



MEMORANDUM CIRCULAR
No. 17 series of 2019

TO : ALL CONCERNED/END-USERS IN NBP/CIW

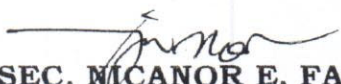
SUBJECT : REVISED PROCEDURE IN MAKING A PURCHASE FOR GOODS AND SERVICES (NBP/CIW)

DATE : 14 JUNE 2019

Attached for your information, guidance and dissemination is a copy of the **Revised Guidelines for the Procedure in Making a Purchase Request for Goods and Services in New Bilibid Prison and Correctional Institution for Women dated 14 June 2019** reflecting amendments on Section VI.1 -5 re: process for approval of Purchase Requests that are included in the APP to read as follows:

From	To
1. Upon receipt of the submitted PR, the Supply Section shall indicate the PR number and shall concur the DF upon review of its complete required attachments as mentioned in section v.1;	1. Upon receipt of the submitted PR, the Supply Section shall indicate the PR number and check the completeness of the required attachments as mentioned in Sect. V.1;
2. The Supply Section shall forward the PR and its attachments to the Finance Division within one (1) calendar day;	2. If the supporting documents are present, the PR shall be forwarded to the BAC, thru the BAC Secretariat for the commencement of the procurement process;

This guideline shall take effect immediately upon widest dissemination in NBP and CIW and posting on BuCor Website.


USEC. NICANOR E. FAELDON
Director General



REVISED GUIDELINES FOR THE PROPER PROCEDURE IN MAKING A PURCHASE REQUEST FOR GOODS AND SERVICES (NBP/CIW)

I. REFERENCES

- a. Memorandum Circular dated 20 October 2017 re: Workshop on How to Do Canvassing/Market Study and Drafting of a Purchase Request for the Projects Included in the Annual Procurement Plan;
- b. Memorandum Circular No. 18 series of 2017 required attachments on purchase request;
- c. Republic Act 9184 "Government Procurement Reform Act" and its 2016 Revised Implementing Rules and Regulations as Amended;

II. PURPOSE

This policy aims to (1) promote efficiency in procurement; (2) minimize errors in procurement; and (3) standardize the procedure in making a purchase request in New Bilibid Prison and Correctional Institution for Women.

III. DEFINITION OF TERMS

- | | | |
|---|---|---|
| Procuring Entity (PE) | - | refers to the New Bilibid Prison and Correctional Institution for Women |
| Annual Procurement Plan (APP) | - | refers to a document prescribed by the Government Procurement Policy Board where all the projects to be procured and methods of procurement to be utilized by the Procuring Entity are indicated, duly approved by the Head of Procuring Entity (HOPE) upon recommendation of the Bids and Awards Committee (BAC) |
| Project Procurement Management Plan (PPMP) | - | refers to a document prepared by the end-user/Project Management Officer (PMO/implementing unit or office, containing specific plans, activities, and projects needed in its operations |
| Direct contracting | - | refers to the mode of procurement by which goods |

to be procured are of propriety nature, critical components from specific supplier or exclusively manufactured and sold by a single dealer.

- Branding** - refers to reference to brand names; prohibited by law under Section 18 of Republic Act 9184 and its IRR, as amended
- Technical specification** - refers to the specification of the item/product to be procured
- End-user** - the Project Management Officer in charge of planning, implementation and evaluation of a particular project

IV. ROLE OF END-USER IN THE PROCUREMENT SYSTEM

- a) Be recognized provisional member of BuCor Bids and Awards Committee in all meetings/conferences especially during the Submission and Bid Opening
- b) Act As main stakeholder in the procurement of specific project
- c) Prepares Purchase Request in consonance with the approved PPMP and APP
- d) Secures availability of funds for the project
- e) Signs BAC Resolution
- f) Monitors overall status of the project procurement

V. REQUIRED ATTACHMENTS IN MAKING A PURCHASE REQUEST (PR)

v.1. For projects Included in the Annual Procurement Plan

In consonance with the approved PPMP/APP, **all end-users/implementing unit or office** shall prepare their Purchase Request (**ANNEX A**) with the following attachments:

- a) Certificate of availability of funds from Finance Division (**ANNEX B**)
- b) certification of sole distributorship for direct contracting (**ANNEX C**)
- c) Copy of the Annual Procurement Plan posted at BuCor website
- d) Disposition Form (DF) (**ANNEX D**) signed by the Head of Office

v.2 For projects not included in the Annual Procurement Plan (For cases of emergency or necessity)

- a) Certificate of availability of funds from Finance Division (**ANNEX B**)

- b) Certification of sole distributorship (for direct contracting) **(ANNEX C)**
- c) Disposition Form (DF) **(ANNEX D)** signed by the Head of Office
- d) Certification of emergency purchase **(ANNEX E)**
- e) Certificate of confirmation of emergency **(ANNEX F)** which shall be signed by the Superintendent of NBP/CIW for Five Million and below or Officer-in-Charge/Director General of BuCor for Five Million and above)
- f) Certification from IT Center (for IT equipment/CCTV) or General Services Section (for agro-machineries) that the unit/equipment for replacement can no longer be repaired

v.3 For Repairs and Maintenance of Equipment

- a) Certification that the equipment is no longer covered by a warranty

VI. PROCESS FOR APPROVAL OF PR (PROJECTS INCLUDED IN APP)

1. Upon receipt of the submitted PR, the Supply Section shall indicate the PR number and check the completeness of the required attachments as mentioned in Sect. V.1;
2. If the supporting documents are present, the PR shall be forwarded to the BAC, thru the BAC Secretariat for the commencement of the procurement process;
3. The Finance Division upon concurrence on the DF shall forward the PR and its complete attachments to the Office of Deputy Director General for Operations (ODDGO) within one (1) calendar day;
4. The ODDGO upon concurrence on the DF shall forward the PR and its attachments within one (1) calendar day to the Office of Director General (ODG) for approval;
5. The ODG shall forward the approved PR and its attachments to the Bids and Awards Committee for the commencement of the procurement process.

VII. PROCESS FOR APPROVAL OF PR (EMERGENCY CASE, PROJECT NOT INCLUDED IN THE APP)

1. Upon receipt of the submitted PR, the Chief, Supply Section shall indicate the PR number and concurrence on the DF upon review of its complete attachments as mentioned in **section v.2** and shall forward the same to the Finance Division for the issuance of certificate of availability of funds;
2. The Chief, Finance Division upon concurrence on the DF shall forward the PR and its complete attachments to the Bids and Awards Committee for the issuance of Supplemental Annual

Procurement Plan (SAPP) and corresponding BAC Resolution within one (1) calendar day;

3. The Bids and Awards Committee shall forward the PR and its complete attachments to the Office of Deputy Director General for Operations (ODDGO) within three (3) calendar days;
4. The ODDGO upon concurrence on the DF shall forward the PR and its complete attachments to the Office of Director General (ODG) day for approval of the PR, Supplemental APP and BAC Resolution within one (1) calendar day;
5. The ODG shall forward the approved documents to the Bids and Awards Committee for the commencement of the procurement process.

VIII. OTHER PROVISIONS

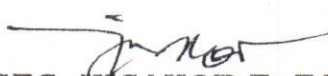
1. Branding is prohibited.
2. There should be one (1) purchase request per project to avoid splitting of contracts.
3. Always use the principle of check and balance.

IX. REPEALING CLAUSE

All orders, decrees, including rules and regulations inconsistent herewith are hereby repealed and/or modified accordingly.

IX. EFFECTIVITY CLAUSE

This guideline shall take effect immediately upon widest dissemination in NBP and CIW and posting on BuCor Website.


USEC. MICANOR E. FAELDON
X Director General

Bureau of Corrections	
RECORDS SECTION	
Received Dispatched	
Time: 9:32	9:00
Date: 6-18-19	6-18-19
Signature: J	U