

Process: Support Process - Procurement under Shopping/Small Value Procurement (SVP)

Department/Division: Procurement Office

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	Efficient and correct preparation of documents/requirements related to the conduct of shopping/small value procurement	No. of Prurchase Request No. posted	100% of all procurement projects	Technical Working Group	within prescribed period	Technical Specifications/Terms of Reference	after procurement activity	
		Preparation of Approved Budget of Contract (ABC)	100% of all procurement projects	Technical Working Group	within prescribed period	Approved Budget of the Contract	after procurement activity	
		No. of Request for Quotation (RFQ) prepared	100% of all procurement projects	Procurement Office	within prescribed period	Request for Quotation (RFQ)	after procurement activity	
		No. of Abstract of Canvass prepared	100% of all procurement projects	Procurement Office	within prescribed period	Abstract of Canvass	after procurement activity	
		No. of BAC Resolution prepared, recommended by the BAC Members, and approved/disapproved by the HOPE	100% of all procurement projects	Bids and Awards Committee / Procurement Office	within prescribed period	BAC Resolution (duly signed)	after procurement activity	
		No. of Purchase Order prepared	100% of all procurement projects	Bids and Awards Committee / Procurement Office	within prescribed period	Purchase Order (duly signed)	after procurement activity	
2	Timely Posting on Philippine Government Electronic Procurement System (PhilGEPS)	Posting of procurement project in the PhilGEPS for all procurement activity	100% of all procurement projects	Procurement Office	within prescribed period	Proof of PhilGEPS posting	after procurement activity	