

DEPARTMENT / DIVISION/ Office	AFMS / MSD / PROCUREMENT OFFICE						
PURPOSE	To ensure timely and correct procurement of goods and services						
Functional OBJECTIVE	To purchase items as per the requirements of the end-user						
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Oppourtunities
PROCUREMENT OF GOODS AND SERVICES	RA 9184;	ABC, RFQ, Abstract of Canvass, BAC Resolution, Purchase Order	Canvasser, Procurement Officer, BAC Members, HOPE, Executive Director, Chief Accountant	Erroneous technical specifications / incomplete technical specifications indicated Failure on posting / no quotations received Incomplete documents submitted by end-user Non-competitive price of the item Requested item not purchased on time	Complaints from end-user, non-acceptance of end-user, non-delivery of items / no purchase made, delay in procurement process due to return of documents, no quotations, hampered project activity	Provides accurate specification for each requested items to be purchase from end-user Review of technical specifications Return documents to end-user with notation on lacking documents Sending of RFQ to minimum of ten suppliers Competitive pricing	Positive Feedback

DEPARTMENT / DIVISION/ Office	BIDS AND AWARDS COMMITTEE / BAC SECRETARIAT						
PURPOSE	To ensure compliance with RA 9184 in procurement of goods and services/infrastructure/consultancy through competitive bidding						
Functional OBJECTIVE	To purchase items as per the requirements of the end-user thru competitive bidding						
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Oppourtunities
PROCUREMENT OF GOODS AND SERVICES THROUGH COMPETITIVE BIDDING	RA 9184	Technical Specifications/Terms of Reference, ABC, Invitation to Bid, PHILGEPs Posting, BAC Resolution, Notice of Award, Notice to Proceed, Contract	Canvasser, Procurement Officer, Technical Working Group, BAC Memebres, BAC Secretariat, HOPE, Legal Division	Prone to complaints and filing of cases Erroneous technical specifications / incomplete technical specifications indicated Non-competitive price of the item Failure of bidding / no bidders Grant of project to lowest bidder but quality of item is incomplete documents submitted by bidder Non-delivery of item in schedule provided	Delay in project schedule, non-delivery of item, no suppliers, additional bidding cycle with the minimum period of one month	Ensure complaine with RA 9184; competitive pricing of goods, posting of ITB on conspicuous places and inviting more prospective bidders, reiterate requirements from the checklist, penalize suppliers/blacklist suppliers who are non-compliant	Positive Feedback