

 <p>Santa Maria WATER DISTRICT</p>	<p>Procedure 04</p> <p><u>PURCHASING PROCEDURE</u></p>	<p>Date prepared : January 6, 2017 Date approved : January 10, 2017 Effectivity Date : January 11, 2017 Revision No. : 00 Revision Date : Control No. : PM04-01</p>
<p>Reviewed by: Engr. Carlos N. Santos Jr.-GM</p>		<p>Approved by: Dir. Migueta G. Pleyto-BOD Chairperson</p>

1. OBJECTIVES

- 1.1 To establish guidelines in the procurement of Infrastructure Projects, Goods and Services needed by SMWD in its daily operation.
- 1.2 To ensure that procurement of Infrastructure Projects, goods and services is in adherence to the Guidelines set forth in RA 9194 (Government Procurement Act)

2. SCOPE

This procedure defines the proper procurement of supplies, goods and services of SMWD

3. REFERENCES

- 3.1 ISO 9001:2015 Section 8.4
- 3.2 RA 9184

4. RESPONSIBILITIES AND AUTHORITIES

Procurement Unit, Bids and Awards Committee, Budget Unit, Division Manager, General Manager (HOPE) and the Board of Directors.

5. PROCESS OF PROCUREMENT

5.1 General Rule

- 5.1.1 All procurement shall be in accordance with the approved Annual Procurement Plan (APP) of the SMWD
- 5.1.2 All Procurements shall be in accordance with the Implementing rules and guidelines of RA 9184.
- 5.1.3 For all procurements below P1,000.00 the procuring unit can directly purchase the item thru Petty Cash Fund.
- 5.1.4 For Procurements above 50,000.00, seven (7) days posting in PhilGEPS and SMWD website shall be observed.



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- 5.1.5 The recommendation of award for the procurement above 50,000.00 will be subject to the approval of the Board of Directors.
- 5.1.6 For procurements above P1,000,000.00, Public Bidding shall be applied.
- 5.1.7 For procurements above P1,000.00 but not exceeding P1,000,000.00 the procedure set in RA 9184 for alternative mode of Procurement shall be followed.
- 5.2 The concerned division or the end-users - shall prepare a manually prepared Purchase Request/Work Order (standard form of SMWD) indicating the following:
 - 5.2.1 Requesting division or end-user.
 - 5.2.2 Descriptions or specifications of the items requested
 - 5.2.3 Quantity of the items requested
 - 5.2.4 Estimated Unit and Total Cost
 - 5.2.5 Expected date of delivery of the items requested
- 5.3 Budget Unit - The Budget Officer reviews and certifies the availability of funds. If no available budget or not included in the APP, the end users or the requesting party shall make an update of PPMP, and the APP shall likewise be updated.
- 5.4 Procurement Unit – The Procurement Analyst will consolidate the Purchase Request if necessary and encode the request in the Official Purchase Request to include the items in the inventory system.
- 5.5 BAC – the Bids and Awards Committee will certify the Mode of Procurement that will be based on the approved APP. The steps on Alternative Mode of procurement based on RA 9184 shall be followed, and the procedure on Public Bidding will likewise be observed if the amount exceeds the threshold P1,000,000.00 above.
- 5.6 Office of the General Manager – The General Manager approves all the Purchase Request.
- 5.7 Procurement Unit – Upon approval of the PR, all the documents will be prepared in accordance with the Mode of Procurement. If Alternative Mode of Procurement is



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selected, the required procedure shall be applied and if the amount requires Bidding the Bidding procedure will be used, all based on the guidelines of RA 9184.

- 5.8 BAC – certifies the Abstract of Quotations prepared by the Procuring Unit.
- 5.9 Office of the General Manager – approves the Abstract of Quotations.
- 5.10 Procurement Unit – Upon approval of the Abstract of Quotations and certifying the lowest bidder/supplier, the Procurement Unit will be prepare the Purchase Order in Four (4) copies (1st-supplier, 2nd-Finance, 3rd-General Services, 4th-Procurement Unit).
- 5.11 Budget Unit – will record in the Budget Registry and prepares Budget Utilization slips.
- 5.12 Office of the General Manger – approves all Purchase Orders/Job Orders.
- 5.13 Procurement Unit – get hold of the approved Purchase Order and place the order to winning supplier.

6. NOTICE OF AWARDS AND NOTICE TO PROCEED

Once the recommendation is approved the Notice of Award and Notice to Proceed will be forwarded to the Office of the General Manager for approval. The approved NOA and NTP will be forwarded to the Bac Secretariat/Procurement Analyst to inform the winning bidder and for posting to PhilGEPS.

7. Requisition of Man Power Services (Job Order)

- 7.1 The concerned Division Manager shall request to the General Manager using Job Order Request Form the procurement of contractual services needed in support of SMWD's Operations.
- 7.2 The Requesting division shall submit the Job Order Request Form indicating the scope of work, number of days and labor charges to the budget officer for budget certification and approval of the General Manager.



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7.3 The Admin Division shall prepare the Job Order Form for certification and approval of the General Manager.

7.4 The Accomplishment Report Form shall be prepared by the requesting division for payment recommendation and approval of the General Manager.

7.5 The Cashier/Division Manager shall request the payment using the (Cash Advance slip) forwarded to the Budget Officer for certification, Division Head for the requesting approval and General Manager for approval.

7.6 The requesting division shall accept and inspect the delivered item using the Certificate of Inspection and Acceptance.

8. Evaluation of Suppliers/Sub-Contractors

8.1 All Department Heads shall evaluate Suppliers/Sub-Contractors at least once a year or every transaction using form Supplier's Evaluation Form (ADM Form 20)

8.2 All evaluations of Suppliers/Sub-Contractors shall be forwarded to the Quality Management Representative and BAC

8.3 The Quality Management Representative shall prepare a brief report to the General on the result of such evaluations.

9. RECORDS

- 9.1 Official Quotation Form
- 9.2 Evaluation of Supplier/Subcontractor
- 9.3 Purchase Request Form
- 9.4 Cash Advance Slip
- 9.5 Certificate of Inspection and Acceptance