



University of the Philippines



SPCMIS

**Supplies, Procurement, and Campus Management
Information System**



GENERATION OF UP BAC Resolution Direct Contracting

SPCMIS User Manual

Purchasing

Author: Mico Alfred Puño
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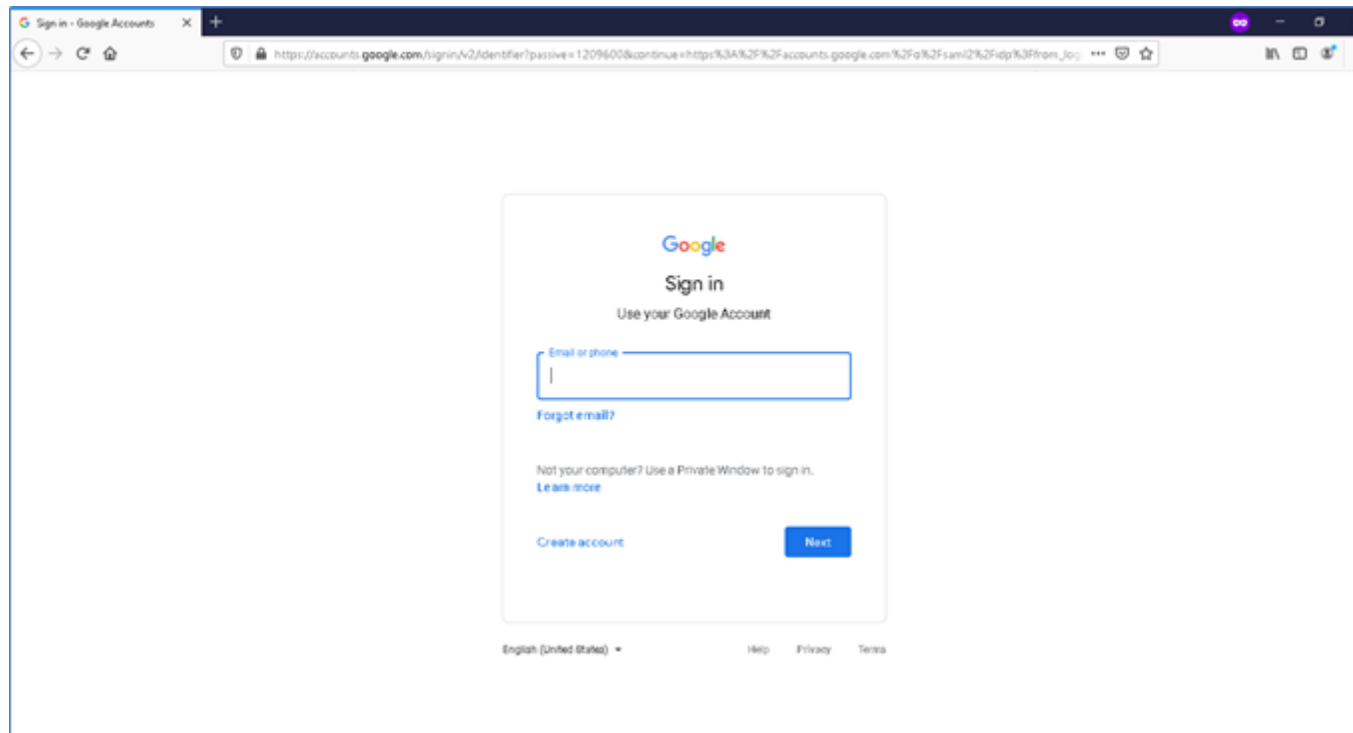
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	Change Reference
27 September 2021	Mico Alfred Puño	1.0	Initial

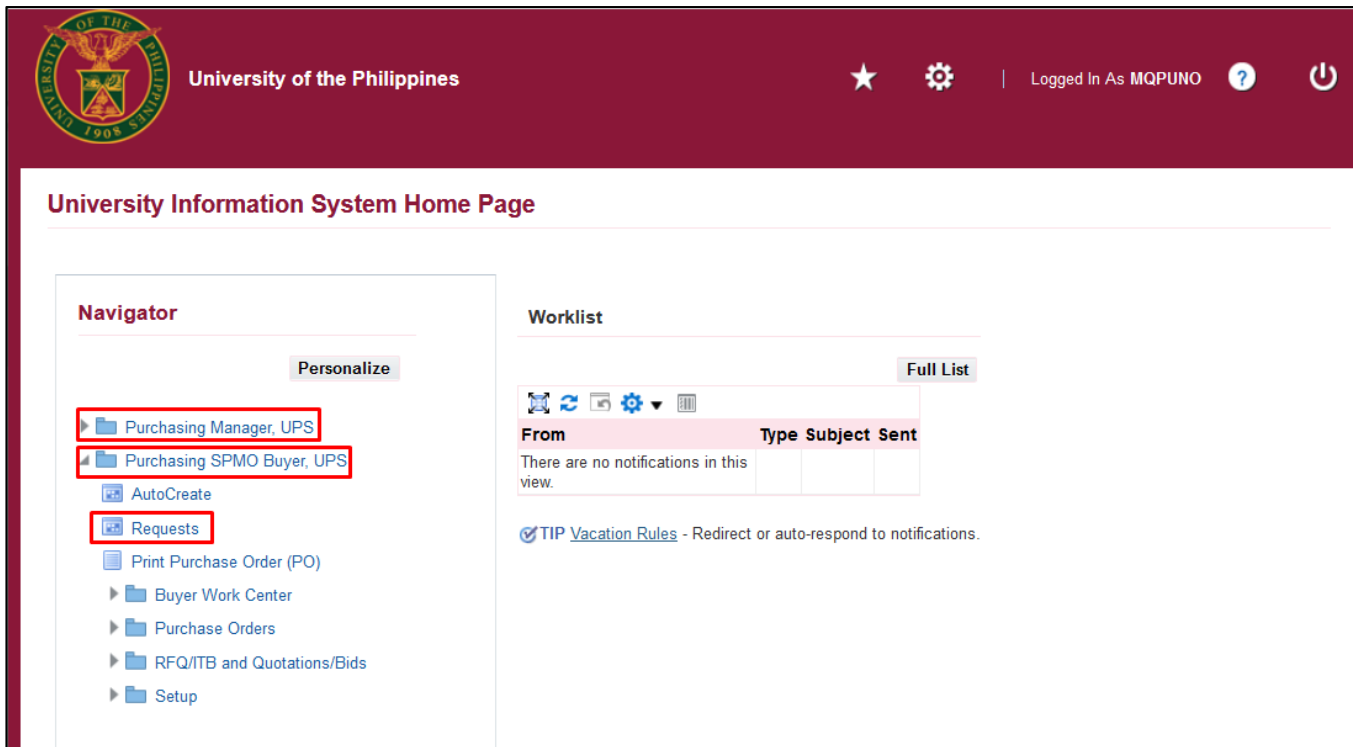
2. Description

Manual ID	
Manual Name	Generation of UP BAC Resolution Direct Contracting
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing SPMO Buyer and Purchasing Manager
Purpose	To generate a BAC resolution document for approval of the Vice President for Administration
Data Requirement	Approved Quotation Number
Dependencies	Created Request for Quotation Approved Quotation Complete Supplier details
Scenario	After the approval of Quotation and the recommendation of the Bids and Awards Committee the SPMO Buyer or Purchasing Manager will generate the UP BAC Resolution Direct Contracting report.
Author	Mico Alfred Puño



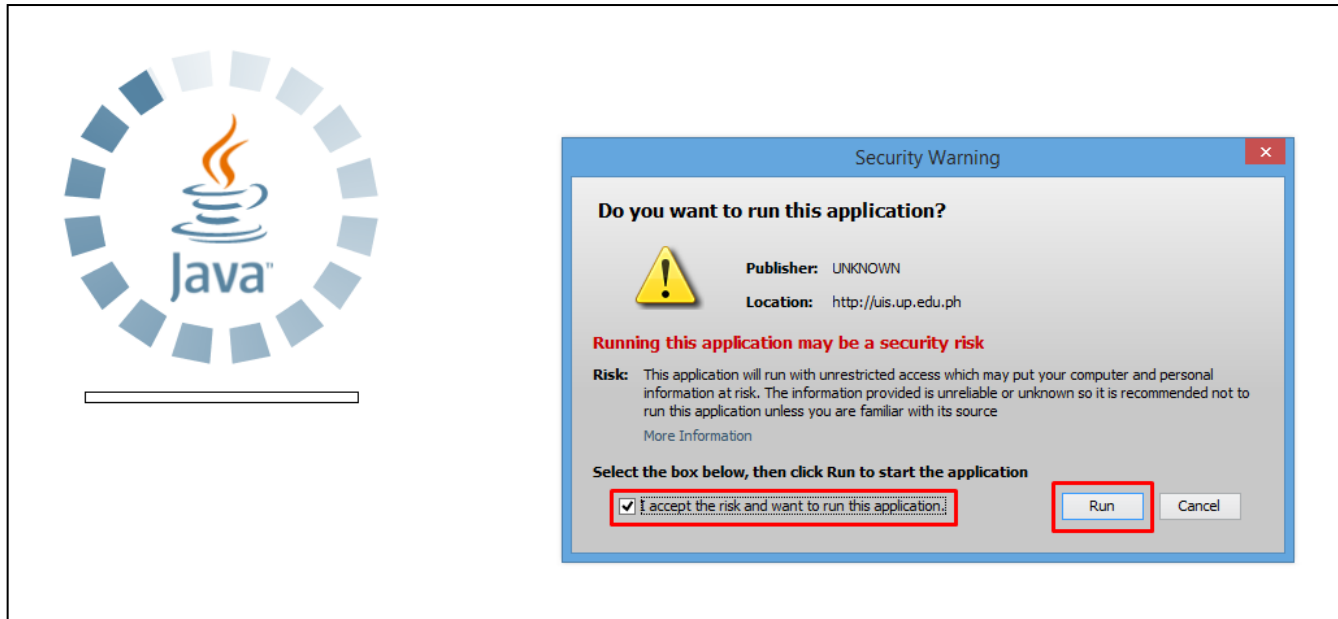
Step 1. Go to uis.up.edu.ph

Step 2. Log-in your UP Mail credentials
(e.g. *username* and *password*)



Step 3. On the homepage, select **Purchasing SPMO Buyer, <CU>** or **Purchasing Manager, <CU>**.

Navigate to **Requests**.



Step 4. Java application will launch with **Security Warning**, tick the checkbox and click **Run**.

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Submit New Request Set... Clear Find

Step 5. *Find Requests* window will pop up.

Click **Submit a New Request.**

Submit Request

Run this Request...

Name UP BAC Resolution Direct Contracting

Operating Unit

Parameters

Language

Copy...

Language Settings...

Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout

Notify

Print to

Options...

Delivery Opts

Help (C)

Submit

Cancel

Step 6. On the **Name** Field, click the **ellipsis (...)** to search the **UP BAC Resolution Direct Contracting**.

You may type **UP%** then press **Tab** button on your keyboard and select **UP BAC Resolution Direct Contracting** from the list.

Parameters

BAC Resolution No.

Quotation Number

Approved Date of BAC Meeting

Chairperson

Vice Chairperson

Member

Member

Member

Alternate Member

Alternate Member

Approved By

Step 7. Parameters window will appear.

Fill out

- **BAC Resolution No.**
- **Quotation Number**
- **Approved Date of BAC Meeting**
- **Chairperson**
- **Vice Chairperson**
- **Member**
- **Member**
- **Member**
- **Alternate Member**
- **Alternate Member**
- **Approved By**

then click **OK**.

Submit Request

Run this Request... Copy...

Name

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job Schedule...

Upon Completion...

Save all Output Files Burst Output

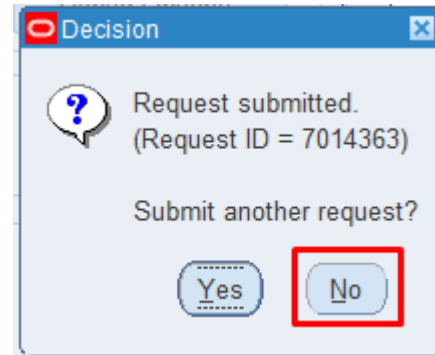
Layout Options...

Notify

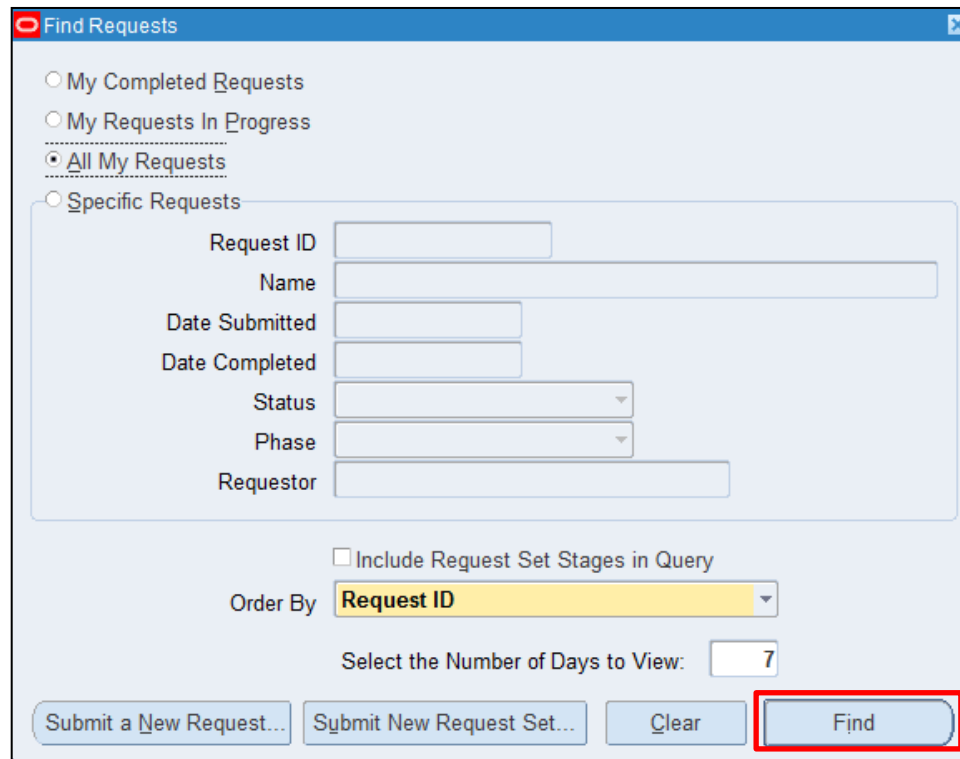
Print to Delivery Opts

Help (C) **Submit** Cancel

Step 8. You will be redirected back to the **Submit Request** window, click **Submit**.



Step 9. On the decision to submit another request, click **No**.



Step 10. On the **Find Requests** window, click **Find**.

Refresh Data Find Requests Submit a New Request... Submit New Request Set...
 Auto Refresh (K) Copy Single Request Copy Request Set...


Request ID	Name	Parent	Phase	Status	Parameters
7014363	UP BAC Resolution Direct		Completed	Normal	276, 24471, 1-2021, 67, 2021/0
7014342	UP BAC Resolution (SSA)		Completed	Normal	276, 24471, 1-2021, 66, 2021/0
7014314	UP BAC Resolution (SVP)		Completed	Normal	276, 24471, 01-2021, 44, 2021
7014192	UP BAC Resolution Public		Completed	Normal	276, 24471, 02-2021, 64, 2021
7014156	UP BAC Resolution Public		Completed	Normal	276, 24471, 01-2021, 48, 2021
7014136	UP BAC Resolution Public		Completed	Normal	276, 24471, 1-2021, 48, 2021/0
7014039	UP Invitation to Bid		Completed	Normal	276, 123, 11, qwe, 2021/09/27
7014033	UP BAC Resolution Public		Completed	Normal	276, 24471, 1-2021, 64, 2021/0
7010942	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010941	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021

Hold Request View Details... Rerun Request **View Output**
 Cancel Request Diagnostics View Log... (J)

Step 11. The **Requests** window will appear. Click **Refresh Data** until the **Phase** becomes **Completed** and Status, **Normal**.

Then, click **View Output**.

Expected Result:



UNIVERSITY OF THE PHILIPPINES
SYSTEM
Bids and Awards Committee
Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-00000

BAC RESOLUTION NO. 1-2021
RECOMMENDATION FOR AWARD THROUGH
ALTERNATIVE MODE OF PROCUREMENT: DIRECT CONTRACTING OF
Renovation of Bldg ABC

The Bids and Awards Committee (BAC), in its online approval on **September 27, 2021**, resolved to recommend for approval of the Vice President for Administration, the award of the contract for the procurement through the Alternative Mode of Direct Contracting of:

PR No./ Item	Supplier	Contract Amount
PR#1234 - Renovation of Bldg ABC	To XYZ Company with office address at #123 Santol St., PH	With a contract amount One Million Five Hundred Thousand Pesos (1,500,000.00)

Based on supplier's (1) status as exclusive distributor of the item in the Philippines; and (2) submission of a proposal that complies with all the end-user's technical requirements.

This is in accordance with Section 50 of the 2016 revised IRR of Republic Act 9184 under Rule XVI on Alternative Method of Procurement which states that,

"Direct Contracting may be resorted to by concerned Procuring Entity under any of the following conditions: a) Procurement of Goods of proprietary nature in which can be obtain only from the proprietary source, i.e., when patents, trade secrets, and copyrights prohibit others from manufacturing the same item"

Done this **27th** day of **September 2021** **Diliman, Quezon City.**

Chairperson

Member

Vice Chairperson

Member

Member

Member

Alternate Member

Alternate Member

Approved By:

Vice President for Administration

275-26471-7014363

Report generated Report generated with UP eBusiness Suite Release 1.0 on September 27, 2021 16:17:4

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DISCLAIMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.