

**1.0 PURPOSE:**

This Policy outlines the processes required to properly manage the procurement of quality goods, in accordance with the conditions under the Implementing Rules and Regulations (IRR) of the Government Procurement Reform Act (R.A. 9184).

**2.0 SCOPE:**

The provisions of this Policy apply to Purchasing Division (PD), Office of the Executive Director (OED), and General Administrative Division (GAD).

**3.0 RESPONSIBILITIES:**

The Procurement Management Officer (PMO) is responsible for implementing and updating the procedures of this Policy.

**4.0 GENERAL GUIDELINES:**

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
4.1. The PMO in-charge receives bidding request from the Operations Manager.	Procurement Management Officer (PMO)	
4.2 Upon receipt of the request, prepares Request for Quotation (RFQ) and sends request to prospective bidders.		
4.3 Prepares matrix of the received quotations to include suppliers' price and last buying price.		
4.4 Forwards the matrix to Section Chief (SC) for review and initial.  SC forwards the initialed matrix to the Division Chief for signature and to the CMG Head for recommending approval.		
4.5 Receipt of the signed document		
4.6 Cashier receives Bid Security (in the form of cashier's/manager's check) and issues Official Receipt (OR) to the supplier.		



FRONTLINE SERVICE  
PROCUREMENT OF QUALITY GOODS  
(PURCHASING DIVISION)

ANNEX 5  
Page 2 of 6  
PS-QMSP-005

PMO receives photocopy of OR.		
4.7 Files the submitted Bid Security which serves as required attachment, awaiting the pertinent signed documents for transmittal.	Procurement Management Officer (PMO)	
4.8 Encodes corresponding UNSPSC of items in FACT and Microsoft AX System.		
4.9 Prepares Purchase Order (PO) with pertinent documents and routing slip.		
4.10 Forwards the PO to Assistant Division Chief to review its correctness of PO which will be initialed by the PD–Chief.		

**5.0 RELATED PROCEDURES:**

Relate with Procedure on Procurement of Goods and Purchase Order (PO) Preparation



FRONTLINE SERVICE

PROCUREMENT OF QUALITY GOODS  
(PURCHASING DIVISION)

ANNEX 5

Page 3 of 6  
PS-QMSP-005

**6.0 EXHIBITS:**

- a) Standard Agency Procurement Request Form
  - 1. Request for Quotation (RFQ)



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**



June 02, 2016

**REQUEST FOR QUOTATION**

SIR/MADAM:

May we request your latest market price for the item/service (see attached form "Annex A"). Please be informed that your quotation shall only be used for price monitoring purposes.

For details, you may contact Mr. Karlou M. Borja at 689-7750 loc 4021 or 563-9361. Kindly send your reply thru fax or email your quotation at [kmborja@procurement-service.gov.ph](mailto:kmborja@procurement-service.gov.ph)

We shall appreciate receiving your response the soonest possible time.  
Thank you.

Very truly yours,

**JORGE L. MENDOZA III**  
OIC, Planning Division



**FRONTLINE SERVICE**  
**PROCUREMENT OF QUALITY GOODS**  
**(PURCHASING DIVISION)**

ANNEX 5  
 Page 4 of 6  
 PS-QMSP-005

2. PS/Reply Action Document
3. Market Survey/Price Monitor

PROCUREMENT SERVICE PURCHASING DIVISION <b>MARKET SURVEY / PRICE MONITOR</b> SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENT FOR THE DEPARTMENT OF HEALTH										
ITEM DESCRIPTION	AGENCY PROCUREMENT REQUEST				AMOUNT PER UNIT (net of 4% SC)	TOTAL	LOCAL DEALERS (PRICE PER UNIT)			RECOMMENDED ABC
	NO.	QTY	AMOUNT PER UNIT	TOTAL						
<b>1 Uninterruptible Power Supply</b> 2 KVA Line Interactive Default Voltage Range: 230 VAC Operating Frequency: 50 - 60 Hz Efficiency: 95% Normal Mode Output Voltage Regulation: 230V ± 10% Automatic Voltage Stabilizer (AVR): Buck/Boost Type: Sealed lead Acid (Maintenance Free) Back Up time: 3 minutes at full load, 8 minutes at half load Hot Swappable battery Number at back-up outlet - 4 sockets LED Display for UPS On, UPS Battery Overload Audible alarm  Includes CD with Software, cored management straps warranty at least one (1) year on parts and service on site		28 units	15,000.00	420,000.00	14,423.08	P 403,846.15	1,226,400.00 @ 43,800.00	761,600.00 @ 27,200.00	no quote	P 403,844.00 @ P 14,423.00
	16-00228	1 unit	10,000.00	10,000.00	9,615.38	P 9,615.38	no quote	15,000.00	no quote	P 9,600.00
<b>2 Network Switch (Unmanaged)</b> 8 ports 10/100/1000 mbps switch Auto negotiation & auto sensing QoS traffic prioritization Up to 1000Mbps in full duplex operation With support for half and full duplex speeds Plug and play installation Can be wall or rack mounted Power savings features With external power adapter 220VAC With one (1) year warranty on parts and services		7 units	5,000.00	35,000.00	4,807.69	P 33,653.85	14,700.00 @ 2,100.00	10,675.00 @ 1,525.00	no quote	P 10,675.00 @ P 1,525.00
<b>3 Wireless Presenter</b> Infrared Laser Pointer (2.4GHz frequency) USB 2.0 interface plug and play Windows vista, 7 & 8, MS Powerpoint & Open Office Impress compatibility Operating distance of at least 12 meters With batteries included Control features: PageUp/ Page Down Wireless Mouse With one (1) year warranty										

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Recommended by: \_\_\_\_\_ Approved by: \_\_\_\_\_

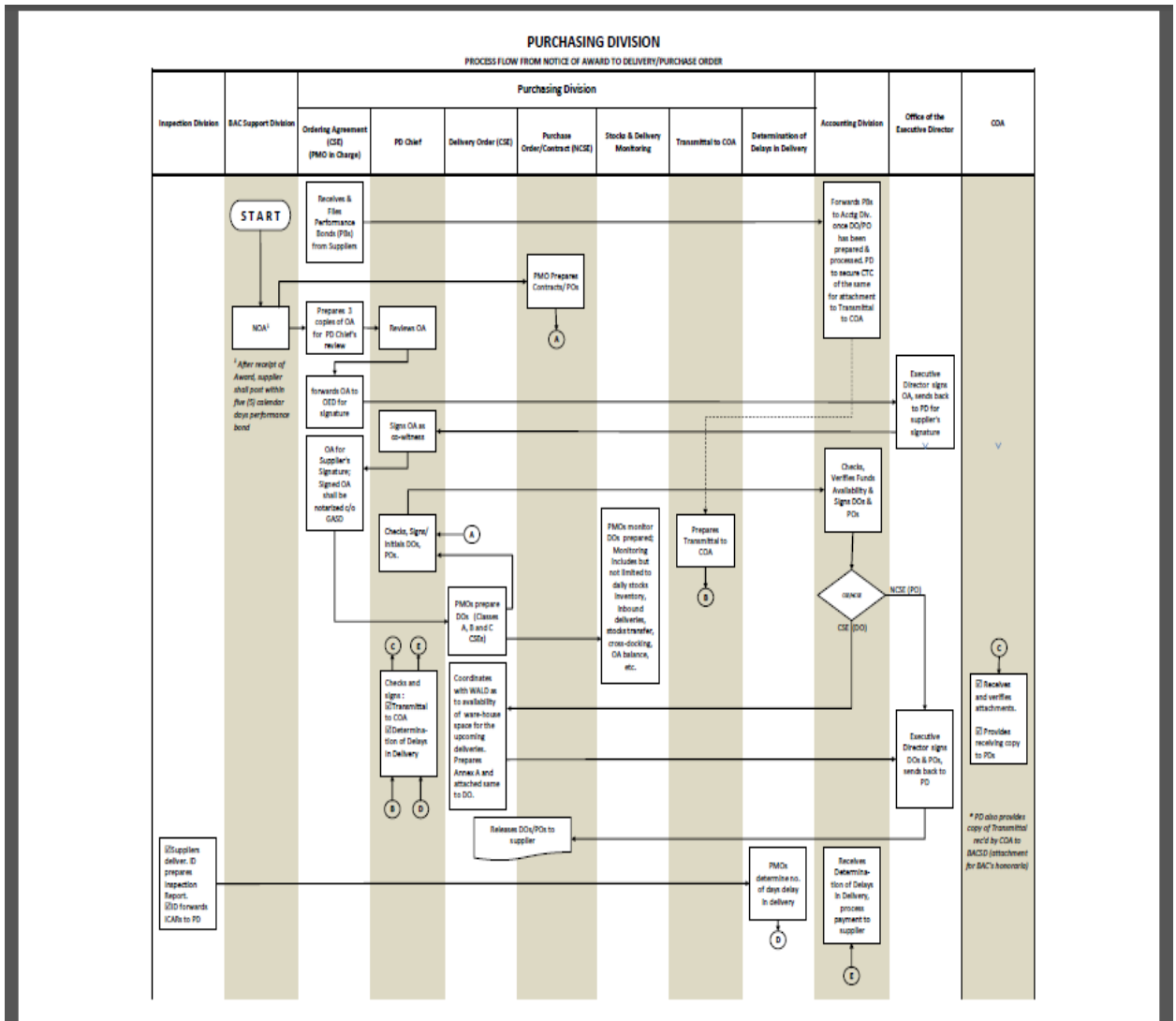
PMO In-charge: \_\_\_\_\_ Officer-in-Charge, Purchasing Division: \_\_\_\_\_ Officer-in-Charge, Contract Management Group: \_\_\_\_\_ Executive Director: \_\_\_\_\_

Page 1 of 1



**FRONTLINE SERVICE**  
**PROCUREMENT OF QUALITY GOODS**  
**(PURCHASING DIVISION)**

b) Process Flow





FRONTLINE SERVICE  
PROCUREMENT OF QUALITY GOODS  
(PURCHASING DIVISION)

ANNEX 5  
Page 6 of 6  
PS-QMSP-005