

	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-08-04
			Revision No.:	6
	Quality Procedure	Procurement	Effectivity:	June 30, 2025
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Procedure Details

I. DEFINITION OF TERMS

Definitions and terms used in the Procedure were lifted from RA9184 and its IRR, and other references that were provided and approved by the GPPB.

1. Regular Items - items for purchase that are commonly used and frequently requested being necessary in the transactions of the Company's business and consumed in day to day operations.
2. Non-regular Items - items for purchase that are seldom requested due to the specific feature that vary according to the end user's needs.
3. Shopping - method of procurement where the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured.

TWO TYPES:

- a) Shopping (Unforeseen Contingency) - cases when there is an unforeseen contingency requiring immediate purchase amounting to Two Hundred Thousand Pesos (Php 200,000) and below.
- b) Shopping (Ordinary) - Procurement of ordinary or regular office supplies and equipment not available in the *Procurement Service* amounting to One Million Pesos (Php 1,000,000) and below.
4. Ordinary or Regular Office Supplies - The phrase shall be understood to include those supplies, commodities, or materials which, depending on the procuring entity's mandate and nature of operations, are necessary in the transaction of its official businesses, and consumed in the day-to-day operations of said procuring entity.
5. Negotiated Procurement - Small Value Procurement - method of procurement where the procurement does not fall under Shopping and the amount does not exceed One Million Pesos (Php 1,000,000). The procuring entity shall draw up a list of at least three (3) suppliers, contractors, or consultants of known qualifications which will be invited to submit proposals, or curriculum vitae in the case of consulting services.
6. Direct Contracting - method of procurement where the item/s to be procured satisfies any of the three (3) following conditions:
 - a) Procurement of goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;

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- b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or
 - c) Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the GOP.
7. Competitive Bidding / Public Bidding – Rule IV Section 10 of the IRR of RA9184 states that all procurement shall be done through competitive bidding (except where in rules on Alternative Methods of Procurement would be applicable).
 8. General Support Services - Section 5(r) of the IRR of RA 9184 expressly defines goods to include General Support Services, which involves "non-personal or contractual services, such as, the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services." The term "related" or "analogous services" includes, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the procuring entity.
 9. Lowest Calculated Bidder (LCB) – refers to the bidder whose bid was found to be the lowest upon submission and evaluation of bids
 10. Lowest Calculated Responsive Bidder (LCRB) – refers to the bidder whose bid was declared as the lowest *after* a post qualification of its legal, financial, and technical compliances, was conducted.

II. RESPONSIBILITIES

1. *End User* – primary origin of the request to be procured; responsible for the preparation of the requisition form.
2. *Procurement personnel* – responsible for the preparation of Request for Quotation, Abstract of Quotations, Purchase Order, and Receiving Report; ensures that requested item/s is/are procured within the timeline provided that there are no external factors beyond their control.
3. *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;
 - e) undertake post-qualification proceedings;
 - f) resolve motions for reconsideration;

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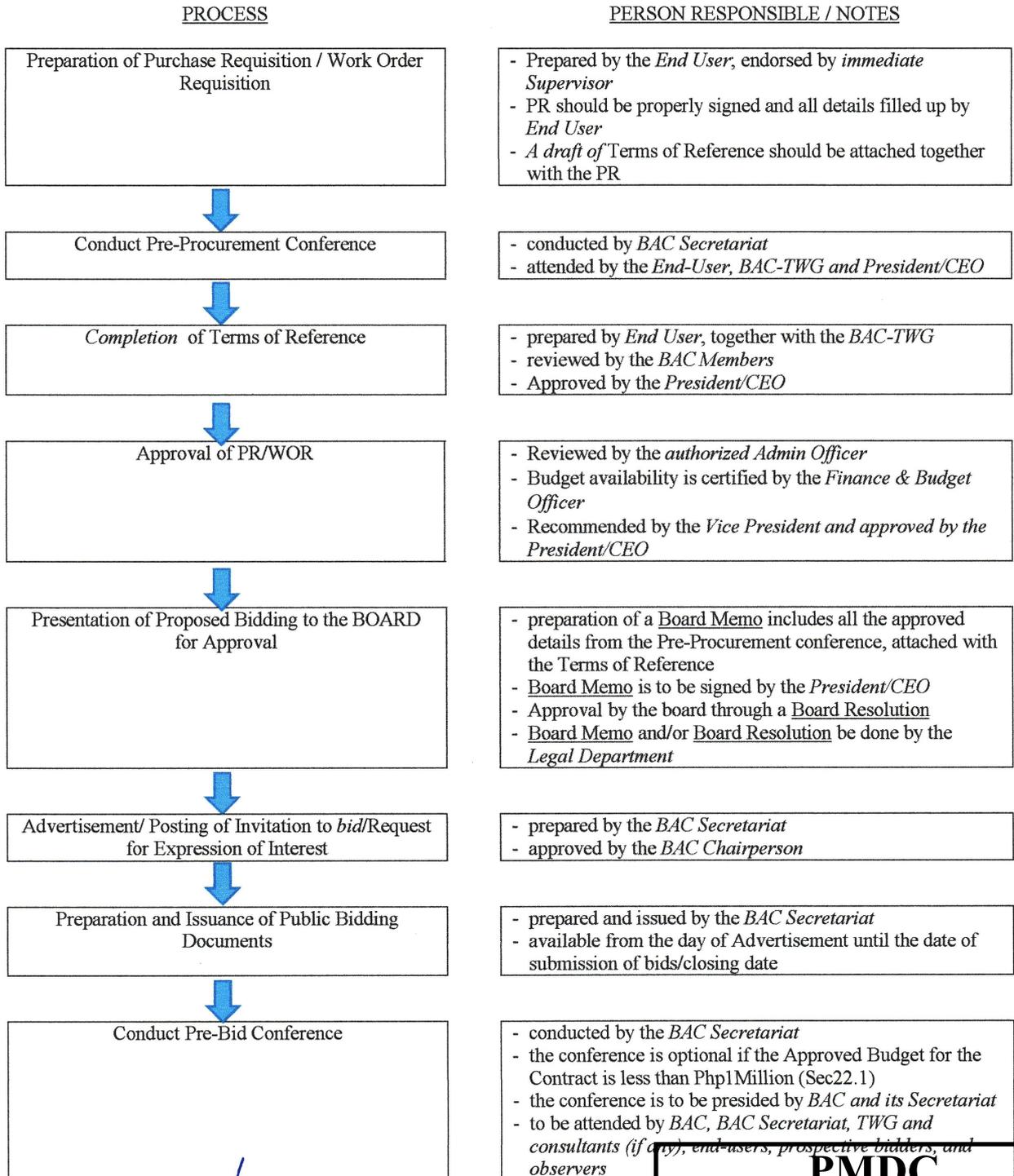
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- g) recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative;
- h) recommend the imposition of sanctions in accordance with Rule XXIII;
- i) recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof; and
- j) 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.

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III. PROCUREMENT PROCESS FLOW

1) Competitive Bidding / Public Bidding



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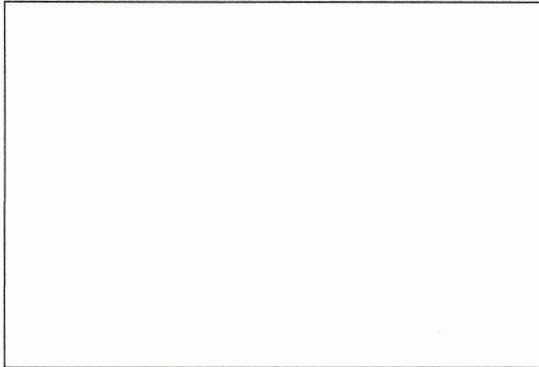
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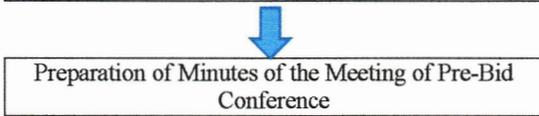
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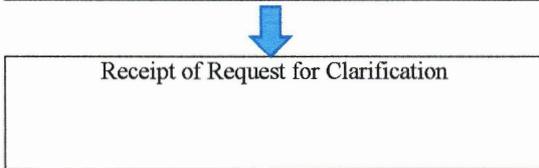
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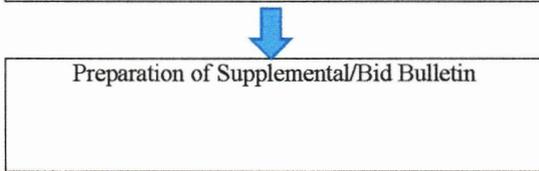
- the *BAC* is required to invite *Observers* who may attend and observe all stages of the procurement, especially:
 - the pre-bid conference;
 - opening of bids;
 - bid evaluation;
 - post-qualification;
 - contract award; and
 - special meetings of the *BAC*.
- The *BAC* must invite three *Observers*:
 - a *COA* representative
 - an *NGO* sector representative
 - private sector that is knowledgeable on the procurement at hand



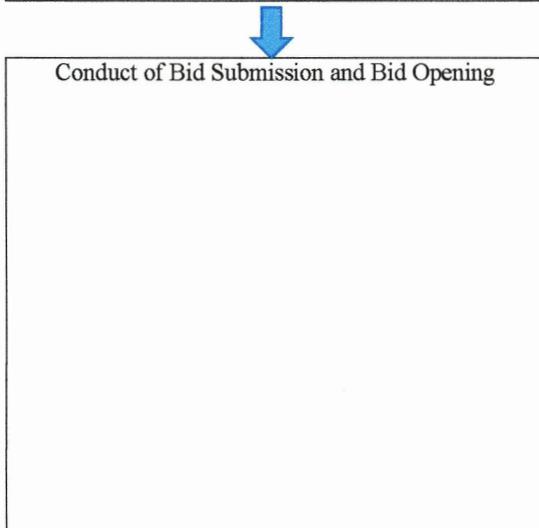
- prepared by the *BAC Secretariat*
- approved by the *BAC Chairperson*



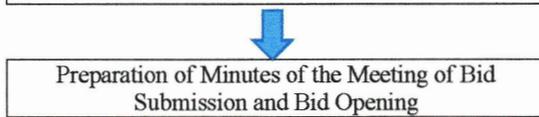
- prepared by interested bidder (if any)
- received by the *BAC Secretariat*
- answered through the issuance of Supplemental/Bid Bulletin



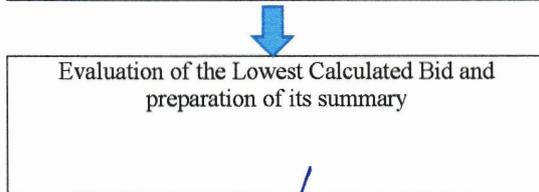
- prepared by the *BAC Secretariat*
- approved by the *BAC Chairperson*
- issued to the *BAC* and its *Secretariat* and *TWG*, and all the *prospective bidders*



- performed by the *BAC Secretariat*
- on the day of *Deadline/Opening of Bids*, the actual bid opening should be done in front of the *BAC, Secretariat, end users, prospective bidders, and observers*
- both the *Eligibility and Technical Envelope*, together with the *Financial Envelope*, shall be accepted before the specified time of the deadline
- the *Eligibility and Technical Envelope* should be opened first to determine what bid proposal is eligible/qualified to be accepted by using nondiscretionary "pass/fail" criteria. (See RA 9184 IRR-A Section 30.1)
- if all eligible bids are opened, it would be proceeded by the opening of the *Financial Envelope* for determining the *Lowest Calculated Bidder* (as read)
- after the conference, the *BAC* shall remind the bidders of the "no-contact rule" to the *BAC, its Members, Secretariat, and TWG* during the entire evaluation process



- Prepared by the *BAC Secretariat*
- Approved by the *BAC Chairperson*



- performed by the *BAC-TWG*
- approved by the *BAC Chairperson and end user*
- The *BAC-TWG* should prepare the Evaluation Report within seven (7) calendar days from the date of bid opening.

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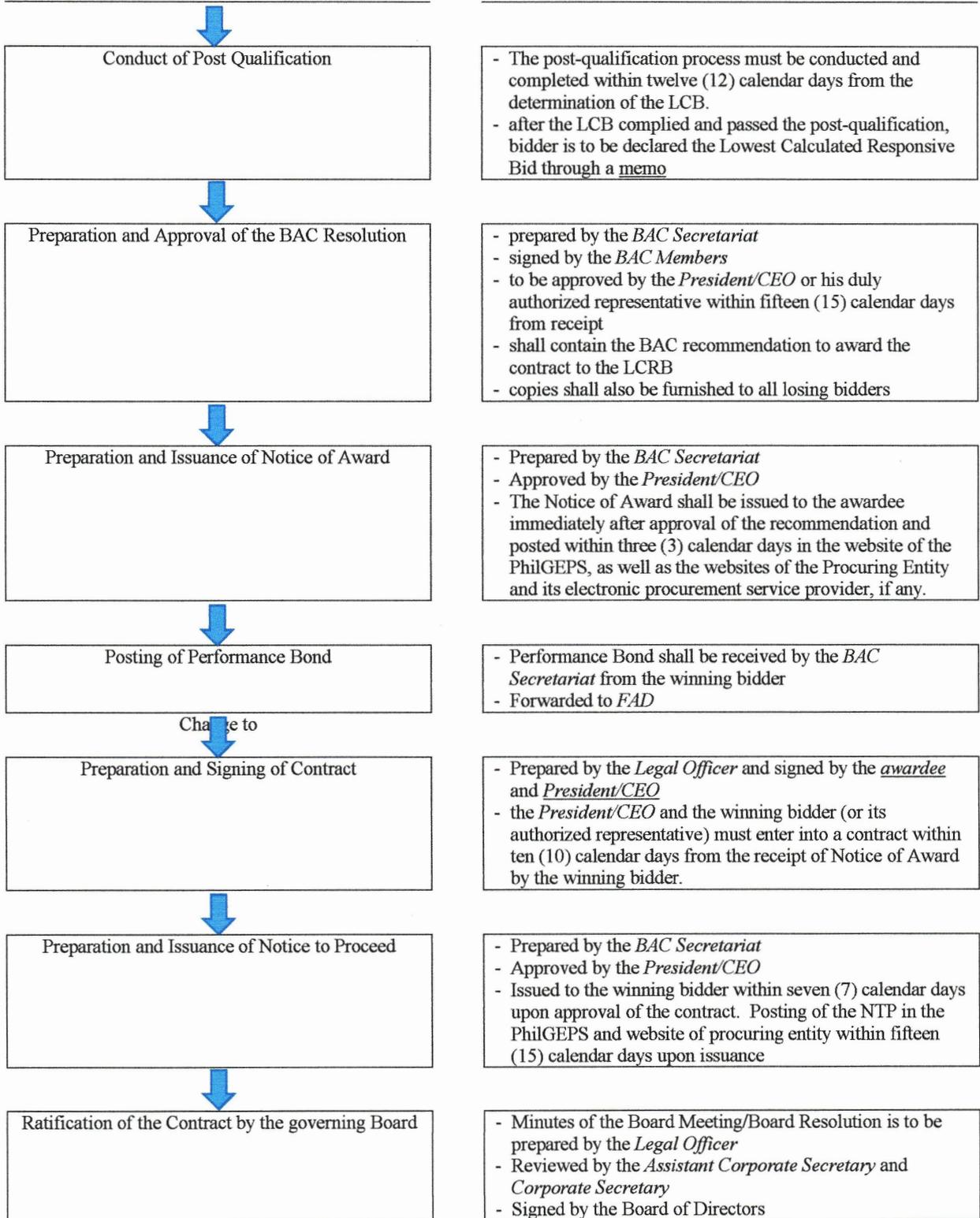
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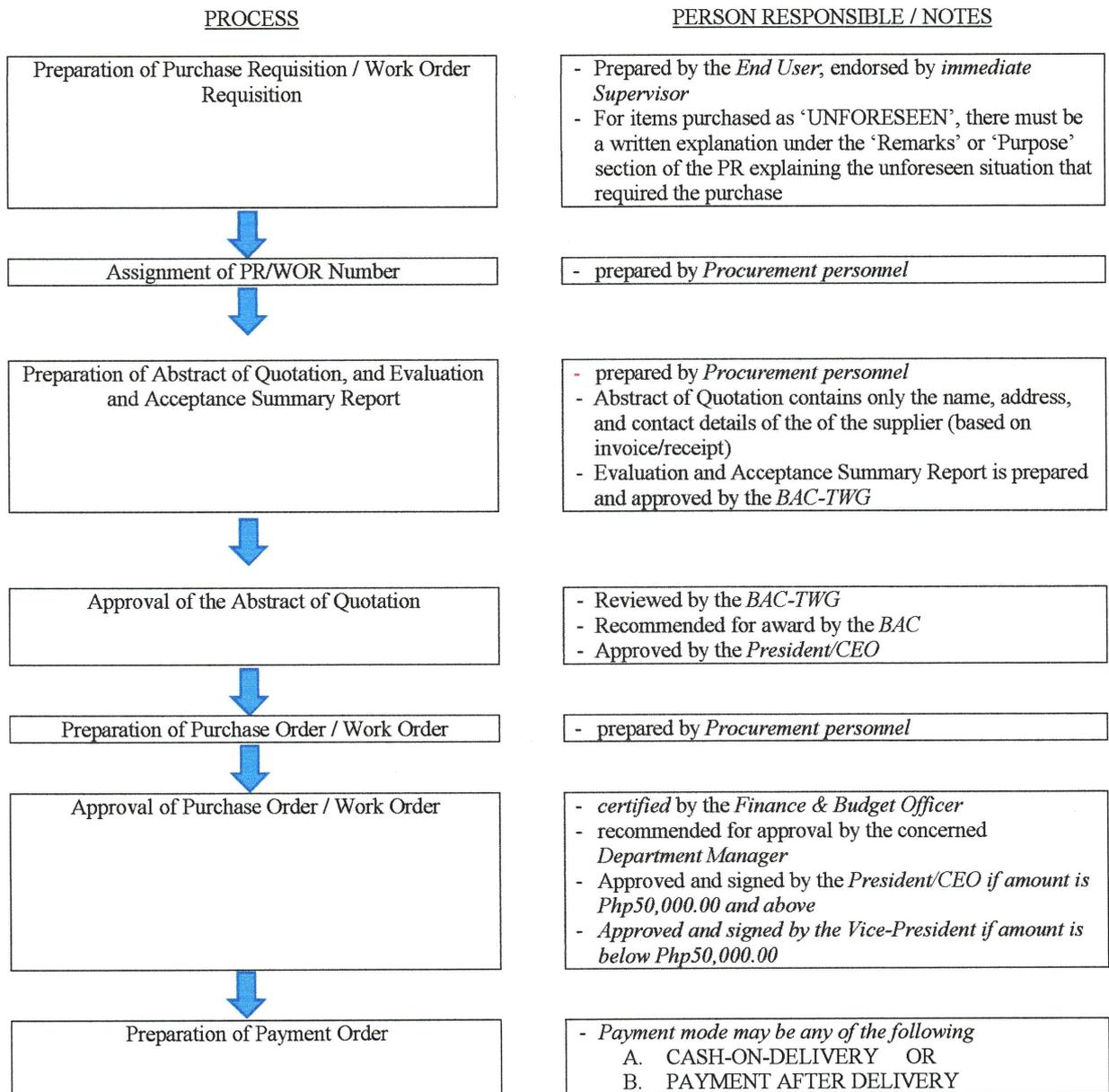
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Safekeeping of Documents

- all related documents are to be forwarded to the *BAC Secretariat* for safekeeping in a properly labeled folder

2) Alternative Modes of Procurement
 (a.1) Shopping - Unforeseen Contingency



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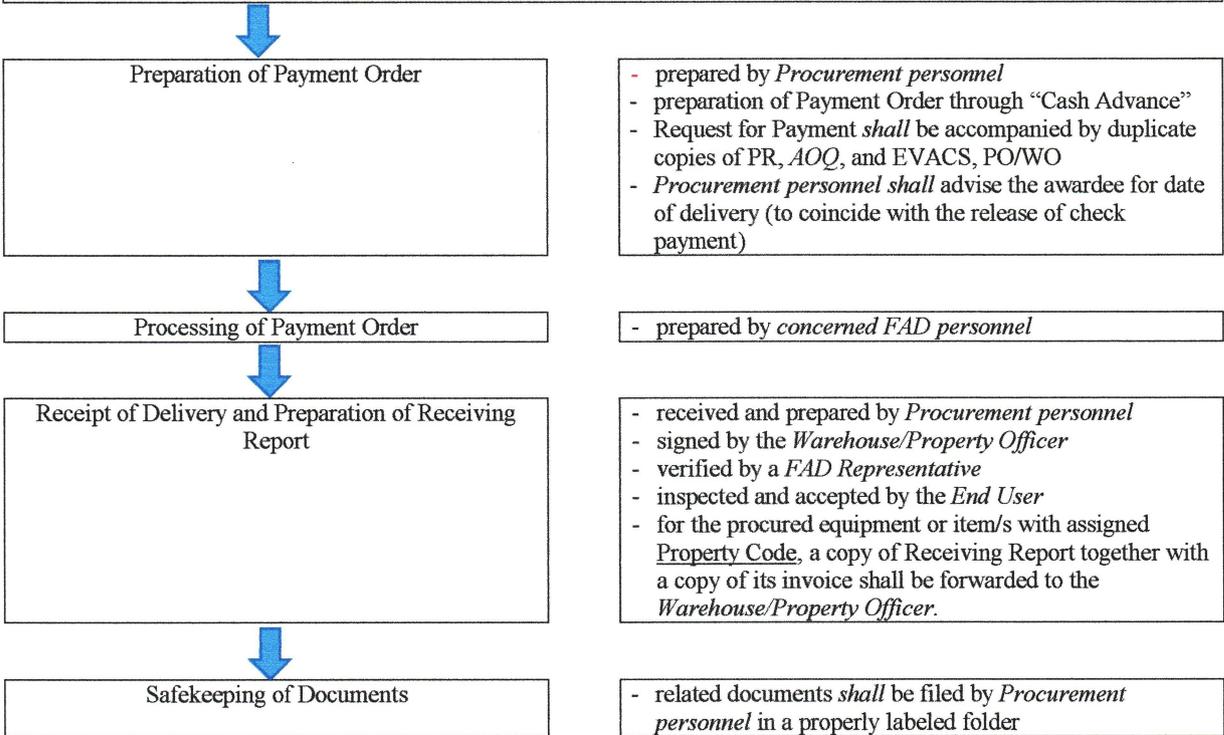
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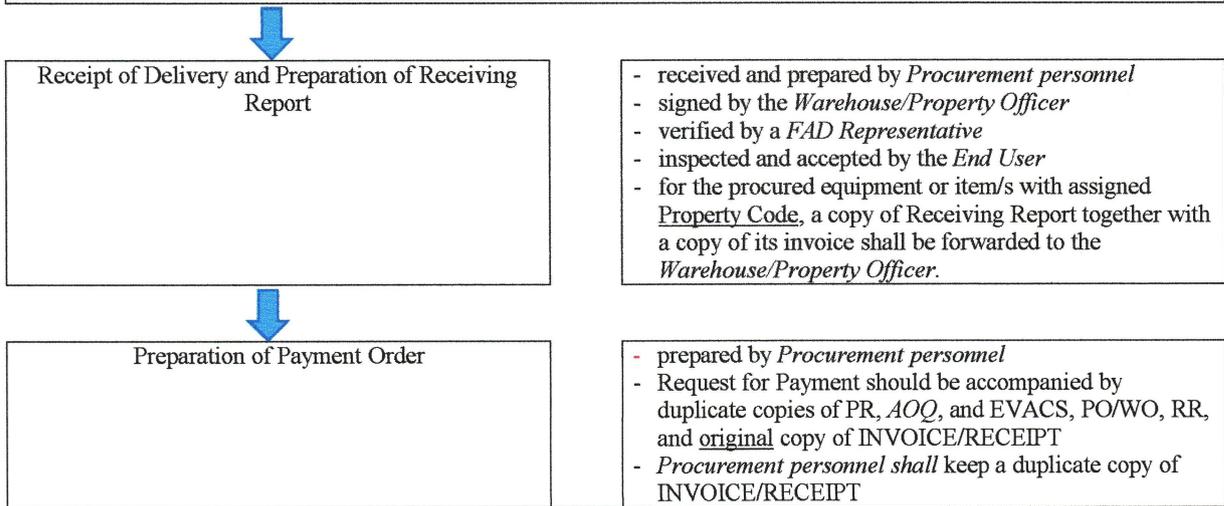
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A) CASH-ON-DELIVERY



B) PAYMENT AFTER DELIVERY



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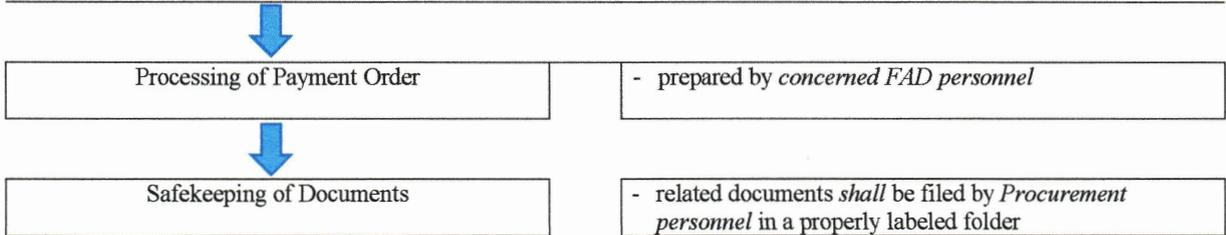


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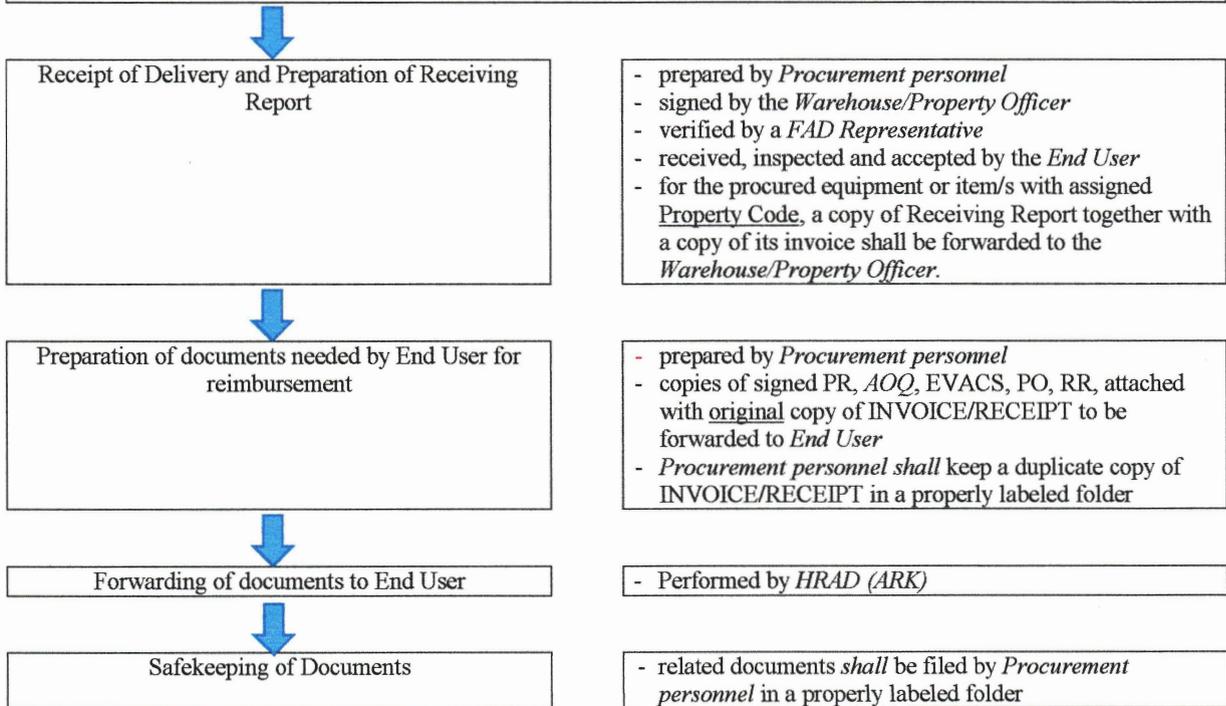
IF

PAYMENT IS FOR REIMBURSEMENT

The same process will apply to be followed the procedure below from Preparation of Purchase Requisition / Work Order Requisition until Approval of Purchase Order / Work Order.

NOTES:

- Payment made for the purchased item may be reimbursed after preparation of supporting documents
- PR should be properly signed and all details filled up by *End User* together with the original copy of Sales Invoice/OR; then to be forwarded to *HRAD* for processing

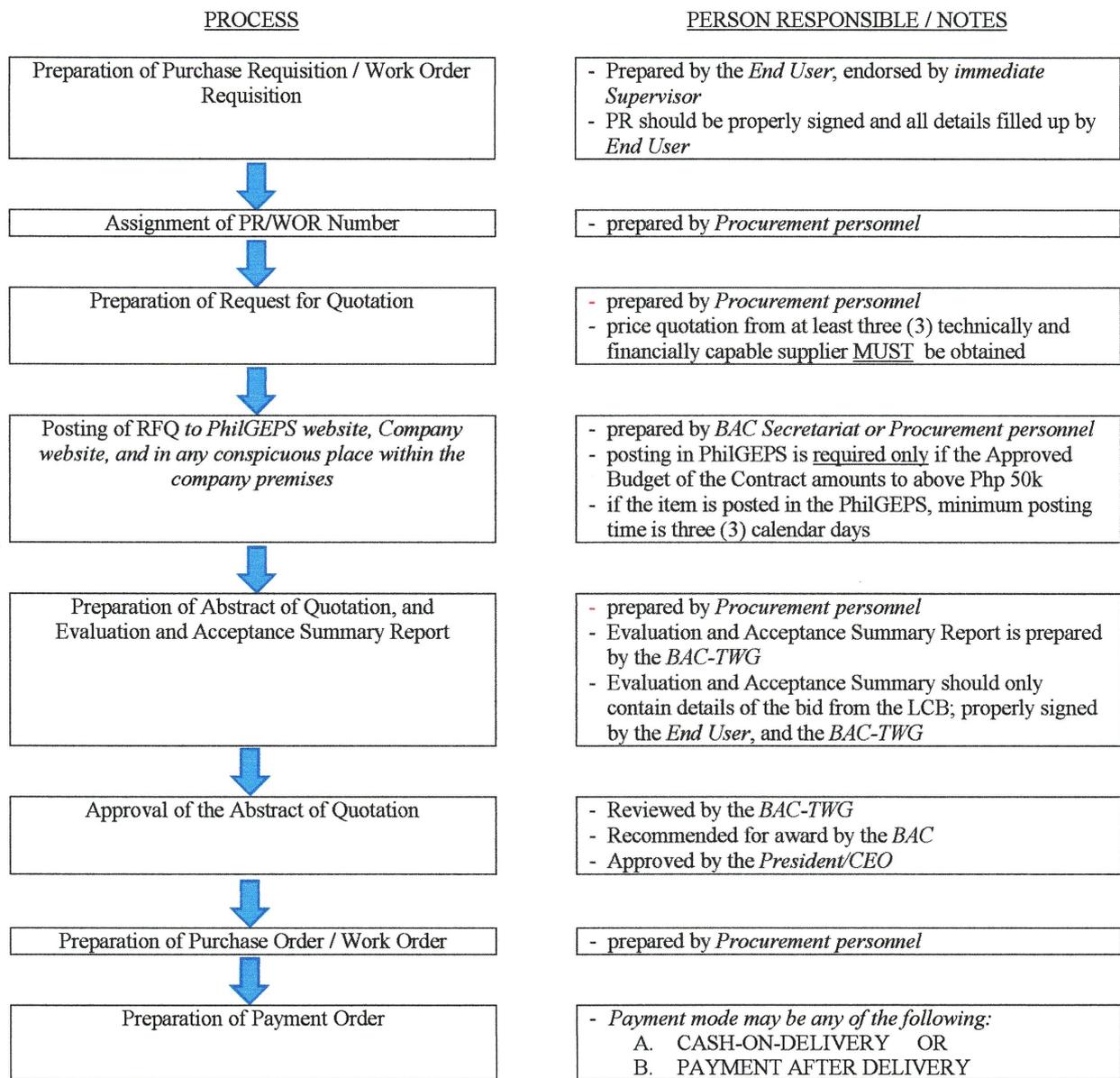


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2) Alternative Modes of Procurement
(a.2) Shopping – Ordinary or Regular Office Supplies





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A) CASH-ON-DELIVERY

Preparation of Payment Order

- prepared by *Procurement personnel*
- preparation of Payment Order through "Cash Advance"
- Request for Payment *shall* be accompanied by duplicate copies of PR, AOQ, and EVACS, PO/WO
- *Procurement personnel shall* advise the awardee for date of delivery (to coincide with the release of check payment)

Processing of Payment Order

- prepared by *concerned FAD personnel*

Receipt of Delivery and Preparation of Receiving Report

- received and prepared by *Procurement personnel*
- signed by the *Warehouse/Property Officer*
- verified by a *FAD Representative*
- inspected and accepted by the *End User*
- for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.

Safekeeping of Documents

- related documents will be filed by *Procurement personnel* in a properly labeled folder

B) PAYMENT AFTER DELIVERY

Receipt of Delivery and Preparation of Receiving Report

- received and prepared by *Procurement personnel*
- signed by the *Warehouse/Property Officer*
- verified by a *FAD Representative*
- inspected and accepted by the *End User*
- for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.

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Preparation of Payment Order

- prepared by *Procurement personnel*
- Request for Payment would be accompanied by duplicate copies of PR, *AOQ*, and EVACS, PO/WO, RR, and original copy of INVOICE/RECEIPT
- *Procurement personnel* will keep a duplicate copy of INVOICE/RECEIPT in a properly labeled folder



Processing of Payment Order

- prepared by *concerned FAD personnel*



Safekeeping of Documents

- related documents *shall* be filed by *Procurement personnel* in a properly labeled folder

Approved by:

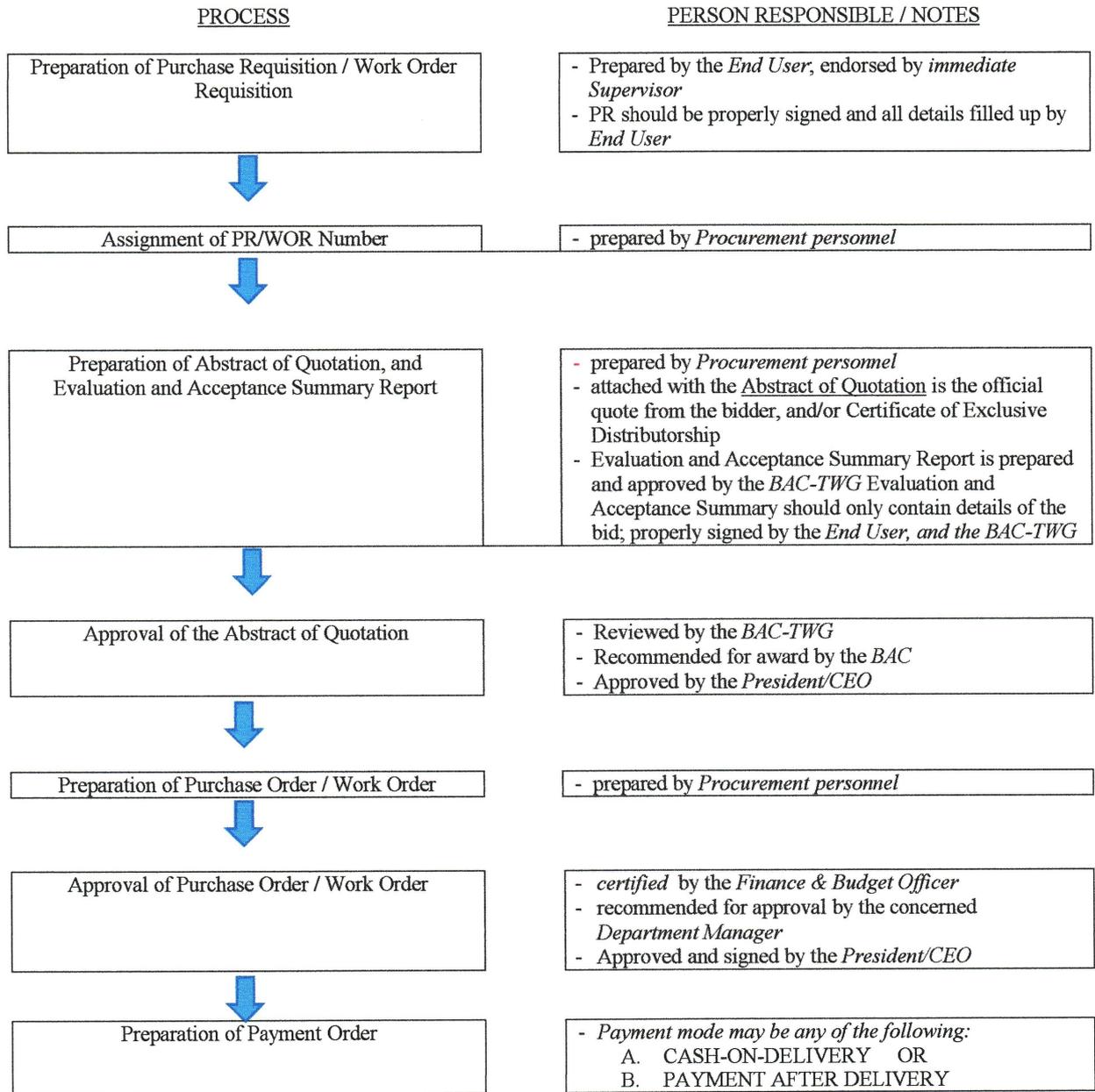
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2) Alternative Modes of Procurement
b) Direct Contracting





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Quality Procedure

Procurement

A) CASH-ON-DELIVERY

Preparation of Payment Order

- prepared by *Procurement personnel*
- preparation of Payment Order through "Cash Advance"
- Request for Payment *shall* be accompanied by duplicate copies of PR, *AOQ*, and EVACS, PO/WO
- *Procurement personnel shall* advise the awardee for date of delivery (to coincide with the release of check payment)

Processing of Payment Order

- prepared by *concerned FAD personnel*

Receipt of Delivery and Preparation of Receiving Report

- received and prepared by *Procurement personnel*
- signed by the *Warehouse/Property Officer*
- verified by a *FAD Representative*
- inspected and accepted by the *End User*
- for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.

Safekeeping of Documents

- related documents *shall* be filed by *Procurement personnel* in a properly labeled folder

B) PAYMENT AFTER DELIVERY

Receipt of Delivery and Preparation of Receiving Report

- received and prepared by *Procurement personnel*
- signed by the *Warehouse/Property Officer*
- verified by a *FAD Representative*
- inspected and accepted by the *End User*
- for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.

Preparation of Payment Order

- prepared by *Procurement personnel*
- Request for Payment *shall* be accompanied by duplicate copies of PR, *AOQ*, and EVACS, PO/WO, RR, and original copy of INVOICE/RECEIPT
- *Procurement personnel shall* keep a duplicate copy of INVOICE/RECEIPT in a properly labeled folder

Processing of Payment Order

- prepared by *concerned FAD personnel*

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Safekeeping of Documents

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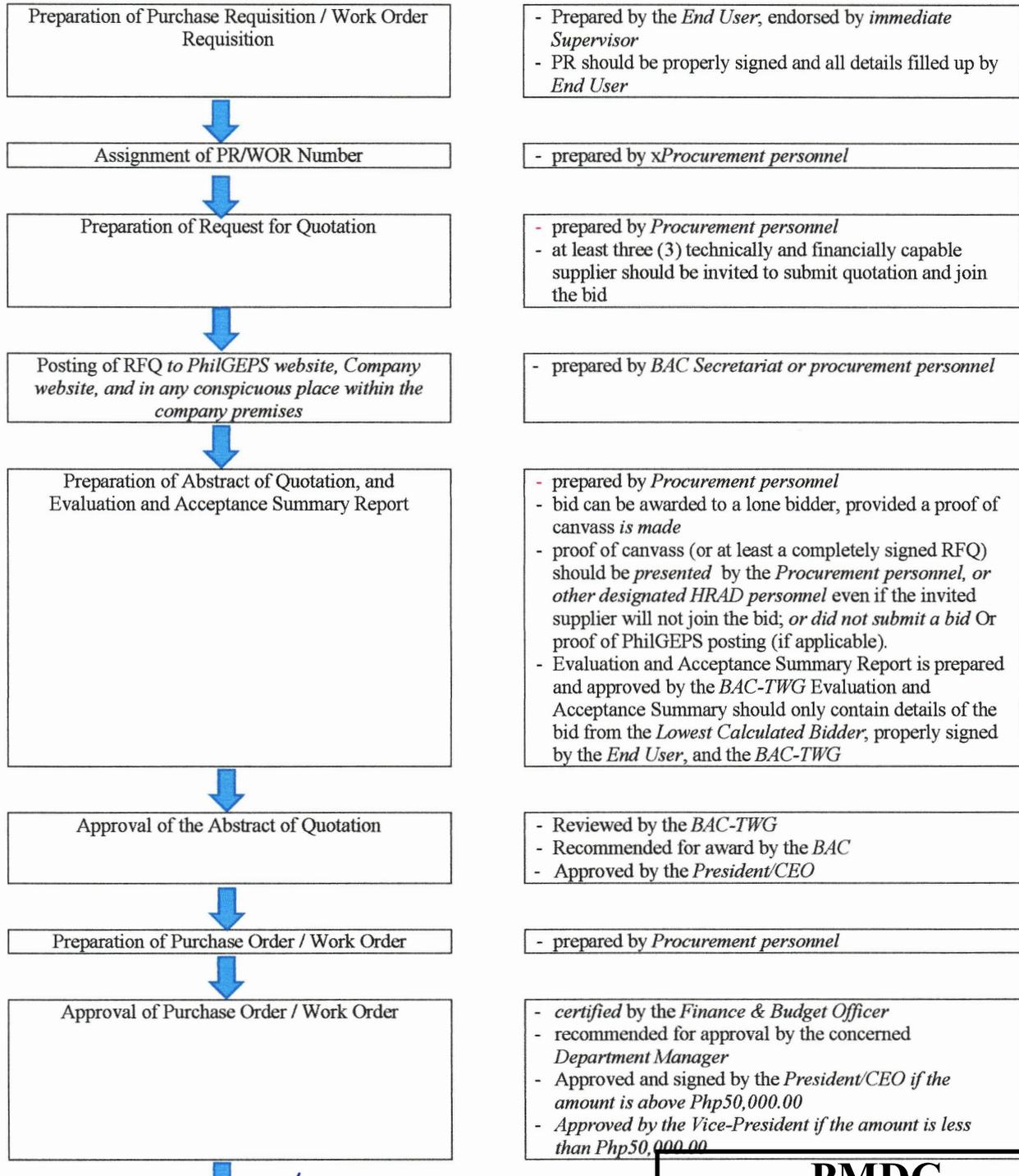
Approved by:  <u>Mary Ann P. Zarcilla</u> OIC - Vice President, Corporate Services	Date:	<div style="border: 2px solid black; padding: 10px; text-align: center;"> <p>PMDC</p> <p>UNCONTROLLED</p> <p>JUN 30 2025</p> <p>COPY</p> </div>
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2) Alternative Modes of Procurement

c) Negotiated Procurement - Small Value Procurement

PROCESS

PERSON RESPONSIBLE / NOTES



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Preparation of Payment Order

- *Payment mode may be any of the following:*
 - A. CASH-ON-DELIVERY OR
 - B. PAYMENT AFTER DELIVERY

A) CASH-ON-DELIVERY

Preparation of Payment Order

- prepared by *Procurement personnel*
- preparation of Payment Order through “Cash Advance”
- Request for Payment *shall* be accompanied by duplicate copies of PR, AOO, and EVACS, PO/WO
- *Procurement personnel shall* advise the awardee for date of delivery (to coincide with the release of check payment)

Processing of Payment Order

- prepared by *concerned FAD personnel*

Receipt of Delivery and Preparation of Receiving Report

- received and prepared by *Procurement personnel*
- signed by the *Warehouse/Property Officer*
- verified by a *FAD Representative*
- inspected and accepted by the *End User*
- for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.

Safekeeping of Documents

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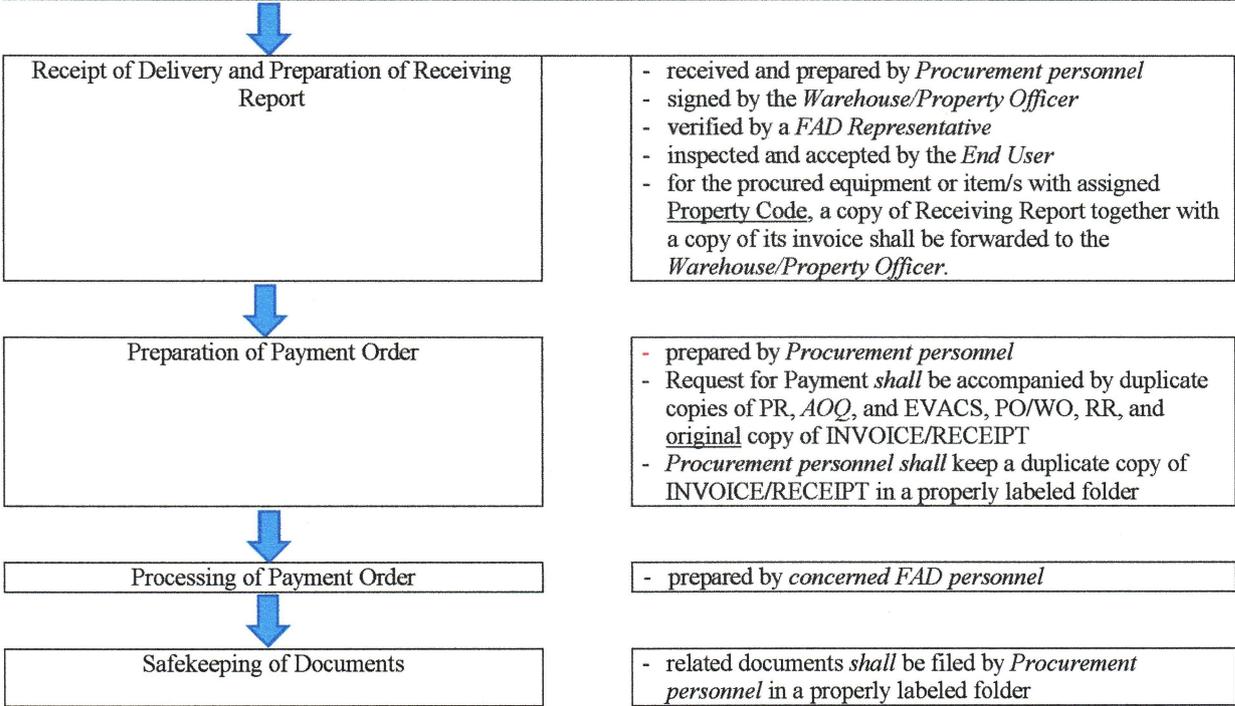
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B) PAYMENT AFTER DELIVERY



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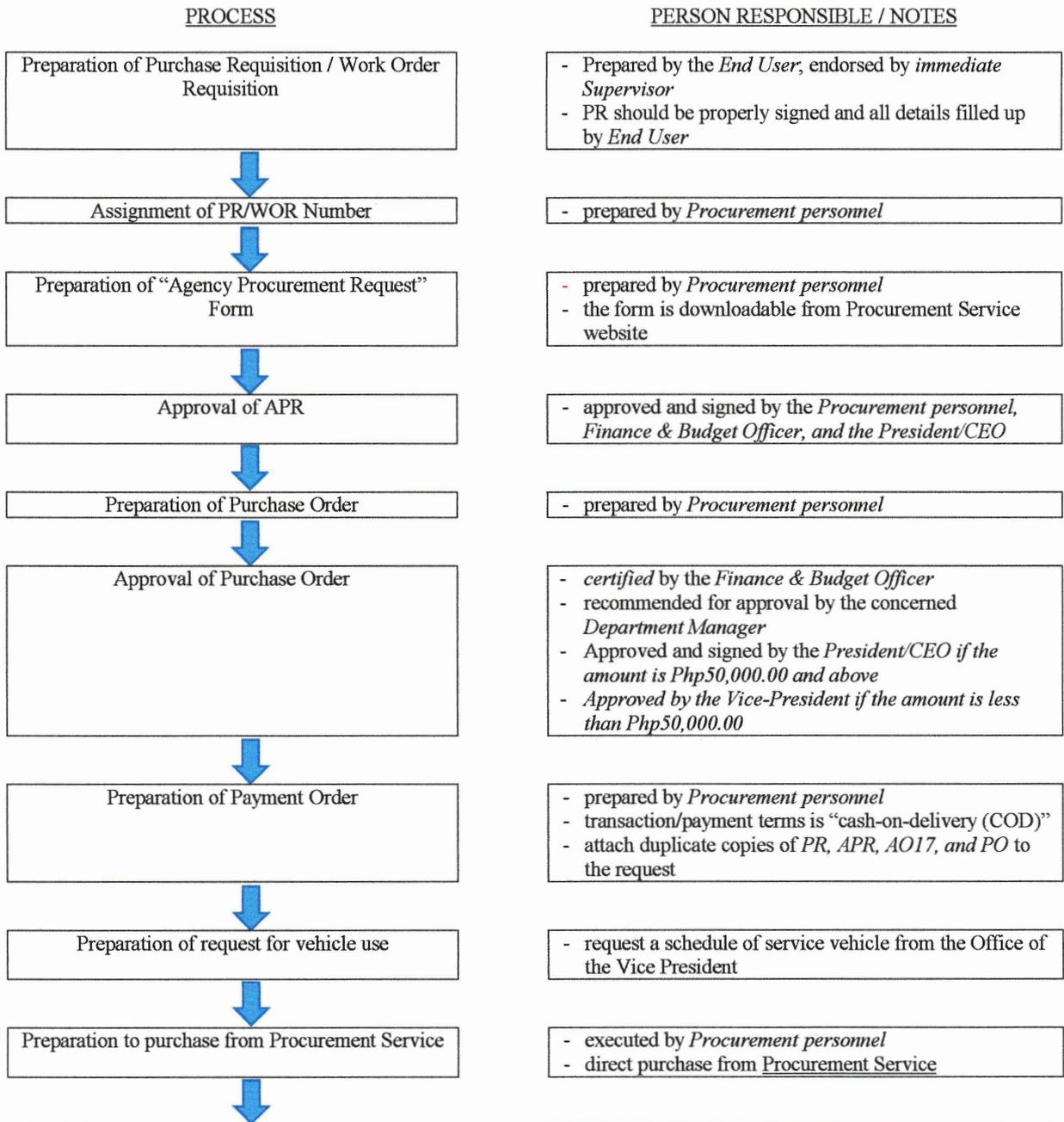
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3) Ordering of COMMON OFFICE SUPPLIES to Procurement Service

Administrative Order No. 17, July 28, 2011: Directing the Use of the Procurement Service and the Philippine Government Electronic Procurement System in the Procurement Activities in Accordance with Republic Act No. 9184, and Improving the Operation of the Procurement Service



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Preparation of Receiving Report

- received and prepared by *Procurement personnel*
- signed by the *Warehouse/Property Officer*
- verified by a *FAD Representative*
- inspected and accepted by the *End User*
- for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.



Safekeeping of Documents

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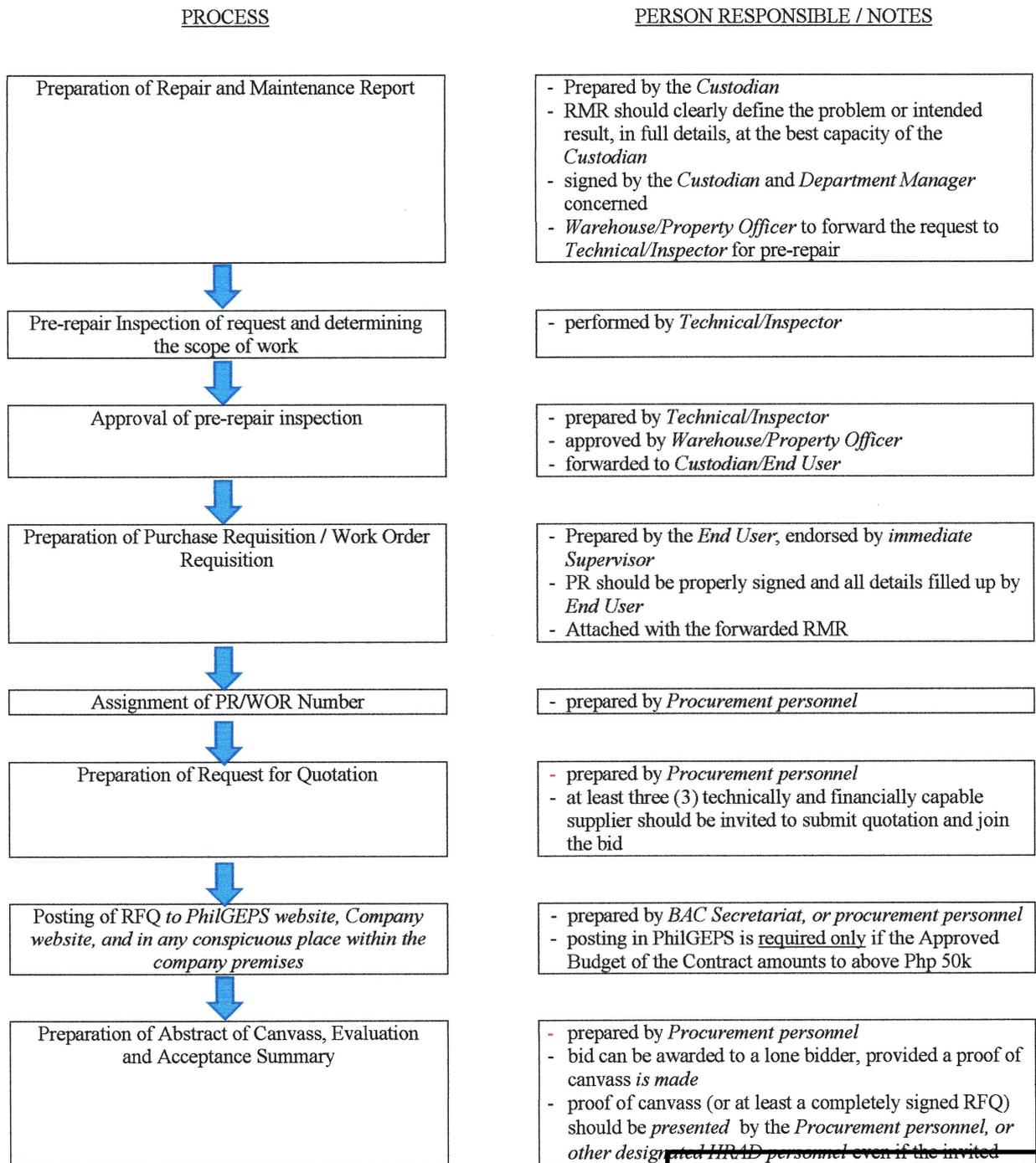
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4) PROCUREMENT of GENERAL SUPPORT SERVICES

4.1) For Repair and/or Maintenance of Equipment/Machinery



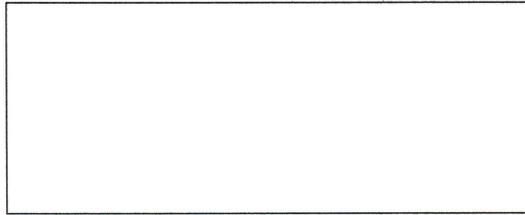


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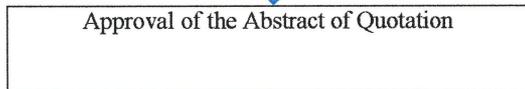
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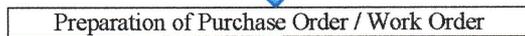
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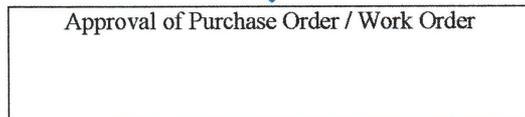
supplier will not join the bid; or did not submit a bid Or proof of PhilGEPS posting (if applicable).
 - Evaluation and Acceptance Summary Report is prepared and approved by the *BAC-TWG* Evaluation and Acceptance Summary should only contain details of the bid from the Lowest Calculated Bidder, properly signed by the *End User*, and the *BAC-TWG*



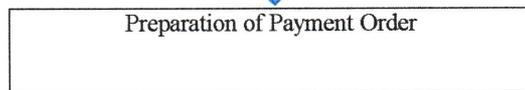
- Reviewed by the *BAC-TWG*
 - Recommended for award by the *BAC*
 - Approved by the *President/CEO*



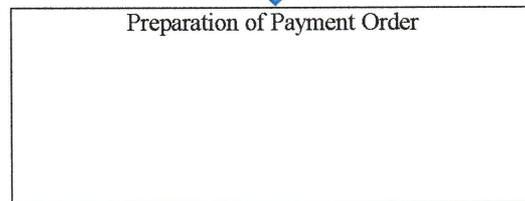
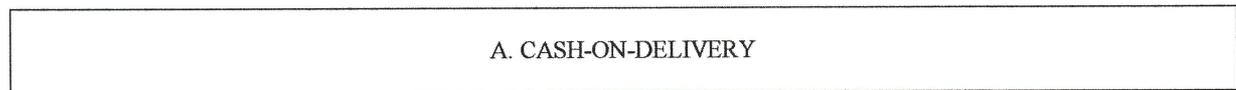
- prepared by *Procurement personnel*



- certified by the *Finance & Budget Officer*
 - recommended for approval by the concerned *Department Manager*
 - Approved and signed by the *President/CEO*



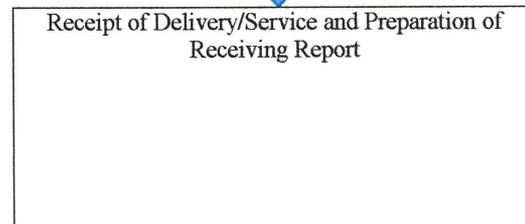
- *Payment mode may be any of the following:*
 A. CASH-ON-DELIVERY OR
 B. PAYMENT AFTER DELIVERY



- prepared by *Procurement personnel*
 - preparation of Payment Order through "Cash Advance"
 - Request for Payment shall be accompanied by duplicate copies of PR, RMR, AOQ, and EVACS, PO/WO
 - *Procurement personnel shall* advise the awardee for date of delivery (to coincide with the release of check payment)



- prepared by *concerned FAD personnel*



- received and prepared by *Procurement personnel*
 - signed by the *Warehouse/Property Officer*
 - verified by a *FAD Representative*
 - inspected and accepted by the *End User*
 - for the procured equipment or item/s with assigned Property Code, a copy of Receiving Report together with a copy of its invoice shall be forwarded to the *Warehouse/Property Officer*.

Approved by: 
Mary Ann P. Zarcilla
 OIC - Vice President, Corporate Services

Date:

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Quality Procedure

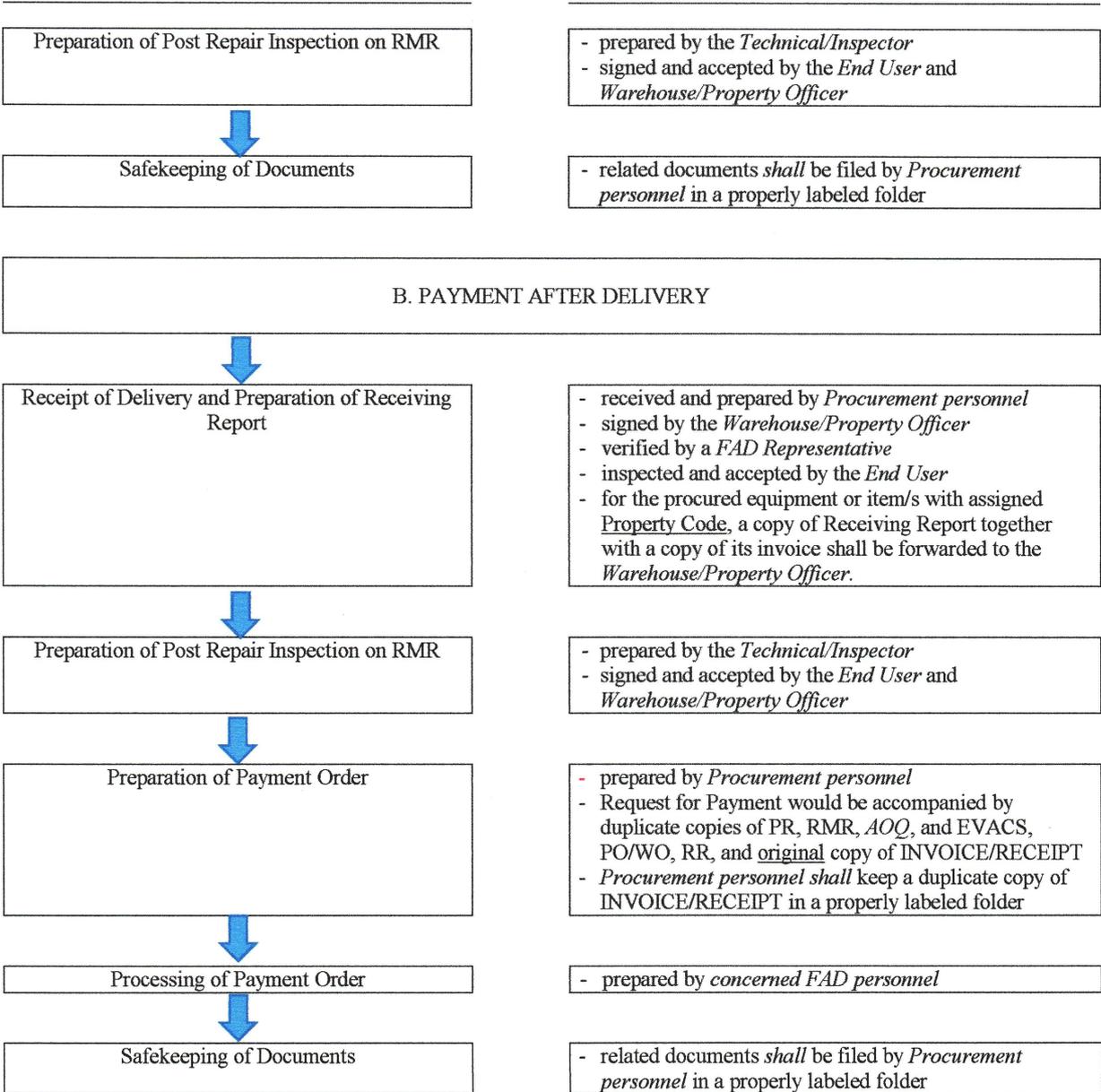
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4) PROCUREMENT of GENERAL SUPPORT SERVICES

4.2) Other Support Services

PROCESS

PERSON RESPONSIBLE / NOTES

Preparation of Purchase Requisition / Work Order Requisition

- Prepared by the *End User*, endorsed by *immediate Supervisor*
- PR should be properly signed and all details filled up by *End User*
- PR should specify all the requirements for the requested service clearly in the "Terms of Reference" or "Scope of Work"
- If PR/WOR is for the continuation of a service where the contract is about to expire or has expired, the said PR/WOR should be accompanied by a Service Evaluation Report (SER)
- The SER is to be accomplished by the employee-in-charge of the procured service, and noted by his/her immediate supervisor/manager

Assignment of PR/WOR Number

- prepared by *Procurement personnel*

Preparation of Request for Quotation

- prepared by *Procurement personnel*
- at least three (3) technically and financially capable suppliers should be invited to submit quotation and join the bid
- if the SER indicated a favorable evaluation on the current or more recent service provider, the latter shall be considered as one of the three (3) suppliers for the canvass; if evaluation of service is not favorable, said service provider shall no longer be considered in the canvass

Posting of RFQ to *PhilGEPS website, Company website, and in any conspicuous place within the company premises*

- prepared by *BAC Secretariat or procurement personnel*
- posting in PhilGEPS is required only if the Approved Budget of the Contract amounts to above Php 50k

Preparation of Abstract of Canvass, Evaluation and Acceptance Summary

- prepared by *Procurement personnel*
- bid can be awarded to a lone bidder, provided a proof of canvass *is made*
- proof of canvass (or at least a completely signed RFQ) should be *presented* by the *Procurement* personnel even if the invited supplier will not join the bid; *or did not submit a bid*; Or proof of PhilGEPS posting (whatever is applicable).
- Evaluation and Acceptance Summary Report is prepared and approved by the *BAC-TWG* Evaluation and Acceptance Summary should only contain details of the bid from the Lowest Calculated Bidder, properly signed by the *End User*, and the *BAC-TWG*

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OIC - Vice President, Corporate Services

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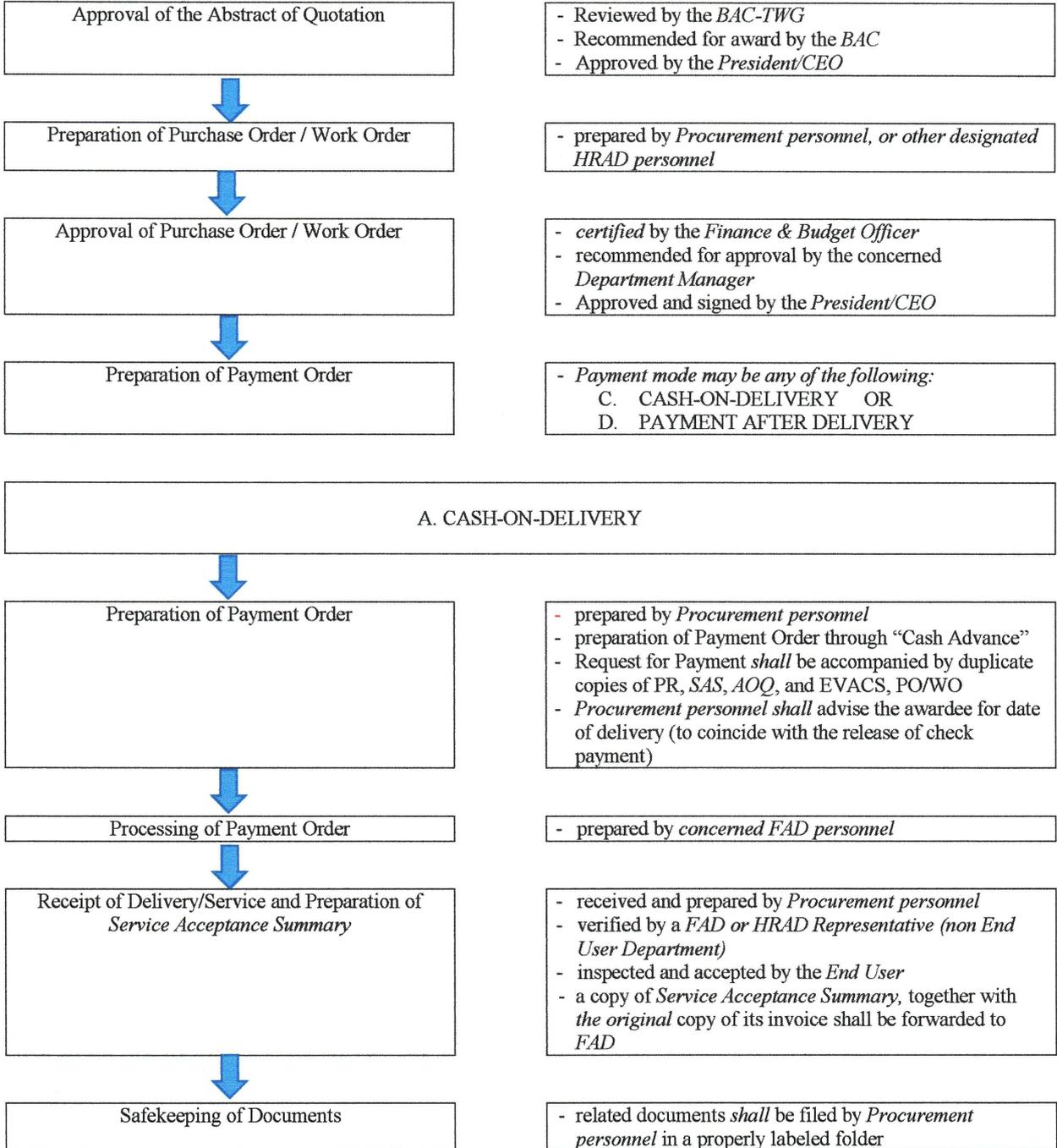


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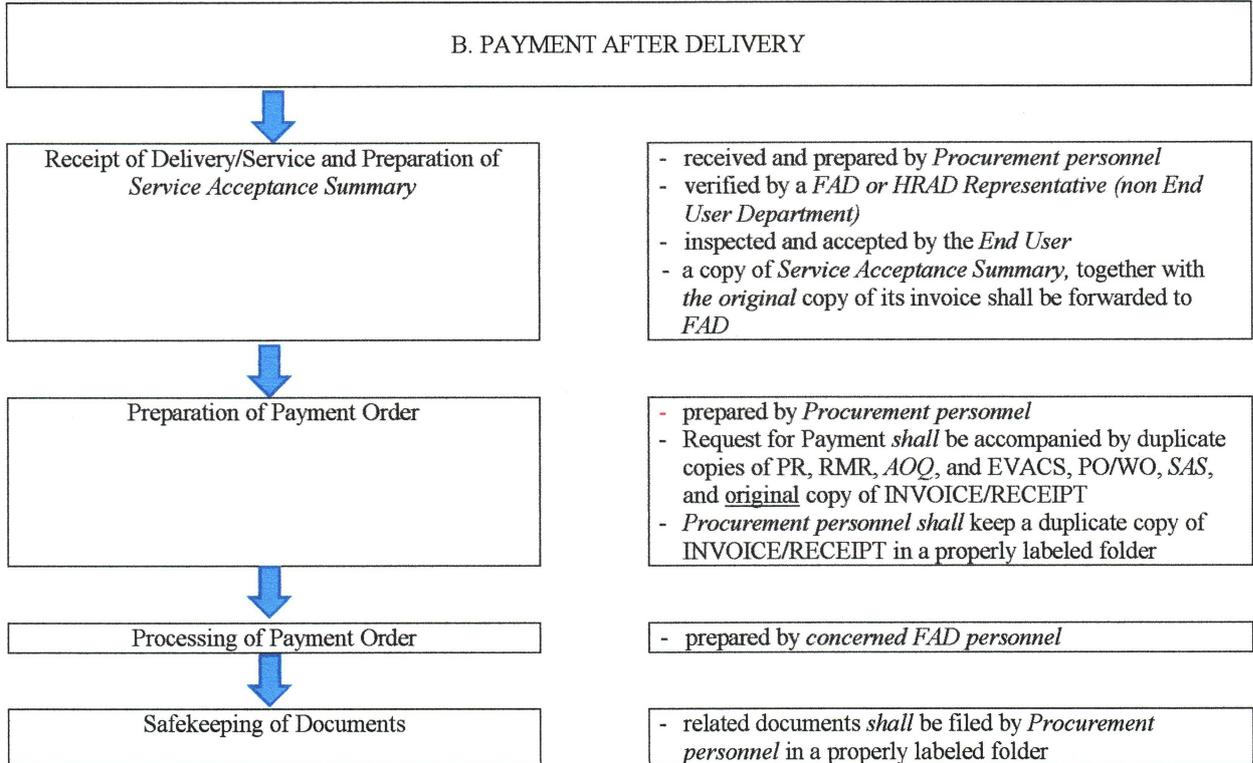
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B. PAYMENT AFTER DELIVERY



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IV. GUIDELINES

A. Filling up of Forms

a. Purchase Requisition

The details to the sections “Originating Department/Work Unit”, “Date Requested”, “Date Needed”, “Item No.”, “Item/Description”, “QTY”, “UM” (unit of measurement), “Remarks”, and “Purpose” must be provided and signed by the *End User*.

The specifications of purchase requisition must be completely detailed, up to the last characteristic of the specification needed by the end user (except for proprietary names, and brand name), and complete with justification (if necessary).

b. Work Order Requisition

The details of work to be done must be specified and attach a copy of the technical requirements of the work to be done.

c. Purchase Order

The purchase order must indicate the payment and delivery terms.

d. Work Order

The type of work to be done (i.e. lease, hauling/delivery, others) and the contract cost and payment terms must be indicated.

e. Request for Quotation

The Request for Quotation must prescribe the manner by which price quotations shall be submitted i.e., by sealed or open quotation, and the deadline for their submission.

Information relating to the examination, evaluation, and comparison of price quotations shall be kept confidential and should not be disclosed to any other party except to those officially concerned until award of the contract.

f. Service Evaluation Report

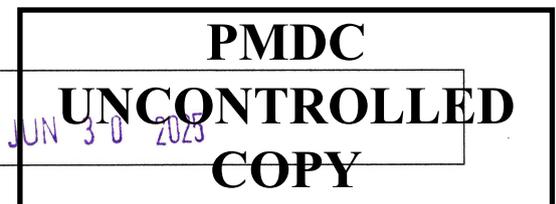
A report form that is accomplished by the employee-in-charge of the procured service immediately after the expiration of the service contract. The SER shall be used as basis whether the service provider can be considered for contract renewal after submission of a new bid proposal together with other service providers.

g. Service Acceptance *Summary*

A form that is accomplished by the employee-in-charge/End User, which shows the detailed summary and quality of the services done by the service provider and used as basis for payment.

Approved by: 
Mary Ann P. Zarcilla
 OIC - Vice President, Corporate Services

Date:



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B. Timelines

- a. For procurement of Regular Items: provided that there are no external factors beyond the control of the *Procurement personnel*, the maximum number of working days to process the request is twelve (12) working days. Scope of the process starts from the receipt of approved Purchase Requisition up to the delivery of the item.
- b. For procurement of Non-regular Items: provided that there are no external factors beyond the control of the *Procurement personnel*, the maximum number of working days to process the request is twenty two (22) working days. Scope of the process starts from the receipt of approved Purchase Requisition up to the delivery of the item.
- c. For the procurement of Goods, Infrastructure, and Consulting Services thru competitive bidding, the provisions on each procurement activities provided in the R.A. 9184, also known as the “Government Procurement Reform Act”, shall be applied.

C. PhilGEPS Posting

Posting of all the Request for Quotation and awards in the PhilGEPS website (as well as the Company’s website, and at any conspicuous place in the premises of the Company) shall be mandatory on all methods of procurement except for Shopping and Small Value Procurement if the Approved Budget of Contract would equal to Fifty Thousand Pesos (Php50,000.00) and below (*GPPB Resolution No. 09-2009: Approving, by Referendum, the Guidelines for Shopping and Small-Value Procurement*).

Approved by:  <u>Mary Ann P. Zarcilla</u> OIC - Vice President, Corporate Services	Date:	PMDC UNCONTROLLED JUN 30 2025 COPY
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