



PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-09-00
		Revision No.:	1
Quality Procedure	BAC Secretariat Functions	Effectivity:	June 30, 2016
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**PROCEDURE ON PHILGEPS POSTING,
PREPARATION OF PROJECT PROCUREMENT MANAGEMENT PLAN, ANNUAL
PROCUREMENT PLAN AND PROCUREMENT MONITORING REPORT,
AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR /
CONSOLIDATED PROCUREMENT MONITORING REPORT**

I. DEFINITION

For purposes of R.A. 9184 otherwise known as the Philippine Government Procurement Act, the terms or words and phrases shall mean or be understood as follows:

1. *BAC* – refers to the Bids and Awards Committee established in accordance with Article V of R.A. 9184
2. *Bidding Documents* – refers to the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and Consulting Services to be provided
3. *GPPB* – refers to the Government Procurement Policy Board established in accordance with Article XX of RA 9184
4. *GPPB-TSO* – refers to the Government Procurement Policy Board-Technical Support Office
5. *Head of the Procuring Entity (HOPE)* – refers to: (i) the head of the agency or his duly authorized official for national government agencies; (ii) the governing board or its duly authorized official for government-owned and/or-controlled corporations; or (iii) the local chief executive for local government units. Provided, that in a department, office or agency where the procurement is decentralized, the Head of each decentralized unit shall be considered as the Head of the Procuring Entity subject to the limitations and authority delegated by the head of the department, office or agency
6. *Procuring Entity* – refers to any branch, constitutional commission or office, agency, department, bureau, office or instrumentality of the GOP (NGA), including GOCC, GFI, SUC and LGU procuring goods, consulting services and infrastructure projects
7. *PPMP* – refers to the Project Procurement Management Plan which shall be prepared by the end-user units of the procuring entity for their different programs, activities, and projects (PAPs). The PPMP shall include:

- a) information on whether PAPs will be contracted out, implemented by administration in accordance with the guidelines issued by the GPPB, or consigned;
- b) the type and objective of contract scopes/packages;
- c) the extent/size of contract scopes/packages;
- d) the procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced.

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- e) the time schedule for each procurement activity and for the contract implementation; and
 - f) the estimated budget for the general components of the contract.
8. *APP* – refers to the Annual Procurement Plan which reflects the entirety of the procurement activities that will be undertaken by the procuring entity within the calendar year using the prescribed format required by the GPPB and submitted to the GPPB.
 9. *APP-CSE* – the Annual Procurement Plan of Common-Use Supplies and Equipment submitted to the Department of Budget and Management-Procurement Service
 10. *APCPI* – refers to the Agency Procurement Compliance and Performance Indicator which is a standard procurement performance monitoring and evaluation tool for use by all procuring entities
 11. *CPMR* – refers to the Consolidated Procurement Monitoring Report
 12. *PMR* – refers to the Procurement Monitoring Report which is prepared by the BAC in the form prescribed by the GPPB.
 - The PMR shall cover all procurement activities specified in the APP, whether on-going and completed from holding of the pre-procurement conference to the issuance of the notice of award and approval of the contract, including the actual time for each major procurement activity.
 13. *PhilGEPS* – refers to the Philippine Government Electronic Procurement System provided in Section 8 of RA 9184
 14. *DBM-PS* – refers to the Department of Budget and Management-Procurement Service

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II. RESPONSIBILITIES

1. *End-user Unit* – responsible for the preparation of the Project Procurement Management Plan (PPMP) of each unit of the procuring entity
2. *Bids and Awards Committee* – shall have the following functions:
 - a) Advertise and/or post the invitation to bid/request for expressions of interest;
 - b) Conduct pre-procurement and pre-bid conferences;
 - c) Determine the eligibility of prospective bidders;
 - d) Receive bids;
 - e) Conduct the evaluation of bids;
 - f) Undertake post-qualification proceedings;
 - g) Resolve motions for reconsideration;
 - h) Recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative;
 - i) Recommend the imposition of sanctions in accordance with Rule XXIII;
 - j) Recommend to the Head of the Procuring Entity the use of alternative methods of procurement as provided for in Rule XVI hereof; and
 - k) Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification
3. *BAC Secretariat* – serve as the main support unit of the BAC and who shall be under the direct supervision of the BAC Chairman

The Secretariat shall have the following functions and responsibilities:

- a) Provide administrative support to the BAC;
- b) Organize and make all necessary arrangements for BAC meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of procurement documents and other records;
- e) Manage the sale and distribution of Bidding Documents to interested bidders;
- f) Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g) Assist in managing the procurement processes;
- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i) Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of this IRR;
- j) Prepare the APP, APP-CSE, PMR, APCPI, and CPMR as delegated by the BAC;
- k) Prepare the APCPI assessment, convene meetings with the Confirmation Team and reconcile results in case there are difference in findings;

Act as the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public

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4. *Technical Working Group* - appointed by the BAC from a pool of technical, financial, and/or legal experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification.

The TWG shall have the following functions and responsibilities:

- Preparation of bidding documents
- Eligibility check/short-listing
- Bid evaluation and preparation of reports
- Post-qualification
- Preparation of post-qualification summary report

5. *Observers* – represent the public, the taxpayers who are interested in seeing to it that procurement laws are observed and irregularities are averted.

The Observers shall have the following functions and responsibilities:

- Prepare report (jointly or separately) indicating their observations on the procurement activities;
- Submit report to the Procuring Entity and furnish a copy to the GPPB and the Office of the Ombudsman/Resident Ombudsman; and,
- Immediately inhibit and notify in writing the Procuring Entity of any actual or potential conflict of interest.

6. *Confirmation Team* - checks the APCPI results of the procuring entity in terms of completeness, correctness, consistency and responsiveness.

The Procuring Entity shall send invitations to at least three (3) suggested partners but attendance of at least one (1) will suffice from any of the following:

- COA
- Civil Society Organization
- Peer Review
- Private Sector

7. *Budget Officer of the FAD* – refers to the Budget Officer of the Finance and Accounting Department.

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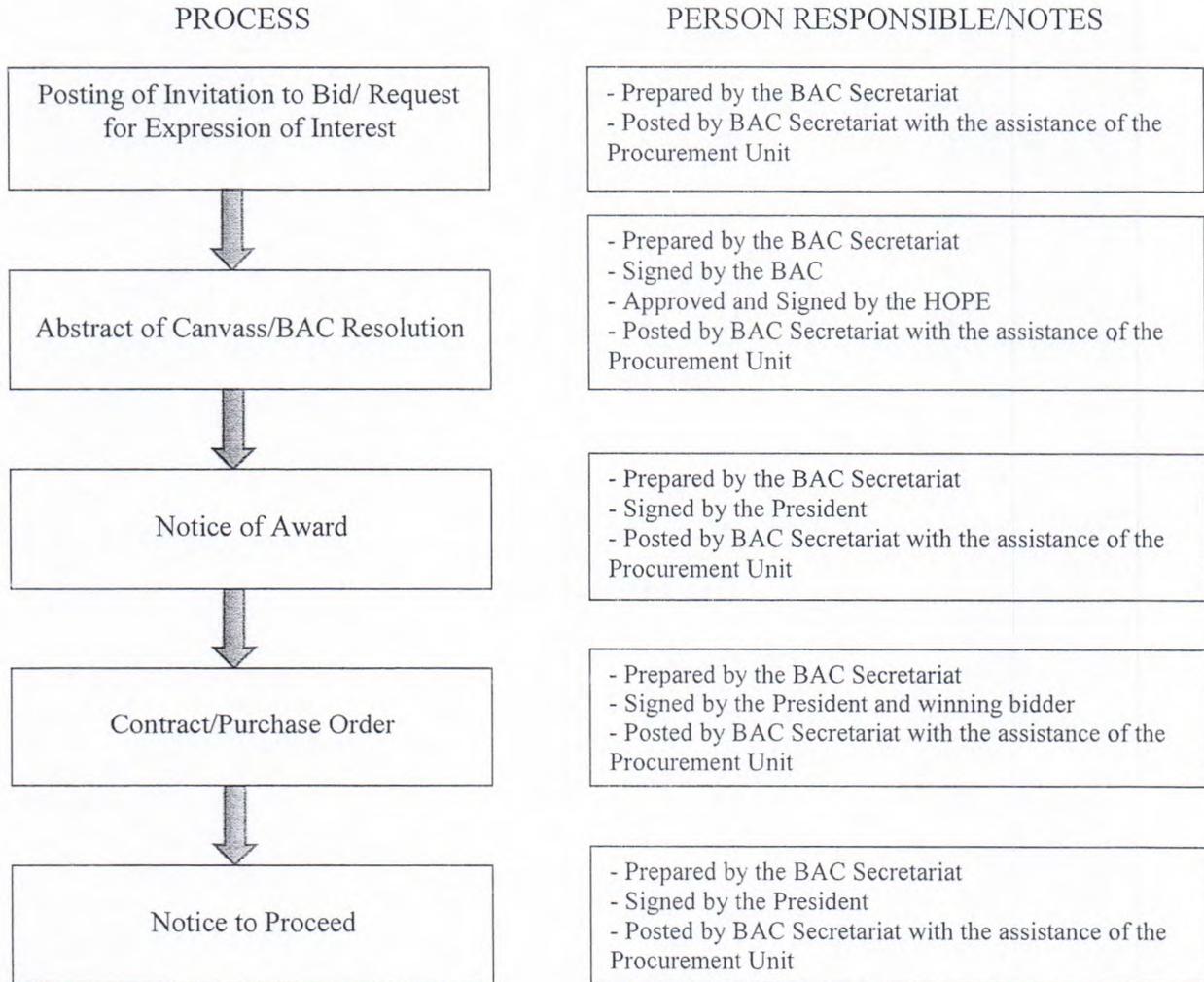
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III. PROCESS FLOW

1. PhilGEPS POSTING



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2. PREPARATION OF PPMP, APP AND PMR

A. PROJECT PROCUREMENT MONITORING PLAN

PROCESS	PERSON RESPONSIBLE/NOTES
Preparation of the Project Procurement Management Plan (PPMP)	- Prepared by the end-user unit - Note: BAC Secretariat to provide the PPMP form
Submit to the Finance and Accounting Department (FAD) for evaluation	- Reviewed by the Budget Officer of the FAD
Preparation of the Budget Proposal	- Prepared by Budget Officer of the FAD
Submit Budget Proposal to the HOPE	- Reviewed by the HOPE for approval
Upon approval of the HOPE, FAD will forward the PPMPs to the BAC Secretariat for consolidation and review	- Consolidated and reviewed by the BAC Secretariat
When the Corporate Budget becomes final, the consolidated PPMPs will also be finalized using the APP format	- Finalized by the BAC Secretariat - Reviewed by the BAC
Approval of consolidated PPMP	- Approved by the HOPE

FOR REVISIONS IN THE PPMP

Approved items will form part of the PPMP while disapproved items will be deleted and the PPMP will be revised accordingly.

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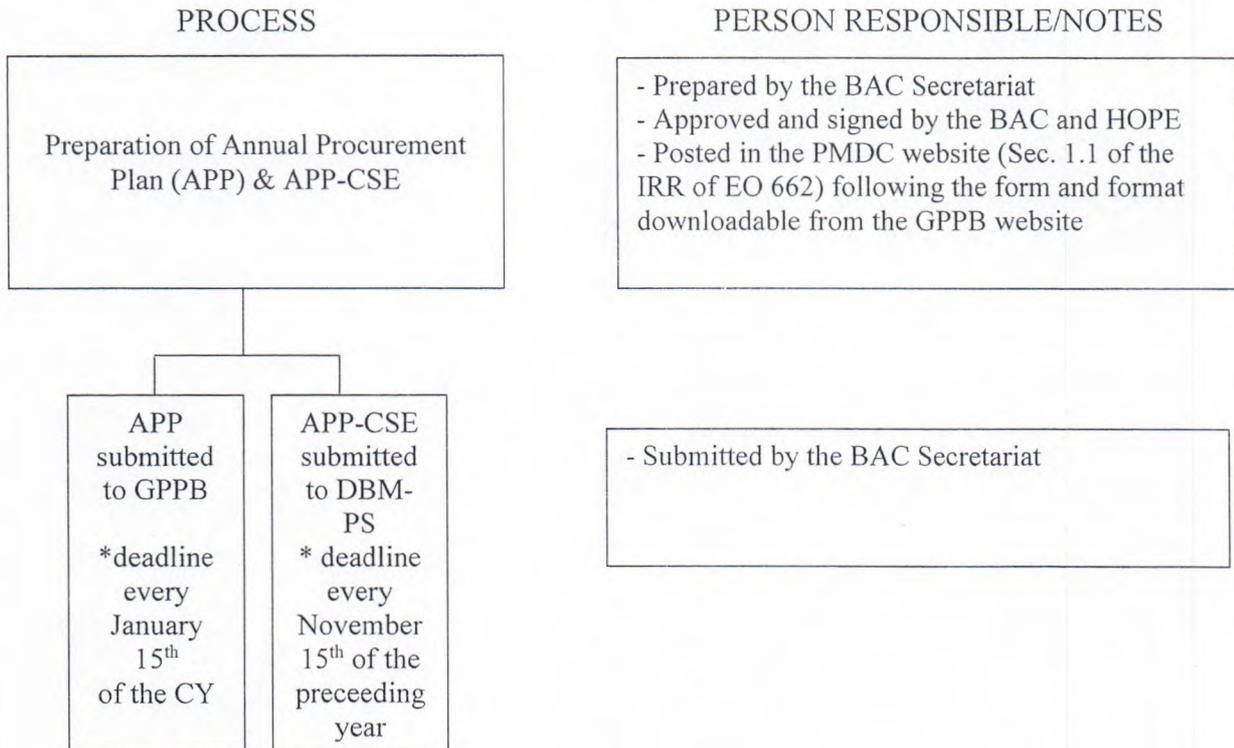
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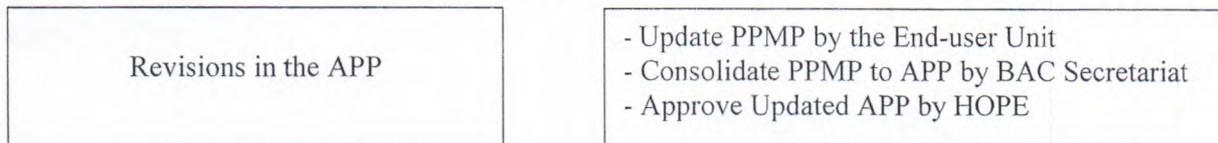
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B. ANNUAL PROCUREMENT PLAN (APP & APP-CSE)



FOR REVISIONS IN THE APP



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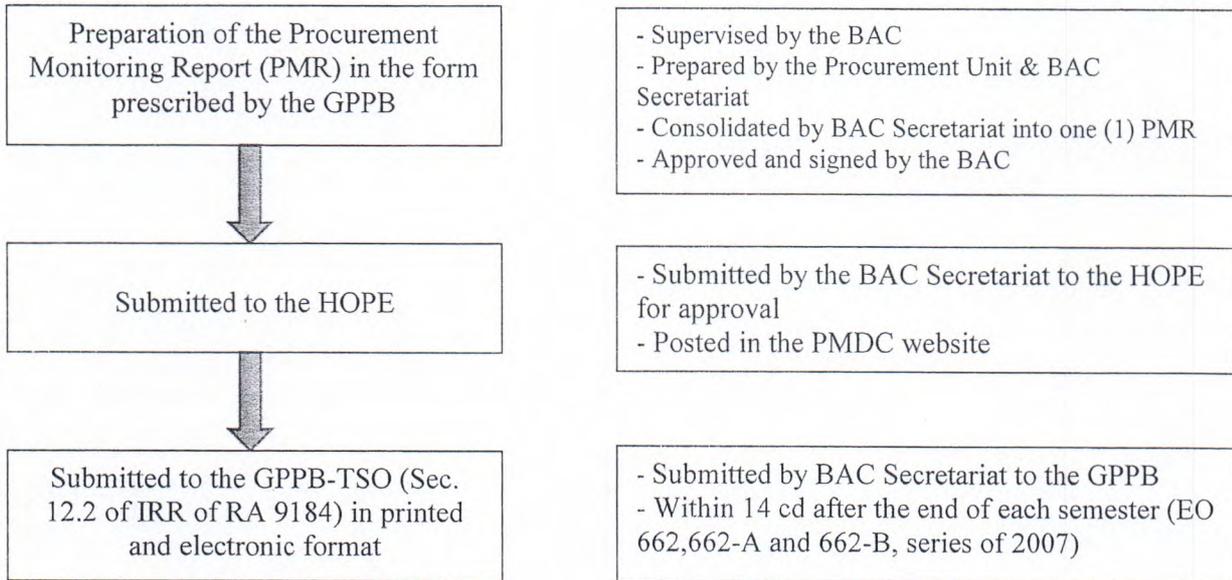
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C. PROCUREMENT MONITORING REPORT

PROCESS

PERSON RESPONSIBLE/NOTES



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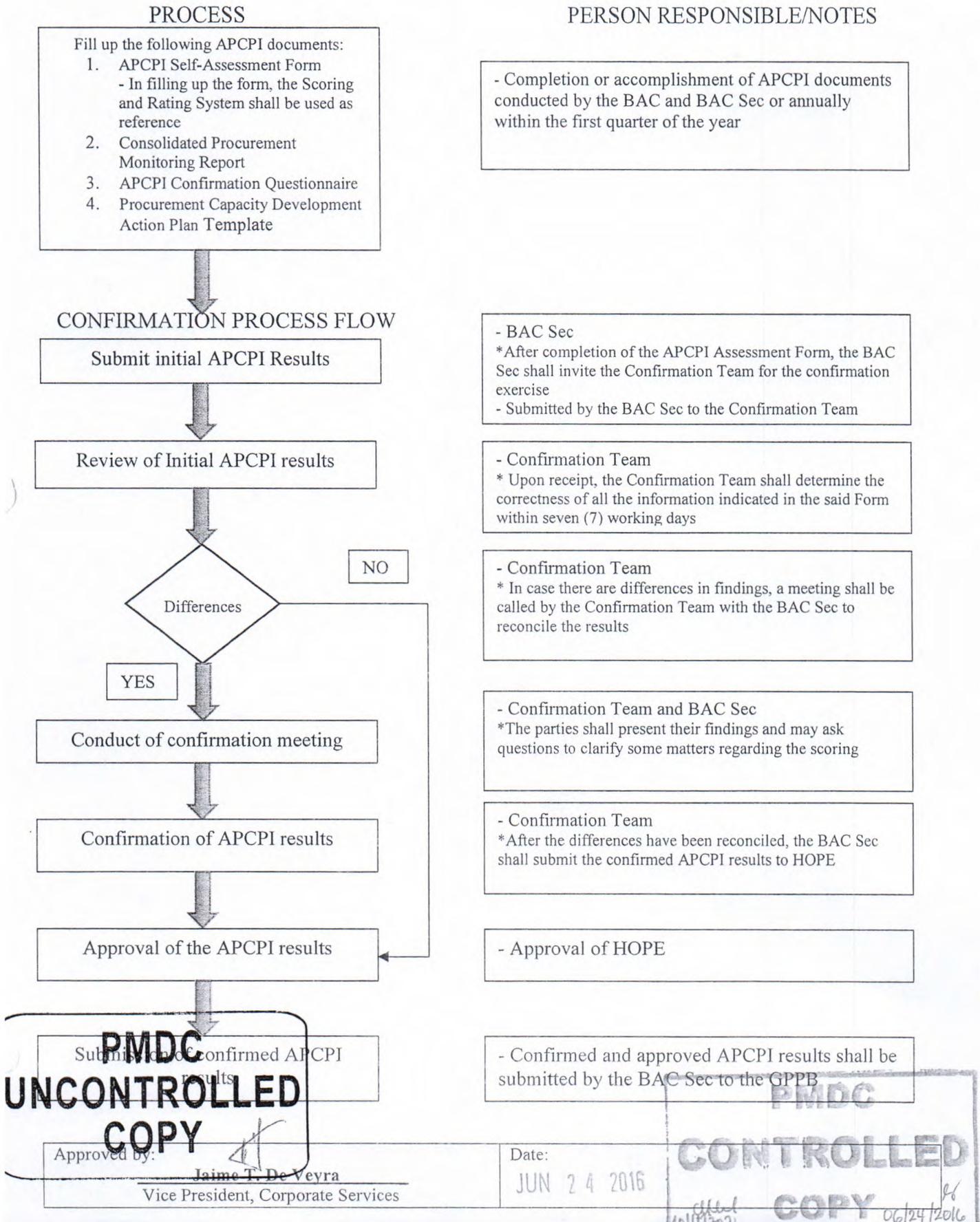
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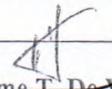
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3. AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR (APCPI) / CONSOLIDATED PROCUREMENT MONITORING REPORT (CPMR)



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4. REQUIREMENTS

Requirements	Law/Rule/ Issuance	Responsible Person/ Entity	Timetable	Post in PE's website
APP	EO 662 as amended; Implementing Guidelines	BAC, BAC Sec, HOPE	Annually	Yes
PMR	Sec. 12.2, IRR EO 662, as amended; Implementing Guidelines	HOPE	Within 14 cd after end of semester	Yes
List of Observers	EO 662, as amended; Implementing Guidelines	BAC Sec, BAC	Every semester	Yes
Resolutions of protests	Sec.56, IRR	BAC Sec Head	Within 7 cd from receipt	Not required
Court cases	Sec. 58.3, IRR	BAC Sec Head	Not indicated	Not required
Blacklisting/ Delisting Orders	Sec. 9.1, Uniform Guidelines for Blacklisting	HOPE	Within 7 cd after issuance	Not required
Contract extensions	Sec. 5.2, Rev. Guidelines re Extension of Gen. Support Services	HOPE or duly authorized representative	Immediately, if extension exceeds 6 mos.	Not required
List of Pre-selected Suppliers	Sec. 49.2, IRR	BAC Sec, BAC, HOPE	After pre-selection procedure	Not required

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5. PRESCRIBED FORMS

- a) Project Procurement Management Plan
- b) Annual Procurement Plan (Note: Forms are revised yearly by the GPPB)
- c) Annual Procurement Plan-Common Supplies and Equipment (Note: Forms are revised yearly by the DBM-PS)
- d) Procurement Monitoring Report
- e) Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form
- f) Consolidated Procurement Monitoring Report
- g) Confirmation Questionnaire
- h) Procurement Capacity Development Action Plan Template

6. REFERENCES

- 1. R.A. 9184 also known as Government Procurement Reform Act and its Implementing Rules and Regulations
- 2. Executive Order No. 662 also known as Enhancing Transparency Measure under R.A. 9184 and creating the Procurement Transparency Board and its Implementing Guidelines

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