1.0 REFERENCES

a. Revised Implementing Rules and Regulations of RA 9184;
b. PD 1445: Government Auditing Code of the Philippines;
d. Commission on Audit Circular 2012-001: Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions; and

2.0 OBJECTIVES

a. To ensure that procurement process complies with Laws, Rules and existing policies;
b. To identify the process to be undertaken as well as the minimum documentary requirements prior to the conduct of the procurement, either by public bidding or alternative methods of procurement.

To ensure that all purchases comply with the specified requirements, acquired from the right supplier and delivered at the right time.

3.0 SCOPE

This procedure covers receipt of the Purchase Request (PR) from the end-user to the award of contract or purchase order to the supplier/ contractor/ consultant.

Prepared by:

ARTURO R ESPOS JR
Jail Inspector
Chief, Procurement Section
Directorate for Logistics

Reviewed by:

ALLAN S IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau/
Quality Management Representative

Approved by:

DEOGRACIAS C TAPAYAN, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building a Safer Nation"
4.0 DEFINITION OF TERMS

a. **Annual Procurement Plan (APP)** – refers to the document that reflect the entirety of the procurement activities that will be undertaken by the Procuring Entity within the calendar year.

b. **Approved Budget for the Contract** - refers to the budget for the contract duly approved by the HoPE, as provided for in the General Appropriations Act (GAA), continuing, and automatic appropriations.

c. **Bids and Awards Committee (BAC)** – refers to the committee established in accordance with Rule V of the Revised IRR of RA 9184.

d. **End-user** – refers to the requesting office either the Directorate or Office.

e. **Market Study** – is a study that analyses market demand for a particular product or service. It analyses the activities in the market in regard to such influences as location, demand, and competition which may or may not affect the value of property, product or service.

f. **Purchase Order (PO)** – a form issued to the selected supplier indicating, among other information, the specifications, quantities, and agreed prices of property, supplies and materials to be purchased.

g. **Purchase Request (PR)** – a form used to request for the purchase of inventory or item/s that is/are not available on stock. The request shall be the basis of preparing the Purchase Order.

h. **Technical Specifications** - physical description of the goods or services, as well as the Procuring Entity’s requirements in terms of the functional, performance, environmental interface and design standard requirements to be met by the goods to be manufactured or supplied, or the services to be rendered.

i. **Terms of Reference (TOR)** - statement of the background, objectives, and purpose of a program, project, or proposal.

5.0 GENERAL GUIDELINES

a. No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto\(^1\).

b. No contract involving the expenditure of public fund shall be entered into unless there is an appropriation thereof for which the accounting official concerned shall certify that funds have been duly appropriated for the purpose and the amount

\[^1\text{Section 7.2 of the Revised IRR of RA 9184.}\]
necessary to cover the proposed contract for the fiscal year is available for expenditure\(^2\).

5.1 PROCEDURAL GUIDELINES:

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-user</td>
<td>1. Prepare Purchase Request (&quot;9.4&quot;) in three (3) copies which will be distributed as follows:</td>
</tr>
<tr>
<td></td>
<td>a. For appropriate action, later to be attached to the original Disbursement Voucher for the payment of purchased item/s.</td>
</tr>
<tr>
<td></td>
<td>b. Directorate for Logistics File.</td>
</tr>
<tr>
<td></td>
<td>c. Requisitioning Directorate/ Office File.</td>
</tr>
<tr>
<td></td>
<td>2. Prepare Technical Specifications/ Scope of Work/ Terms of Reference(^3) (&quot;9.5&quot;).</td>
</tr>
<tr>
<td></td>
<td>3. Prepare Market Study/ Detailed Cost Estimate/ Breakdown of ABC(^4).</td>
</tr>
<tr>
<td>Directorate for Logistics</td>
<td>4. Receipt of Purchase Request.</td>
</tr>
<tr>
<td></td>
<td>5. Verify whether the supplies/property/equipment in the Purchase request is included in the Annual Procurement Plan.</td>
</tr>
<tr>
<td></td>
<td>6. Review the Technical Specifications/ Scope of Work/ Terms of Reference to ensure that it is in accordance with Section 18(^5) of the Revised IRR of RA 9184 and assist the End-User if necessary.</td>
</tr>
</tbody>
</table>

FOR REQUEST INCLUDED IN THE APP

| Directorate for Logistics  | 1. Route the Purchase Request, together with the Technical Specifications/ Scope of Work/ Terms of Reference and Market Study, to the Command Group for the Approval of the Chief, BJMP. |
|                            | 2. Secure Certificate of Availability of Funds from the Directorate for Comptrollership and/or Accounting Service Office however, procurement process may commence prior to issuance of the CAF\(^6\). |
3. Upon the approval of the PR, together with the Technical Specifications/ Scope of Work/ Terms of Reference, the procurement process in accordance with the Revised IRR of RA 9184 shall commence.

4. Notice of Award shall be issued only upon the issuance of Certificate of Availability of Funds.

**FOR REQUEST NOT INCLUDED IN THE APP**

<table>
<thead>
<tr>
<th>Directorate for Logistics</th>
<th>1. Mark the request with &quot;Not Included in APP&quot; and return it to the requesting office and advised them to revised their request into Completed Staff Work (CSW) format.</th>
</tr>
</thead>
<tbody>
<tr>
<td>End User</td>
<td>2. Shall prepare a completed staff work (&quot;9.6&quot;) of the request together with the PR, Technical Specifications/ Scope of Work/ Terms of Reference and Market Study for submission to Directorate for Logistics.</td>
</tr>
<tr>
<td>Directorate for Logistics</td>
<td>3. Review the Technical Specifications/ Scope of Work/ Terms of Reference to ensure that it is in accordance with the Section 18 of the Revised IRR of RA 9184 and assist the End-User if necessary.</td>
</tr>
<tr>
<td></td>
<td>4. Forward the request to the Directorate for Comptrollership for issuance of the Certificate of Availability of Funds.</td>
</tr>
<tr>
<td>Directorate for Comptrollership</td>
<td>5. If there is no fund/ appropriation intended for the requested supply/ property/ equipment/ service. Return the request to the Requesting Office.</td>
</tr>
<tr>
<td></td>
<td>6. If there is fund available, issue the Certificate of Availability of Funds and route the CSW to the Command Group for Approval of the Chief, BJMP.</td>
</tr>
<tr>
<td>Directorate for Logistics</td>
<td>7. Upon approval of the request, the conduct of procurement process in accordance with the Revised IRR of RA 9184 shall commence.</td>
</tr>
<tr>
<td></td>
<td>8. Notice of Award shall be issued only upon the issuance of Certificate of Availability of Funds.</td>
</tr>
</tbody>
</table>

**IN CASE OF FAILED BIDDING.**

| Directorate for Logistics | 1. Inform the requesting office thru writing of the failure of bidding. |
End – User Unit

2. With the assistance of the Directorate for Logistics, shall conduct review of the Technical Specifications/ Scope of Work/ Terms of References as well as the ABC7.

3. Submit Revised Purchase Request, Technical Specifications/ Scope of Work/ Terms of References.

Directorate for Logistics

4. If additional fund is needed, submit the revised PR to the Command Group for approval8 and secure Certificate of Availability of Fund from the Directorate for Comptrollership and/or Accounting Service Office however, procurement process may commence prior to issuance of the CAF9.

5. Upon approval of the PR, with its Technical Specifications/ Scope of Work/ Terms of Reference, the conduct of procurement process in accordance with the Revised IRR of RA 9184.

6. Notice of Award shall be issued only upon the issuance of Certificate of Availability of Fund.

6.0 SEPARABILITY CLAUSE

In the event that any provision or part of this Guidelines be declared unauthorized or rendered invalid by a competent authority, those provision not affected by such declaration shall remain valid and effective.

7.0 REPEALING CLAUSE

All other existing issuances, which are inconsistent with this policy, are hereby rendered rescinded or modified accordingly.

8.0 EFFECTIVITy

This Memorandum Circular (MC) shall take effect fifteen (15) days from filing thereof at the University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292, otherwise known as the “Administrative Code of 1987.”

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7 Section 35.2 of the Revised IRR of RA 9184.
8 Section 35.3 of the Revised IRR of RA 9184.
9 Section 7 of RIRR of RA 9184 and GPPB Circular 02-2008.
9.0 ANNEXES

9.1 Procedural Guidelines on the Process Prior to the Conduct of Procurement Process
For Request Included in the APP

- End-user: Prepare and Submit Purchase Request (PR), Terms of Reference (TOR) and Market Study
  - DL: Receipt of PR, TOR and Market Study
  - b. Verify if included in APP
  - c. Review PR, TOR, Market Study

- DC & Accounting: Issue Certificate of Availability of Fund

- Issuance of Notice of Award, PO/Contract and NTP

- Conduct Procurement Process in Accordance with the RA 9184

- Approval of the Chief, BJMP

- Disapproved/Revised

- Return to End-user/DL

- See process for Request Not Included in APP

*Market Study – shall be the basis of the proposed ABC (Usually in the form of three (3) quotation from refutable supplier/company, Detailed Cost Estimate or Breakdown of ABC in case of Infra Consultancy*
9.2 Procedural Guidelines on the Process Prior to the Conduct of Procurement Process

For Not Included in the APP

- **End-user:** Prepare and Submit Completed Staff Work, Purchase Request (PR), Terms of Reference and Market Study (TOR) and Market Study*

- **DL:**
  - a. Receipt of CSW, PR, TOR and Market Study
  - b. Review PR, TOR, Market Study
  - c. Forward the Request to Directorate for Comptrollership to determine the availability of fund.

- **Funds Available:**
  - No: Return to End User
  - Yes:

- **DC:**
  - a. Issue Certificate of Availability of Fund
  - b. Route the CSW, PR and TOR to Command Group for Approval of the Chief, BJMP

- **Conduct Procurement Process in Accordance with the RA 9184**

- **Approval of the C, BJMP**
  - Disapproved/Revised
  - Returned to End-user/ DL

- **Issuance of Notice of Award, PO/Contract and NTP**

---

*Market Study – shall be the basis of the proposed ABC (Usually in the form of three (3) quotation from refutable supplier/company, Detailed Cost Estimate or Breakdown of ABC in case of Infra Consultancy*
9.3 Procedural Guidelines on the Process Prior to the Conduct of Procurement Process

In case of Failure of Bidding

**End User:**
- a. Conduct review of Technical Specifications/Scope of Work/Terms of Reference as well as ABC with the assistance of DL, as needed.
- b. Submit the Revised PR, TOR to DL

**Issuance of Notice of Award, PO/Contract and NTP**

**Conduct Procurement Process in Accordance with the RA 9184**

**Additional Fund needed?**
- Yes
- No

**Yes:**
- a. Route the Revised PR to the CG for Approval of the C, BJMP.
- b. Secure CAF

**No:**

**Approved**
- Approval of the C, BJMP

**Disapproved/Revised**
- Return to End-user/DL

Notice of Award shall not be issued without CAF but procurement process may commence even without it.

**DC & Accounting:** Issue Certificate of Availability of Fund
9.4 PURCHASE REQUEST FORM

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Unit</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Purpose:

Requested by: _____________________________  Approved by: _____________________________

Name ____________________________________________________________________________

Rank _____________________________________________________________________________

Director of the Directorate for _____________________________

Name ____________________________________________________________________________

Jail Director

Chief B/JMP
9.5 TERMS OF REFERENCE FORM

### TERMS OF REFERENCE

(As of <date of preparation &/or revision>)

<table>
<thead>
<tr>
<th>Name of the Project</th>
<th>(Supply and Delivery of)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Budget for the Contract</td>
<td>(Specify in words and in figures) (Specify the ABC of each lot, if applicable)</td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
<tr>
<td>A. Components (if a LOT/ System composed of various equipment e.g. Pistol with three (3) magazine) (as applicable).</td>
<td></td>
</tr>
<tr>
<td>B. Scope of Work (if SERVICES are required)</td>
<td></td>
</tr>
<tr>
<td>C. Technical Specifications for the item/s or each equipment of the item</td>
<td></td>
</tr>
<tr>
<td>Delivery Period</td>
<td>(Specify if how many calendar days from the receipt of Purchase Order/NTP/ Approval of Sample)</td>
</tr>
<tr>
<td>Delivery Place</td>
<td>Supply Accountable Office, 2nd Flr, BJMP National Headquarters, 144 Mindanao Ave., Project B, Quezon City (Specify if not in SAO)</td>
</tr>
<tr>
<td>Warranty Period/ Coverage of Warranty</td>
<td>(specify the number of years and months)</td>
</tr>
<tr>
<td>Other Requirements (Manual, Training, Post Qualification Testing, Presentation of Sample and etc)</td>
<td></td>
</tr>
</tbody>
</table>

**Prepared by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Designation</th>
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**Recommended by:**

| Name | Rank | Chief of Office/ Dir of Directorates |
9.6 COMPLETED STAFF WORK

MEMORANDUM

FOR: Jail Director
Chief, BJMP

SUBJECT: Request Allocation of Funds for ______________________

DATE: ______________________

REFERENCE(S):

a. ______________________

b. ______________________

ACTION REQUESTED:

1. For the Chief, BJMP to approve the allocation of funds intended for the procurement of ______________________ amounting to ______________________ Pesos (P________________) and to approve the inclusion of said procurement to the Annual Procurement Plan of the BJMP National Headquarters.

<table>
<thead>
<tr>
<th>ITEM/DESCRIPTION</th>
<th>QUANTITY</th>
<th>COST PER UNIT</th>
<th>TOTAL AMOUNT</th>
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</thead>
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</tbody>
</table>

JUSTIFICATION:

2. ______________________

3. ______________________

RECOMMENDATION:

4. Approval of action requested.

Requesting Director of Directorates:
/Chief of Offices:

Recommending Approval:

Director of the Directorate for Logistics

Director of the Directorate for Comptrollership

Chief Directorial Staff of the Jail Bureau

Deputy Chief for Operations of the Jail Bureau

Deputy Chief for Administration of the Jail Bureau

Approved/Disapproved:

Jail Director
Chief, BJMP

Prepared by:

ARTURO R ESPOS JR
Jail Inspector
Chief, Procurement Section
Directorate for Logistics

Reviewed by:

ALLAN S IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau/
Quality Management Representative

Noted by:

LEO P BALDON
Jail Chief Superintendent
Director, Directorate for Logistics

Approved by:

DEOGRAFIAS C TAPAYAN, CESE
Jail Director
Chief, BJMP

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