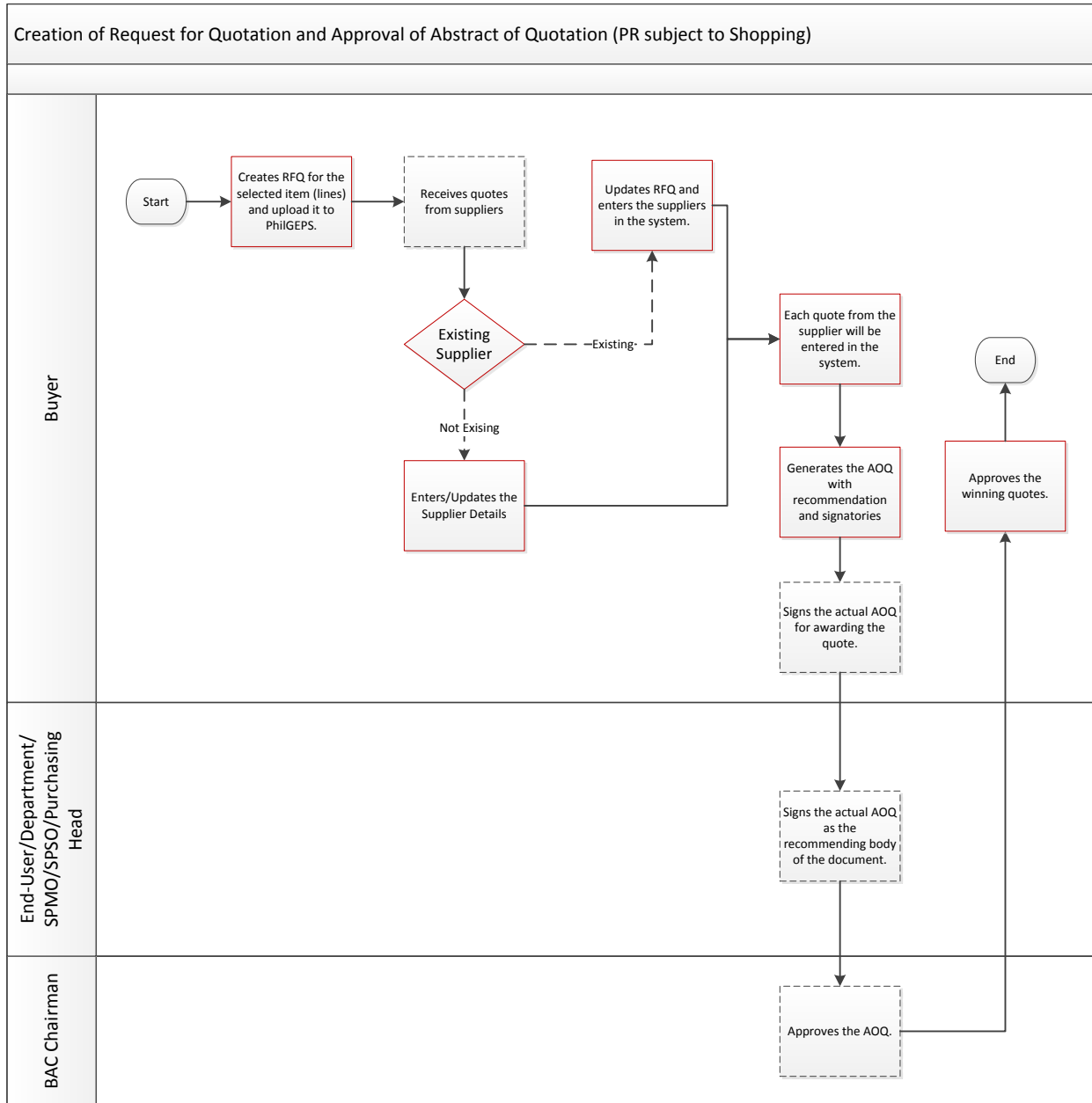| Role	Process
Requesting Unit (End-User/SPMO/SPSO/Purchasing Office)	Start → Prepares PR → Classification of Item (Other Non-Common Use Items / Scientific Equipment / Common-Use Items (Outside PS-DBM))
Technical Working Group	Approval (Disapproved / Approved)
Head of Requesting Unit	Approval (Disapproved / Approved)
Budget Office / Accounting Office	Allocates Budget (Disapproved / Approved)
BAC Secretariat	Enters/updates necessary details (Disapproved / Approved)
Authorized Signatory	Approval (Disapproved / Approved)
SPMO/SPSO/ Purchasing Office Head	Approval (Disapproved / Approved)
SPMO/SPSO/Purchasing Office Staff/ BAC Member	Process the PR → End

Prerequisite:

Items or quantity of items that are not available in PS-DBM or Non-Common Use Items should be identified in a separate Purchase Request.

Process:

1. For Common-Use items not present in PS-DBM, the requisition is open for any supplier in the market. The requisition for Common-Use Items will be prepared by the SPMO / SPSO / Purchasing Staff while the End-User of the requesting unit will prepare the requisition for Non-Common Use Items.

2. For Scientific Equipment, the Technical Working Group will receive approval notification for their review of technical specifications. This will then be forwarded to the Head of Requesting Unit.

3. If the Requisition is for Non-Common Use Items, the Head of Requesting Unit is assigned as the approver. The Head of Unit will verify and approve the details stated in the requisition.

4. Requisitions for common use will be forwarded directly to Budget Office for allocation of budget and approval. For PR of Non Common Use Items, either Budget Office or Accounting Office staff will allocate the budget for the submitted requisition. The Accounting Office personnel or budget officer will enter or update the Source of Fund before approving the PR.

5. The Bids and Awards Committee will be the next approver of the submitted PRs from Budget Office or Accounting Office. BAC will review the submitted PR and identify the mode of procurement. For a PR subject to bidding, the BAC will also identify the proposed date for each bidding activity. The BAC Secretariat will enter these details in the PR before approving the document.

The Head of SPMO/SPSO/Purchasing Office will be the last approver of the Requisition. After approving the request, the Head of SPMO will forward it to the designated buyer. For PRs subject to bidding, the requisition should be forwarded to one of the members of BAC; otherwise, the requisition should be forwarded to the SPMO Staff. Common Use Items will be forwarded automatically to the assigned buyer.

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Creation of Request for Quotation and Approval of Abstract of Quotation (PR subject to Shopping)

Buyer

Start → Creates RFQ for the selected item (lines) and upload it to PhilGEPS. → Receives quotes from suppliers

Receives quotes from suppliers → Existing Supplier

Existing Supplier —Existing— → Updates RFQ and enters the suppliers in the system.

Existing Supplier —Not Exising→ Enters/Updates the Supplier Details

Updates RFQ and enters the suppliers in the system. → Each quote from the supplier will be entered in the system.

Each quote from the supplier will be entered in the system. → Generates the AOQ with recommendation and signatories

Generates the AOQ with recommendation and signatories → Signs the actual AOQ for awarding the quote.

Approves the winning quotes. → End

End-User/Department/ SPMO/SPSO/Purchasing Head

Signs the actual AOQ as the recommending body of the document.

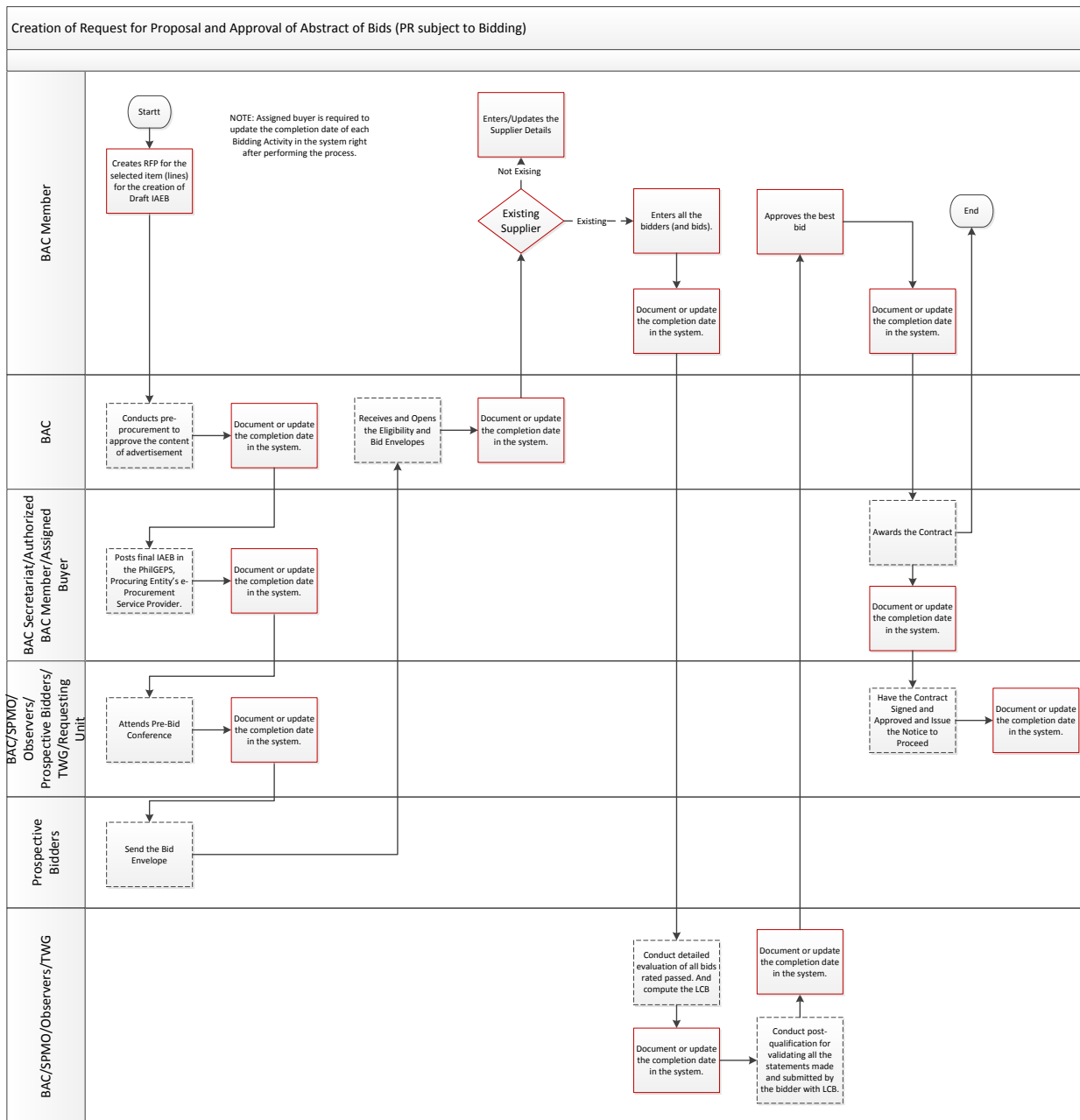**BAC Chairman**

Approves the AOQ.

Prerequisites:

1. Approved purchase request
2. Registration of suppliers

Process:

1. The SPMO/SPSO/Purchasing Office designated buyer will prepare the Request for Quotation based on the approved purchase request. The generated RFQ will be posted on the PhilGEPS portal to advertise the request, and invite eligible suppliers to grant the posted request.

2. The SPMO/SPSO/Purchasing Office Staff should at least receive three quotations to proceed with the processing of the requisition. If the number of accepted quotations is less than the required minimum number of quotations stated by the law, the price of the items should be updated. The RFQ must then be posted again until the unit receives at least three quotations from the suppliers.

3. The Buyer enters the information of suppliers who sent the quotations in the system. If the supplier is not listed in the system, the Buyer should register the supplier first before entering the quotes.

4. After entering/listing all the suppliers, the Buyer will enter the quotations provided by each supplier.

5. After entering all the received quotations, the Abstract of Quotation may be generated. The generated AOQ will contain all the quotes from each supplier.

6. The requester / Unit Head / SPMO/SPSO/Purchasing Office Staff will recommend possible suppliers base on the generated AOQ

7. The actual AOQ indicating the winning quotation will be approved and signed by the BAC Chairman. BAC Sec will provide a copy of approved AOQ to the buyer.

8. The buyer will indicate the approval of the winning quote in the system after receiving the approved actual AOQ from the BAC.

Creation of Request for Proposal and Approval of Abstract of Bids (PR subject to Bidding)

Creation of Request for Proposal and Approval of Abstract of Bids (PR subject to Bidding)

BAC Member

Startt

NOTE: Assigned buyer is required to update the completion date of each Bidding Activity in the system right after performing the process.

Enters/Updates the Supplier Details

Creates RFP for the selected item (lines) for the creation of Draft IAEB

Not Exising

Existing Supplier

Existing → Enters all the bidders (and bids).

Approves the best bid

End

Document or update the completion date in the system.

Document or update the completion date in the system.

BAC

Conducts pre-procurement to approve the content of advertisement

Document or update the completion date in the system.

Receives and Opens the Eligibility and Bid Envelopes

Document or update the completion date in the system.

BAC Secretariat/Authorized BAC Member/Assigned Buyer

Posts final IAEB in the PhilGEPS, Procuring Entity's e-Procurement Service Provider.

Document or update the completion date in the system.

Awards the Contract

Document or update the completion date in the system.

BAC/SPMO/Observers/Prospective Bidders/TWG/Requesting Unit

Attends Pre-Bid Conference

Document or update the completion date in the system.

Have the Contract Signed and Approved and Issue the Notice to Proceed

Document or update the completion date in the system.

Prospective Bidders

Send the Bid Envelope

BAC/SPMO/Observers/TWG

Conduct detailed evaluation of all bids rated passed. And compute the LCB

Document or update the completion date in the system.

Document or update the completion date in the system.

Conduct post-qualification for validating all the statements made and submitted by the bidder with LCB.
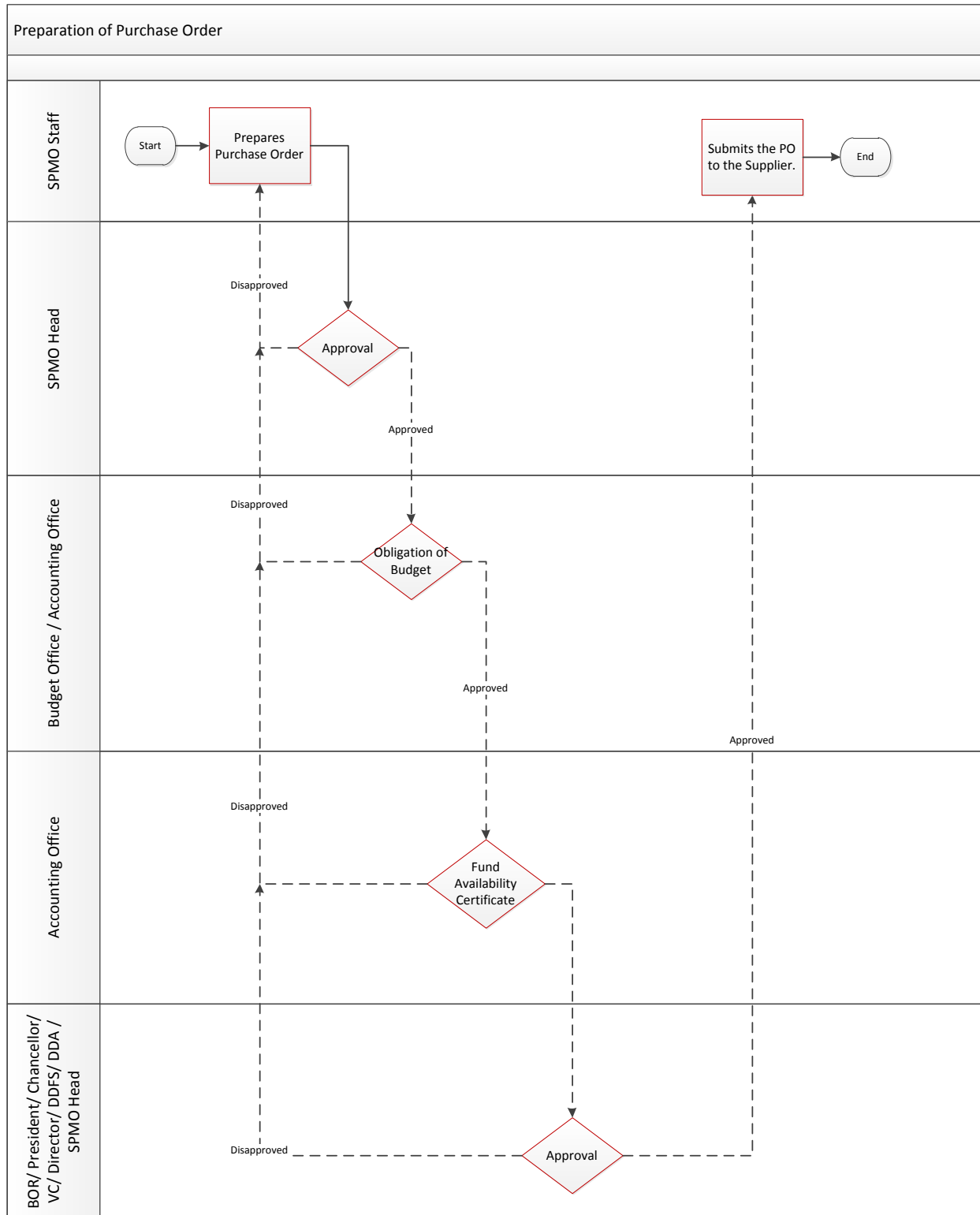
Prerequisite:

The Purchase Request have been assigned to a BAC Member as a designated buyer.

Process:

1. The buyer will create a Request for Proposal (RFP) based on the approved Requisition. The generated RFP will be posted on the PhilGEPS portal to advertise the request and invite eligible bidders to grant the posted request.

2. BAC together with the Assigned Byer, SPMO/SPSO/Purchasing Office, Observers, Requesting Unit, and Prospective Bidders will participate in the Bidding Process. All participants will contribute in identifying the winning bidder. The bidding process involves: Pre-procurement, Advertisement, Pre-bid Conference, Submitting/Opening of Bid, Bid Evaluation, Post Qualification, Notice of Award, Contract Signing, and Notice to Proceed.

3. **Assigned Buyer is REQUIRED to update the Completion Date of each Bidding Activity in the system.**

4. The details of bidders will be entered in the system by the Buyer. If the bidder is not listed in the system, the BAC Member should register the bidder before entering quotes. Then, the Buyer will enter all the bids offered by each supplier. Once the input of the bids for each supplier is completed, the generation of Abstract of Bids (AOB) can now be done.

5. Identifying the winning bidder will be a part of the bidding process. This particular action will be done by the BAC, SPMO, Observers, and TWG. After identifying the winning bidder, the BAC will approve the Lowest Computed Bid and Issues Notice of Award to the winning bidder.

6. Since one member of the SPMO/SPSO/Purchasing Office will participate in the bidding, the staff will be informed if BAC has selected a winning bidder. This indicates that the SPMO Staff will approve the winning bids in the system and is now authorized to prepare the Purchase Order.

Creation and Approval of Purchase Order
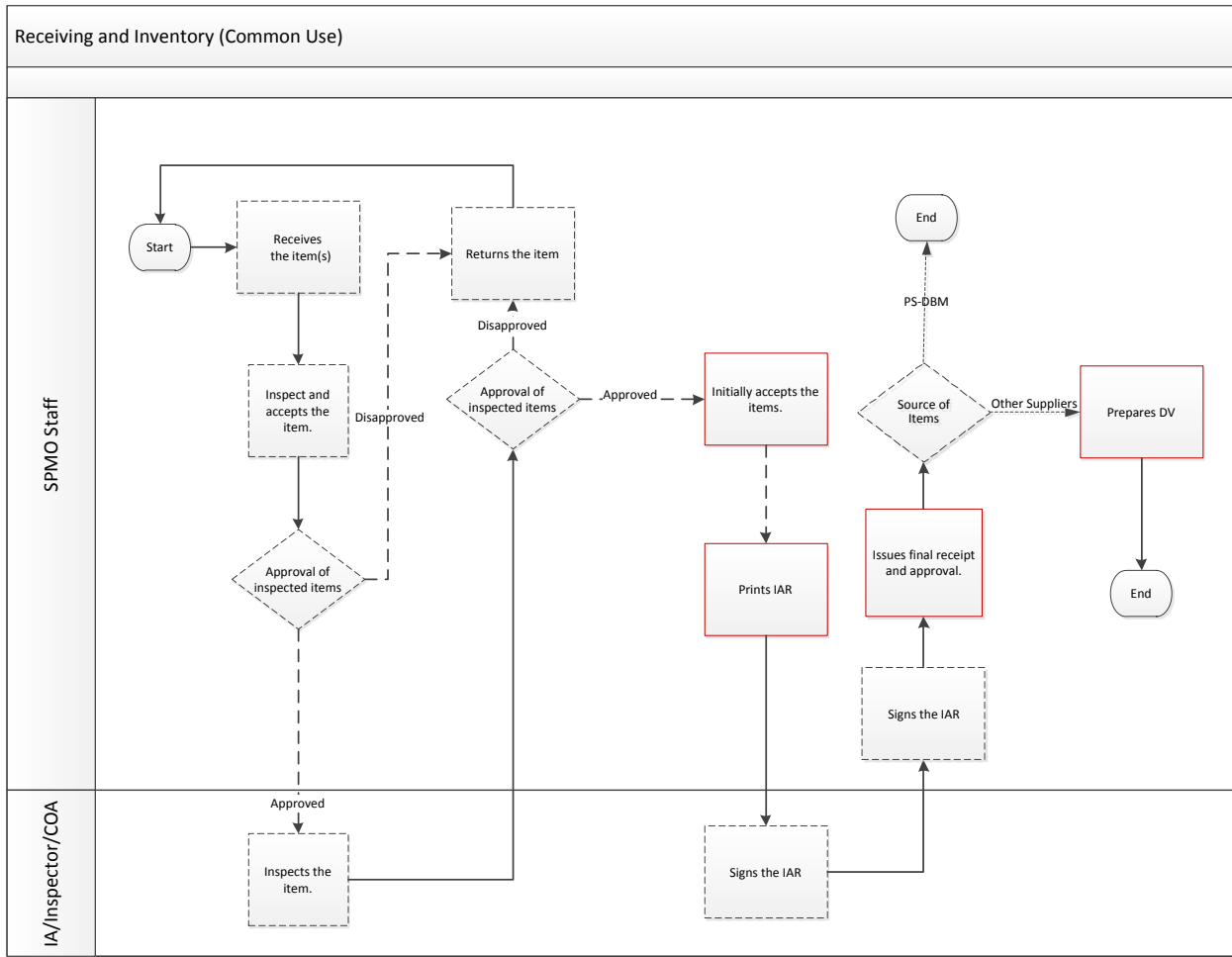(After receiving approved AOQ for Shopping and completing bidding process for Bidding)

Preparation of Purchase Order

SPMO Staff	Start → Prepares Purchase Order ... Submits the PO to the Supplier. → End
SPMO Head	Disapproved — Approval — Approved
Budget Office / Accounting Office	Disapproved — Obligation of Budget — Approved
Accounting Office	Disapproved — Fund Availability Certificate — Approved
BOR / President / Chancellor / VC / Director / DDFS / DDA / SPMO Head	Disapproved — Approval — Approved

Prerequisites:

1. Approved Abstract of Quotation for Shopping
2. Completed bidding process for Bidding

Process:

1. The SPMO/SPSO/Purchasing Office Staff will prepare the Purchase Order. The price of the items will be based on the approved quotes and bids from AOQ/AOB.

2. The SPMO/SPSO/Purchasing Office Head will review the details of the Purchase Order and signify verification of PO details by approving in the system.

3. The Budget Office or Accounting Office, depending on the Source of Fund, will obligate the budget, and assign ObR/BUR Number then approve the Purchase Order in the system.

4. The obligated PO will be forwarded to the Accounting Office to check the fund availability of the account.

5. Approved PO will be forwarded to authorized signatories depending on the amount. These signatories are the BOR / President / Chancellor / Director/ DDFS / DDA / SPMO Head.

6. After the approval of the PO, SPMO Staff will generate and send the PO to the supplier for notification on the items needed.

Note: Rejection of PO is allowed; however, approvers are required to enter a note stating the reason for disapproval. Rejected PO will be sent back to the requester for revision and/or resubmission.
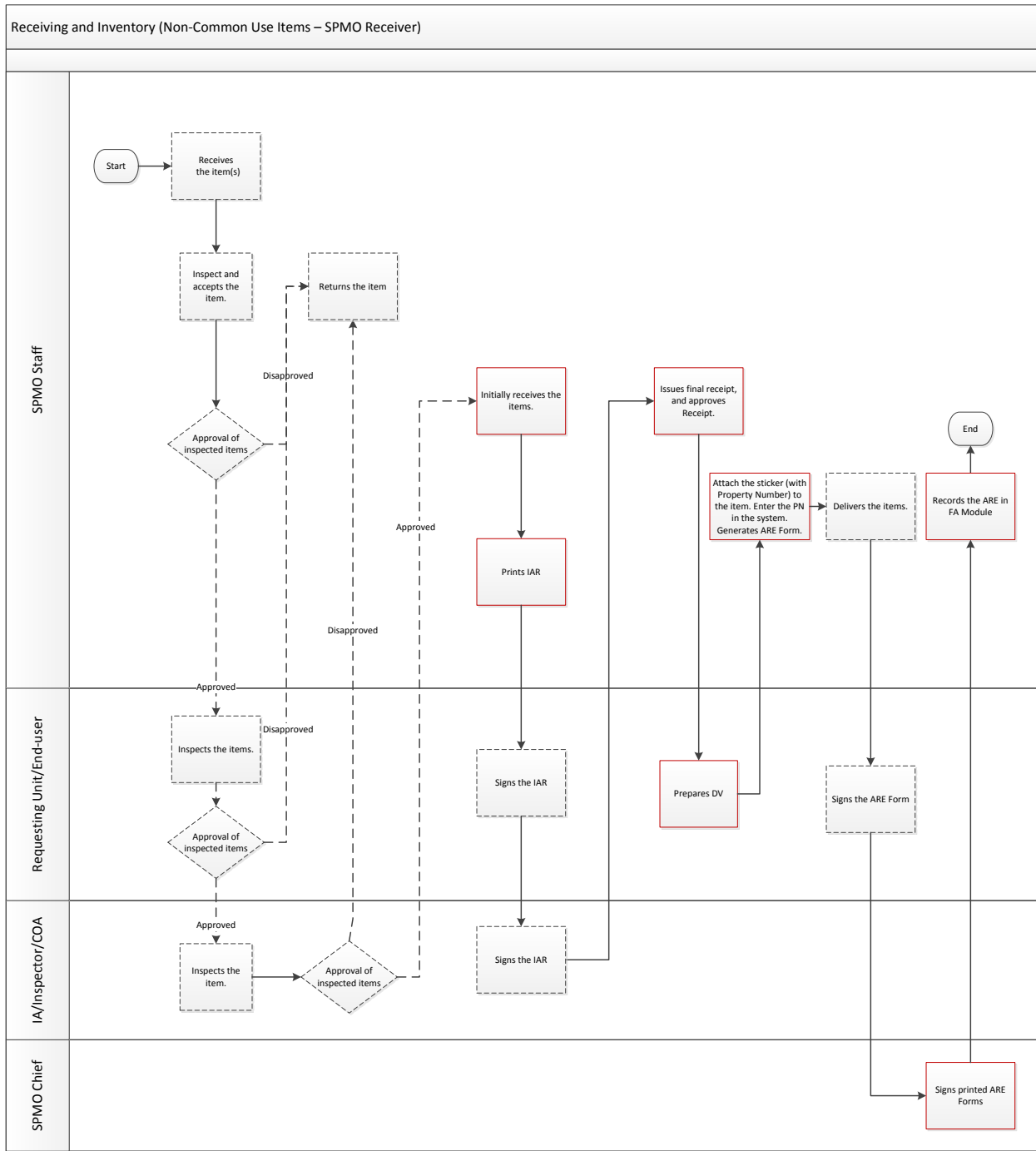
Receiving Items and Inventory (Common-Use Items)

Receiving and Inventory (Common Use)

SPMO Staff

Start → Receives the item(s)

Receives the item(s) → Inspect and accepts the item.

Inspect and accepts the item. → Approval of inspected items

Approval of inspected items — Disapproved → Returns the item

Approval of inspected items (center) — Approved → Initially accepts the items.

Disapproved → Returns the item

Initially accepts the items. → Prints IAR

Source of Items — PS-DBM → End

Source of Items — Other Suppliers → Prepares DV

Issues final receipt and approval.

Prepares DV → End

Signs the IAR

IA/Inspector/COA

Approved → Inspects the item.

Signs the IAR

Process:

1. For Common-Use Items, the SPMO/SPSO/Purchasing Office will be the receiver of the delivered supplies. Items will be inspected for any damages, adherence to technical specifications, proper count of items, etc. If conditions are met, the SPMO will accept the physical items.

2. Aside from the SPMO/SPSO/Purchasing Office, the group of Internal Audit, Inspector, SPMO/SPSO/Purchasing Office Chief, and at times, a member of COA, will also be inspecting the delivered items. This is to double check if the conditions have been met by the supplier

3. After the inspection, The SPMO/SPSO/Purchasing Office Staff will initially accept the items and generate the Inspection and Acceptance Report (IAR).

4. After the initial acceptance, the SPMO/SPSO/Purchasing Office Staff and the Inspector will affix their signature in the IAR to indicate that the items have been inspected and accepted. SPMO/SPSO/Purchasing Office Staff will issue a final receipt.

5. The signed IAR will be the basis of the entries in accepting the items in the system. Assigning the items into the Subinventory of SPMO will be part of this process. This is to tentatively designate the commonly used items to the virtual storage of the SPMO.

6. If the source of the accepted items is PS-DBM, the release of the items may be requested through RIS. This process will be accomplished after the Final Receipt of receiving of items. For items that are sourced from other suppliers, the SPMO/SPSO will prepare the DV to initiate the request of payment to the supplier.

# Receiving Items and Inventory (Non-Common Use Items - SPMO Receiver)

Receiving and Inventory (Non-Common Use Items – SPMO Receiver)

SPMO Staff

Start → Receives the item(s) → Inspect and accepts the item. → Approval of inspected items

Returns the item

Disapproved

Approved

Initially receives the items. → Prints IAR

Issues final receipt, and approves Receipt.

Attach the sticker (with Property Number) to the item. Enter the PN in the system. Generates ARE Form. → Delivers the items. → Records the ARE in FA Module → End

Disapproved

Requesting Unit/End-user

Inspects the items. → Approval of inspected items

Disapproved

Approved

Signs the IAR

Prepares DV

Signs the ARE Form

IA/Inspector/COA

Approved

Inspects the item. → Approval of inspected items

Signs the IAR

SPMO Chief

Signs printed ARE Forms

There are two possible scenarios when it comes to the delivery of Non-Common Use Items. The first is when the items are delivered to the SPMO/SPSO/Purchasing Office.

Process:

1. Inspection and acceptance of the items should be initially done by the SPMO before informing the Requesting Unit, Internal Auditor, and Inspector that items have been already received. After the inspection, SPMO/SPSO/ Purchasing Office Staff will initially accept the items and generate the IAR.

2. Personnel required to inspect the Non-Common Use Items will proceed to the SPMO to physically inspect the items.

3. After the inspection and if the items have been found acceptable, the SPMO/SPSO/Purchasing Office Staff , the Inspector and Requesting Unit, will affix their signatures in the IAR to indicate that the items have been inspected and accepted. Then, the SPMO/SPSO/Purchasing Office Staff will issue the final receipt and enter the Property Number (for Fixed Assets).

4. The signed IAR will be the basis of the entries in accepting the items in the system.

5. The SPMO / SPSO / Purchasing Office Staff will attach the Property Numbers on the items.

6. After the signing of IAR, End-user will prepare the Disbursement Voucher for approval with IAR included as attachments.

7. The number of approved Disbursement Voucher will be forwarded to SPMO / SPSO / Purchasing Office. Then, the items will be delivered to the Requesting Unit.

8. The Acknowledgement Receipt of Equipment (ARE) will be generated by the SPMO / SPSO / Purchasing Staff. The ARE Form number/s to be generated will be based on the entered Property Number range in the final receipt of the items. All details of the PO and the items will be included in the ARE form/s.

9. Assigned personnel will affix his/her signature in the ARE Form to indicate the acceptance of the assigned item.

10. Then, the documents will be forwarded to SPMO Chief for final approval.

11. Accounting Office Staff will track the item as fixed asset and record the item in the Fixed Asset Book.

12. SPMO Staff will update the fixed asset details in the Fixed Asset Module upon notice from the Accounting Office.

Receiving Items and Inventory (Requesting Unit Receiver)

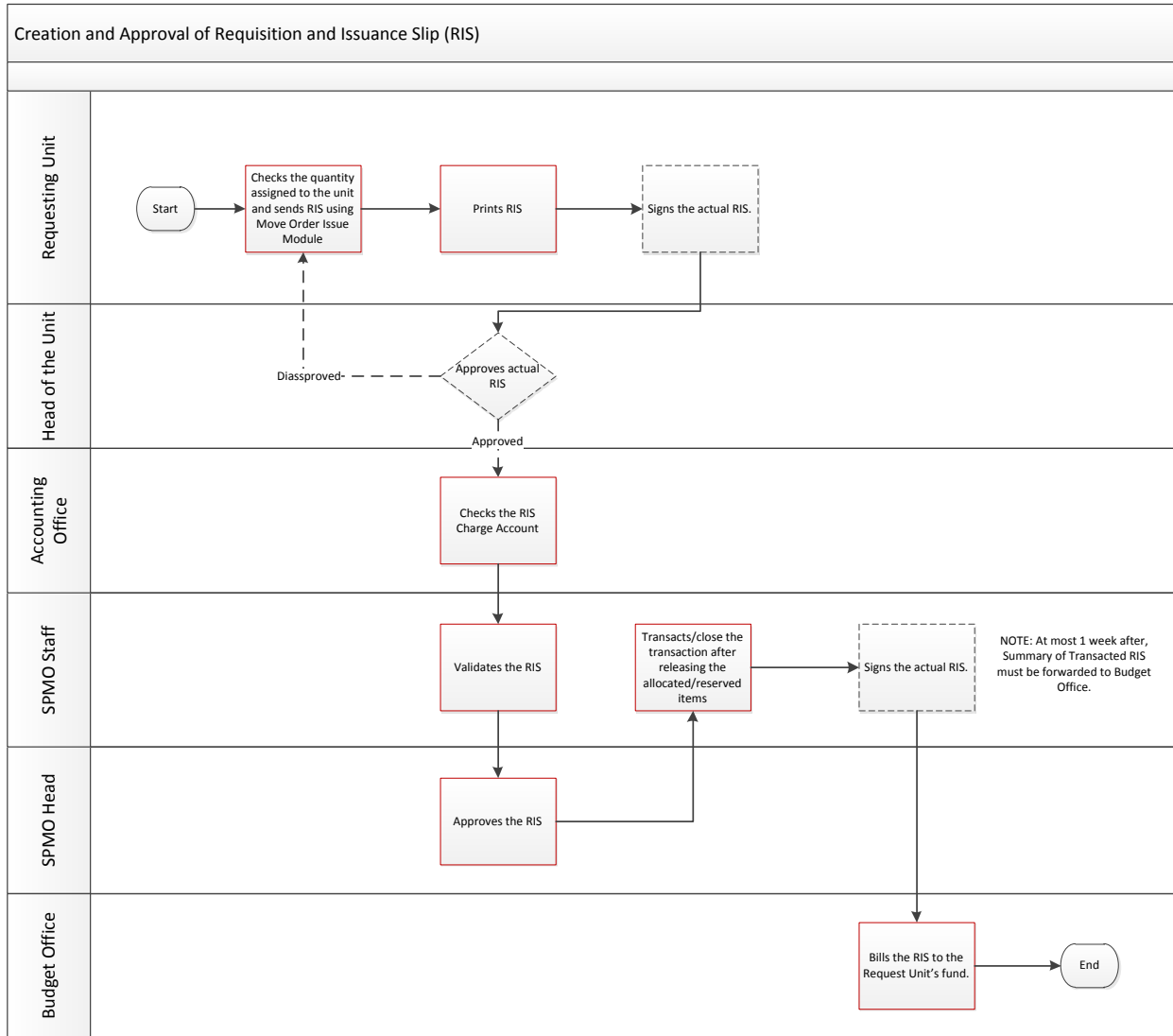## Receiving Items and Inventory (Non-Common Use Items – Requesting Unit Receiver)
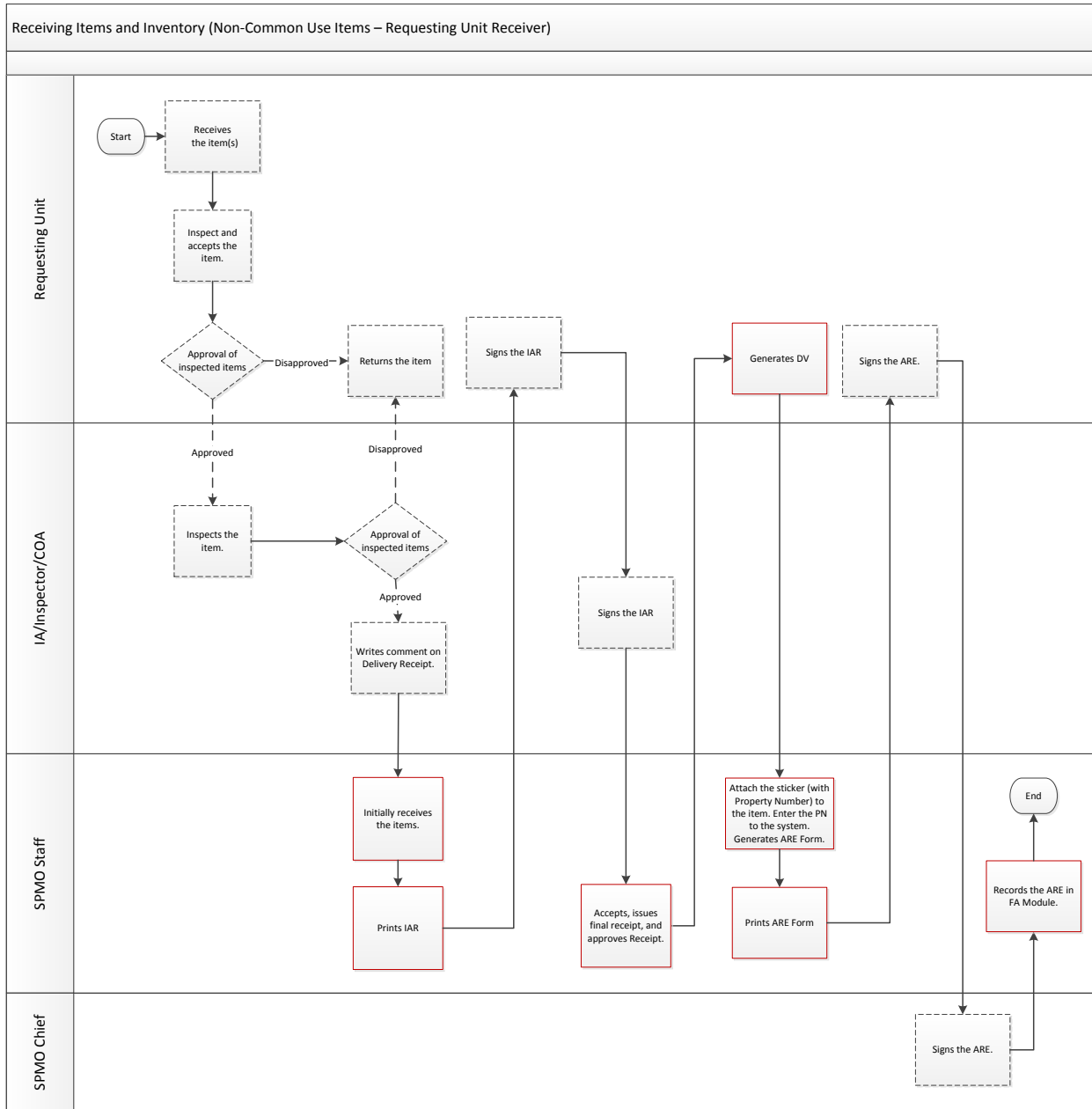
The second scenario in receiving items is when the items are delivered directly to the Requesting Unit.

Process:

1. Inspection and acceptance of the items by the Requesting Unit initially.

2. Requesting Unit will inform the SPMO/SPSO/Purchasing Staff, Internal Auditor, and/or Inspector that items have been already received.

3. SPMO/SPSO/Purchasing Staff, Internal Auditor, and/or Inspector will proceed to the Requesting Unit to physically inspect the items.

4. After the inspection and if the items have been found acceptable, the Unit Staff will generate the IAR.

5. Then, the SPMO/SPSO/Purchasing Office Staff, the Inspector and Requesting Unit, will affix their signatures in the IAR to indicate that the items have been inspected and accepted. The SPMO/SPSO/Purchasing Office Staff will issue the final receipt and enter the Property Number (for Fixed Assets).

6. The signed IAR will be the basis of the entries in accepting the items in the system.

7. The SPMO / SPSO / Purchasing Office Staff will attach the Property Numbers on the items.

8. After the signing of IAR, End-user will prepare the Disbursement Voucher for approval with IAR included as attachments.

9. The number of approved Disbursement Voucher will be noted by SPMO / SPSO / Purchasing Office.

10. The Acknowledgement Receipt of Equipment (ARE) will be generated by the SPMO / SPSO / Purchasing Staff. The ARE Form number/s to be generated will be based on the entered Property Number range in the final receipt of the items. All details of the PO and the items will be included in the ARE form/s.

11. Assigned personnel will affix his/her signature in the ARE Form to indicate the acceptance of the assigned item.

12. Then, the documents will be forwarded to SPMO Chief for final approval.

13. Accounting Office Staff will track the item as fixed asset and record the item in the Fixed Asset Book.

14. SPMO Staff will update the fixed asset details in the Fixed Asset Module upon notice from the Accounting Office.

Creation and Approval of Requisition and Issuance Slip (RIS)

Creation and Approval of Requisition and Issuance Slip (RIS)

Requesting Unit

Start → Checks the quantity assigned to the unit and sends RIS using Move Order Issue Module → Prints RIS → Signs the actual RIS.

Head of the Unit

Diassproved ← — — — Approves actual RIS

Approved

Accounting Office

Checks the RIS Charge Account

SPMO Staff

Validates the RIS → Transacts/close the transaction after releasing the allocated/reserved items → Signs the actual RIS.

NOTE: At most 1 week after, Summary of Transacted RIS must be forwarded to Budget Office.

SPMO Head

Approves the RIS

Budget Office

Bills the RIS to the Request Unit's fund. → End

Prerequisites:

1. Copy of approved PPMP

Process:

1. Depending on the availability of items received, quantity will be prorated. The result will be entered in the RIS by the Requesting Unit Staff.

2. Requesting Unit will generate the RIS report from the system. The printed RIS will be approved by the Requesting Unit Head

3. The approved RIS will be submitted to the Accounting office to check and/or update the RIS Charge Account.

4. The RIS will be submitted to the SPMO to validate the RIS submitted by the Unit.

5. SPMO Head will approve the RIS after validation.

6. SPMO Staff will transact the approved RIS in the system and release the requested items.

7. At most 1 week after, SPMO must generate the Summary of Transacted RIS and submit to Budget Office. Officer will bill the amount of RIS to the respected unit.