



# West Visayas State University

(Formerly Iloilo Normal School)

## Procurement Division

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Iloilo, Philippines

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## Procurement and Purchasing Policy

Procurement Division

West Visayas State University

### I. Introduction

This document outlines the Procurement and Purchasing Policy of **West Visayas State University (WVSU)**, which serves to guide all procurement activities in a manner that is **efficient, transparent, and compliant with applicable procurement laws**. It provides standardized direction to all University offices and units involved in the procurement of goods, infrastructure projects, and consulting services.

This policy is grounded in the Philippine government's evolving legal framework on public procurement. For many years, procurement processes were governed by **Republic Act No. 9184**, or the *Government Procurement Reform Act (GPRA)*, and its **2016 Revised Implementing Rules and Regulations (IRR)**. However, to modernize and streamline procurement practices further, the government enacted **Republic Act No. 12009**, also known as the *New Government Procurement Act (NGPA)*, along with its IRR.

WVSU recognizes this transition as part of a broader reform toward a more **responsive, digital, and performance-oriented** procurement system. As such, this policy reflects the institution's commitment to adapting to the provisions of RA 12009 while continuing to observe the relevant and applicable provisions of RA 9184 during the transition period.

In line with these evolving legal mandates, WVSU adheres to the principles of **transparency, competitiveness, efficiency, proportionality,**



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**accountability, public monitoring, sustainability, and professionalism.**

These principles ensure that procurement transactions are conducted with integrity, deliver best value for public funds, and contribute to the University's mission of public service and academic excellence.

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## II. Rationale

Effective procurement is essential to the fulfillment of **West Visayas State University's (WVSU)** public mandate — providing quality education, ensuring institutional efficiency, and managing public funds with integrity. Procurement is more than a transactional process; it is a strategic tool for good governance, service delivery, and public accountability.

For years, WVSU's procurement processes have been guided by **Republic Act No. 9184**, the *Government Procurement Reform Act (GPPRA)*. While RA 9184 laid a strong foundation for transparency and standardization, evolving governance needs, advances in digital technologies, and international best practices called for a more adaptive and modern procurement law.

To respond to these emerging needs, the government enacted **Republic Act No. 12009**, or the *New Government Procurement Act (NGPA)*. This law builds upon the framework of RA 9184 but introduces significant reforms — including improved procurement planning, performance-based measures, enhanced competition, and greater use of digital tools and innovations.



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This policy therefore reflects WVSU's commitment to:

- Embrace the transition toward **RA 12009** while continuing to comply with applicable provisions of **RA 9184** during the implementation period;
- Institutionalize **efficient, lawful, and transparent** procurement practices;
- Minimize procurement-related risks, such as delays, disallowances, and inefficiencies;
- Strengthen internal capacity for procurement planning, execution, and oversight;
- Ensure that public resources deliver **maximum value** in support of the University's mission.

In aligning with this reformed legal framework, WVSU affirms its role as a steward of public funds and a proactive partner in national development through **responsive, accountable, and modern procurement systems**.

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### III. Legal and Regulatory Framework

This section outlines the legal basis governing the procurement activities of **West Visayas State University (WVSU)** and the regulatory instruments that guide the implementation of its Procurement and Purchasing Policy.

#### A. Primary Procurement Laws

##### 1. Republic Act No. 9184 – Government Procurement Reform Act (GPRA)

Enacted in 2003, RA 9184 established the foundational legal and procedural framework for public procurement in the Philippines. It emphasizes transparency, competitiveness, streamlined processes, and



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accountability. WVSU continues to observe the **2016 Revised Implementing Rules and Regulations (IRR)** of RA 9184 for procurement activities not yet covered under the new law.

## 2. **Republic Act No. 12009 – New Government Procurement Act (NGPA)**

Enacted in 2024, RA 12009 introduces a modern, flexible, and more performance-based approach to procurement. It seeks to further professionalize the procurement workforce, streamline processes through digital tools, expand competition, and ensure better service delivery. RA 12009 supersedes certain provisions of RA 9184, and its **Implementing Rules and Regulations (IRR)** provide guidance on new methods, structures, and timelines for compliance.

### **B. Transition Framework**

WVSU adopts a **phased transition** from RA 9184 to RA 12009 in accordance with:

- Guidelines issued by the **Government Procurement Policy Board (GPPB)**
- Advisory memoranda from oversight agencies (e.g., **Commission on Audit, Department of Budget and Management**)
- Institutional readiness and training of procurement personnel
- Availability of digital tools and platforms introduced under RA 12009

Until full implementation is achieved, WVSU shall apply RA 9184 and its IRR where RA 12009 has not yet been operationalized or clarified.



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### C. Supplementary Guidelines and Circulars

The University shall also observe the following:

- **GPPB Resolutions and Circulars** providing operational guidelines, updates, templates, and clarifications
- **COA Circulars** governing audit and documentation of procurement transactions
- **Department of Budget and Management (DBM)** policies on procurement planning, budgeting, and disbursement
- **PhilGEPS Guidelines** for electronic posting and bidding (as expanded under RA 12009)
- Applicable national and local government issuances related to procurement reform and fiscal responsibility

### D. Philippine Bidding Documents (PBDs) – 6th Edition

The **Philippine Bidding Documents (PBDs)** are standardized documents issued by the **Government Procurement Policy Board (GPPB)** for the procurement of goods, services, and infrastructure projects. They ensure that procurement processes across government agencies remain uniform, transparent, and compliant with legal standards.

WVSU shall use the **6th edition of the Philippine Bidding Documents (PBDs)** for all procurement activities in line with the **New Government Procurement Act (RA 12009)**, and as mandated by the **GPPB**. The 6th edition of the PBDs introduces updates to improve procurement practices, enhance competition, and ensure better service delivery.

#### The PBDs are categorized into the following:

1. PBD for the Procurement of Goods



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2. PBD for the Procurement of Infrastructure Projects
3. PBD for the Procurement of Consulting Services

The use of these **standardized templates** ensures consistency and transparency in the procurement process, and all procurement officers must ensure their usage for each procurement cycle. WVSU will access and utilize the latest version of the PBDs via the **Philippine Government Electronic Procurement System (PhilGEPS)** or the **GPPB website**.

### E. Internal Policies and Institutional Issuances

WVSU may issue **supplementary internal policies** and **office-level guidelines** to implement this Procurement and Purchasing Policy in alignment with national laws. These may include:

- Delegation of authority in procurement approvals
- Internal control systems for procurement monitoring
- Procurement manuals and workflow diagrams
- Capacity-building and certification requirements for procurement staff

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## IV. Procurement Modes and Procedures

This section outlines the various procurement methods and step-by-step procedures to be followed for acquiring goods, services, and infrastructure projects at **West Visayas State University (WVSU)**. All procurement activities shall follow the procurement methods prescribed under **Republic Act No. 9184**, the **New Government Procurement Act (RA 12009)**, and their respective Implementing Rules and Regulations (IRRs).





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## A. Procurement Methods

WVSU adopts the principles and procedural guidelines under **Republic Act No. 12009 (The New Government Procurement Act)** and the **Fit-for-Purpose Procurement Approach**, as prescribed in its Implementing Rules and Regulations. Under **Rule IV, Section 26**, the following **modes of procurement** are recognized and may be adopted, as applicable to the nature, complexity, and urgency of the requirement:

### Modes of Procurement (RA 12009, Section 26.1)

- 1. Competitive Bidding** – The default mode that promotes transparency and open competition.
- 2. Limited Source Bidding** – Used when procurement involves highly specialized types of goods or services with a limited number of known suppliers.
- 3. Competitive Dialogue** – Applied in complex procurement where technical solutions are not readily apparent, allowing dialogue between the procuring entity and bidders before final bid submission.
- 4. Unsolicited Offer with Bid Matching** – Allows entities to submit innovative proposals outside procurement plans, provided a competitive matching process follows.
- 5. Direct Contracting** – Awarding contracts directly to a supplier without competitive bidding, in justified cases.
- 6. Direct Acquisition** – For low-value items, allowing direct purchase by the end-user unit.
- 7. Repeat Order** – Re-ordering the same goods from a previous contract under similar terms and conditions.



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**8. Small Value Procurement** – For projects below set threshold amounts, with simplified procedures.

**9. Negotiated Procurement** – Used under exceptional or emergency circumstances requiring direct negotiation.

**10. Direct Sales** – Involves procurement directly from suppliers authorized to distribute specific goods.

**11. Direct Procurement for Science, Technology and Innovation** – Tailored for procurement supporting research, innovation, or scientific advancement.

## B. Procurement Procedures

Procurement at WVSU must adhere to the following standardized procedures, aligned with the processes prescribed by RA 9184 and RA 12009:

Stage/Procedure	Responsible Person	Brief Description
<b>Pre-Procurement Stage</b>		
Annual Procurement Planning (APP & PPMP)	End-User Units, Procurement Unit	Preparation of the Annual Procurement Plan (APP) and Procurement Project Management Plan (PPMP) outlining the procurement activities for the year.
Market Research and Cost Estimation	Procurement Unit	Conducts market research and performs cost estimation to determine appropriate pricing and identify potential suppliers.
Pre-Procurement Conference	BAC Secretariat, End-User Units	For procurements exceeding PHP 2 Million; holds a conference to discuss, clarify, and refine procurement details and requirements.
<b>Procurement Stage</b>		
Posting of ITB/RFQ	Procurement Unit	Publicly posts the Invitation to Bid (ITB) or Request for Quotation (RFQ) on PhilGEPS and other media to invite qualified suppliers to submit bids.





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Pre-Bid Conference	BAC, Procurement Unit	Mandatory for procurements above PHP 1 Million; provides an opportunity for bidders to clarify bid documents and ask questions regarding the procurement.
Submission and Opening of Bids	Bids and Awards Committee (BAC)	Bidders submit their proposals, which are then publicly opened in the presence of the BAC and other stakeholders to ensure transparency.
Bid Evaluation and Post-Qualification	BAC	Evaluates submitted bids based on technical and financial criteria and verifies compliance through post-qualification.
BAC Resolution and Notice of Award	BAC, Head of Procuring Entity	The BAC prepares a resolution recommending the award of the contract, followed by the issuance of the Notice of Award once approved by the appropriate authority.
Contract Preparation and Signing	Procurement Unit, Legal Office, BAC	Finalizes and signs the contract between WVSU and the winning bidder, specifying terms, conditions, and scope of work.
<b>Post-Procurement</b>		
Contract Implementation and Monitoring	End-User Units, BAC, Project Managers	Ensures that the contracted work or delivery adheres to the stipulated terms, schedules, and quality standards through ongoing monitoring.
Payment Processing	Accounting/Budget Office	Processes payments upon delivery or completion of services, contingent on the submission and verification of required documents.
Contract Completion, Evaluation, and Reporting	End-User Units, BAC, Project Managers	Completes the project, conducts final evaluations, and compiles reports on performance and lessons learned for continuous improvement.



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### C. Standard Operating Instruction (SOI) – Uncontrolled Copy

To ensure consistency, efficiency, and accountability in procurement practices, West Visayas State University (WVSU) adopts Standard Operating Instructions (SOIs) that guide the conduct of procurement activities from planning to contract completion. These SOIs serve as reference materials for all concerned units and personnel, providing detailed process flows and documentation requirements in accordance with RA 9184, RA 12009, and relevant implementing rules.

Prepared By:

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Chief Administrative Officer

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Noted:

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VP for Administration and Finance



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## V. Annexes

### Annex A - Legal References and Official Document Links

This annex provides direct access to the official versions of procurement laws, implementing rules, and standardized documents used by West Visayas State University (WVSU) for its procurement activities. All links refer to official publications by the Government Procurement Policy Board – Technical Support Office (GPPB-TSO).

Document Title	Description	Source Link
Republic Act No. 12009	New Government Procurement Act (NGPA) enacted in 2024 to modernize procurement processes in the Philippines.	<a href="https://www.gppb.gov.ph/new-government-procurement-act-republic-act-no-12009/">https://www.gppb.gov.ph/new-government-procurement-act-republic-act-no-12009/</a>
IRR of RA 12009	Implementing Rules and Regulations of RA 12009 that outline new procurement methods and procedures.	<a href="https://www.gppb.gov.ph/wp-content/uploads/2025/02/IRR-of-RA-No.-12009.pdf">https://www.gppb.gov.ph/wp-content/uploads/2025/02/IRR-of-RA-No.-12009.pdf</a>
Republic Act No. 9184	Government Procurement Reform Act, which remains applicable for procurement not yet transitioned to RA 12009.	<a href="https://www.gppb.gov.ph/wp-content/uploads/2023/06/Republic-Act-No.-9184.pdf">https://www.gppb.gov.ph/wp-content/uploads/2023/06/Republic-Act-No.-9184.pdf</a>
2016 Revised IRR of RA 9184	Prescribes procedures and guidelines in implementing RA 9184.	<a href="https://www.gppb.gov.ph/wp-content/uploads/2023/07/Updated-2016-Revised-IRR-of-RA-No.-9184-as-of-03-July-2023.pdf">https://www.gppb.gov.ph/wp-content/uploads/2023/07/Updated-2016-Revised-IRR-of-RA-No.-9184-as-of-03-July-2023.pdf</a>
Philippine Bidding Documents (6th Edition)	Standard bidding templates for goods, infrastructure, and consulting services.	<a href="https://www.gppb.gov.ph/downloadable-forms/">https://www.gppb.gov.ph/downloadable-forms/</a>
<i>Note: For updated versions or additional circulars, always refer to the GPPB Official Website.</i>		



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## Annex B – SOI – Procurement of Goods, Infrastructure and Consulting Services (Public Bidding)



Higher Education  
Ranking



United Nations  
Academic Impact





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	PROCUREMENT OF GOODS, INFRASTRUCTURE AND CONSULTING SERVICES (BIDDING)	Document No. WVSU-WCSB-01
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### PROCUREMENT OF GOODS, INFRASTRUCTURE AND CONSULTING SERVICES (PUBLIC BIDDING)

#### 1.0 PURPOSE

This procedure aims to provide on time delivery of services, materials, equipment, infrastructure projects (civil works), and consulting services to the University to be conducted through the default mode of procurement– Competitive/ Public Bidding with the IRR of RA 9184.

#### 2.0 SCOPE

This procedure applies to the processes of procurement of goods, consulting services and infrastructure projects through competitive bidding mode of procurement.

It covers the processes from preparation of Purchase Request (PR) with Technical Specifications (TS)/ Scope of Work (SOW) by the End-user/ Project Management Office (PMO) up to the Issuance of Notice to Proceed (NTP) approved by the Head of the Procuring Entity (HoPE) to the awarded Bidder.

#### 3.0 DEFINITION OF TERMS

Purchase Request (PR)	Contains requests of various supplies and materials (goods) or, consulting services civil works (construction-related requests)
Technical Specifications (TS)	A detailed specification of supply/ materials requested which may include the length, weight, capacity, color, etc. of the material applied for goods
Scope of Work (SOW)	Refers to all the works described in the project
Terms of Reference (TOR)	The scope and limitation of activity or area of the project

#### 4.0 RELATED RISKS

See the Risk Registry Sheet for details







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### 5.0 PROCESS FLOW

Key Steps	Details	Responsible Person (s)
Preparation of Purchase Request (PR) with Technical Specifications (TS)/ Scope of Work (SOW)/Terms of Reference (TOR)	The end-user prepares the PR with TS/ SOW/ TOR and facilitates its approval by the HoPE	End-user/ PMO
Receiving of signed/ approved PR and checking of completeness of supporting documents		Procurement Office
Preparation of Invitation to Bid (ITB) and Bid Documents and scheduling of Pre-Procurement Conference in accordance with the IRR of RA 9184		Procurement Office
Conduct of Pre-Procurement Conference, review and approval of the ITB and bid documents		Procurement Office/ BAC/ TWG, End-user
Advertisement of the ITB	Posting of ITB to PhilGeps and at conspicuous places	Procurement Office/ BAC
Issuance of Bid Documents		Procurement Office/ BAC
Pre-Bid Conference	Conduct of pre-bid conference to be attended by the BAC, BAC Secretariat, Technical Working Group (TWG), end-user/s, Observers, and bidders' representative/s	BAC/ BAC Secretariat/ TWG/ End-user

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Issuance of Bid Bulletin, if any	Posting to PhilGeps and at Conspicuous places	BAC/Procurement Office/BAC Secretariat
Opening of Bids (Technical and Financial Envelope and preparation of Abstract of Bid as Read)	Opening and examination of bid documents based on non-discretionary pass/ fail criterion	BAC/ TWG
Bid Evaluation, Preparation of the Abstract of Bids as calculated, and BAC Resolution for Lowest/ Single Calculated Bid (LCB/SCB)	Ranking of bids based on corrected amount	BAC/Procurement Office/BAC Secretariat
Post-qualification, Issuances of Notice of Post-qualification, Preparation of recommendation of Award (BAC resolution) as Lowest Calculated Responsive Bid (LCRB) or Single Calculated Responsive Bid (SCRB)	Evaluation of bidder with LCB/ SCB to determine its responsiveness	BAC/ BAC Secretariat/ TWG/ End-user
Preparation and Approval of Notice of Award (NOA) by Head of Procuring Entity (HoPE)		BAC/ BAC Secretariat/BAC
Awarding of NOA to Winning Bidder and PhilGEPS posting	Posting to PhilGEPS	BAC/ BAC Secretariat
Receipt of Performance Security from Bidder/Contractor		Procurement Office/BAC Secretariat
Contract Preparation and signing		Procurement Office/BAC Secretariat/HoPE

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Approval of the Contract by the HoPE		HoPE
Award of Contract to the winning contractor		Procurement Office/BAC Secretariat
Issuance of Notice to Proceed to the winning contractor and PhilGEPS posting		HOPE/Procurement Office/BAC Secretariat

### 6.0 PROCESS DETAILS

Details of the processes involved in the steps are incorporated in the procedure flow.

### 7.0 REFERENCES

Risk Registry Sheet

COA Forms

Philippine Bidding Documents

Handbook on the Revised IRR of RA 9184, 2016 Edition

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Annex C – SOI – Procurement of Goods, Infrastructure and Consulting Services  
(Alternative Methods of Procurement)



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## PROCUREMENT OF GOODS, INFRASTRUCTURE, AND CONSULTING SERVICES (ALTERNATIVE METHODS OF PROCUREMENT)

### 1.0 PURPOSE

This procedure aims to provide on time delivery of services, materials, equipment, infrastructure projects (civil works), and consulting services to the University to be conducted through alternative modes of procurement in accordance with the IRR of RA 9184.

### 2.0 SCOPE

This procedure applies to the processes of procurement of goods, infrastructure projects, and consulting services through alternative methods of procurement in accordance with the IRR of RA 9184.

It covers the processes from preparation of Purchase Request (PR) with Technical Specifications (TS)/ Scope of Work (SOW) by the End-user/ Project Management Office (PMO) up to the Issuance of Purchase Order (PO) approved by the Head of the Procuring Entity (HoPE) to the awarded Bidder/ supplier.

### 3.0 DEFINITION OF TERMS

Purchase Request (PR)	Contains requests of various supplies and materials (goods) or civil works (construction-related requests), or consulting services
Technical Specifications (TS)	a detailed specification of supply/ materials requested which may include the length, weight, capacity, color, etc. of the material applied for goods
Scope of Work (SOW)	refers to all the works described in the project
Alternative Methods of Procurement	refers to the procurement process other than public bidding such as Limited source bidding, Direct Contracting, Repeat Order, Shopping, and Negotiated Procurement
Terms of Reference (TOR)	The scope and limitation of activity or area of the project

### 4.0 RELATED RISKS

See the Risk Registry Sheet for details







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	<b>PROCUREMENT OF GOODS, INFRASTRUCTURE, AND CONSULTING SERVICES (ALTERNATIVE METHODS OF PROCUREMENT)</b>	Document No.	WVSU-PRO-SOL-02
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### 5.0 PROCESS FLOW

#### A. Direct Contracting/ Negotiated Procurement (Agency to Agency)

Key Steps	Details	Responsible Person (s)
Preparation of Purchase Request (PR) with Technical Specifications (TS)/ Scope of Work (SOW)/Terms of Reference (TOR)	The end-user prepares the PR with TS/ SOW/TOR and facilitates its approval by the HoPE	End-user/ PMO
↓		
Receiving of signed/ approved PR and checking of completeness of supporting documents	The end-user submits the PR, Plans and other documents to the BAC Office for the determination of the Mode of Procurement in accordance with IRR of RA 9184	Procurement Office
↓		
Conduct of Pre-procurement Conference, determination of the Alternative Mode of Procurement	Submit the PR, Plans and other documents to the BAC Office for the determination of the Mode of Procurement in accordance with IRR of RA 9184	BAC/ Procurement Office
↓		
Preparation of BAC Resolution		Procurement Office/ BAC
↓		
Receipt of Price Quotation/ Proforma Invoice from the Supplier		BAC
↓		
Preparation of Purchase Order (PO) and issuance to supplier		BAC Secretariat

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### B. Shopping/ Negotiated Procurement (Small Value Procurement)

Key Steps	Details	Responsible Person (s)
Preparation of Purchase Request (PR) with Technical Specifications (TS)/ Scope of Work (SOW)	The end-user prepares the PR with TS/ SOW and facilitates its approval by the HoPE	End-user/ PMO
Receiving of signed/ approved PR and checking of completeness of supporting documents	The end-user submits the PR, Plans and other documents to the BAC Office for the determination of the Mode of Procurement in accordance with IRR of RA 9184	Procurement Office
Conduct of Pre-procurement Conference, determination of the Alternative Mode of Procurement (BAC Resolution), and preparation of RFQ		BAC/ Procurement Office
Issuance of RFQ and posting to PhilGEPS if applicable	The BAC Secretariat is responsible for the posting of RFQ to PhilGEPS (above P50,000.00) and canvass to at least three (3) suppliers	Procurement Office/ BAC
Opening and examination of RFQs		BAC
Bid Evaluation and Preparation of the Abstract of Canvass and Action of Awards	Ranking of bids	BAC/Procurement Office/BAC Secretariat
Preparation of Purchase Order (PO) and Approval by Head of Procuring Entity (HoPE)		BAC/ BAC Secretariat
Issuance of PO to the winning supplier and posting to PhilGEPS if applicable		HOPE/Procurement Office/BAC Secretariat

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### C. Negotiated Procurement (Two Failed Biddings)

Key Steps	Details	Responsible Person (s)
Preparation of BAC Resolution, recommending two failed biddings as the appropriate mode of procurement	The BAC Secretariat prepares the BAC Resolution for the Two Failed Biddings; Resolution for Recommending Approval and Resolution for 2 <sup>nd</sup> Failure of Bids.	Procurement Office/BAC
Advertise the Bidding in the PhilGEPS	Posting/Advertise the opportunity/RFQ to PhilGEPS	BAC Secretariat
Request for Price Quotation from the Supplier	Supplier submits their price quotation	Supplier
Preparation of Purchase Order/Contract Agreement/ Job Order	The BAC Secretariat prepares the Purchase Order/Contract Agreement/Job Order for the approval by the HoPE.	BAC Secretariat HoPE
Issuance of Purchase Order/Contract Agreement/Job Order to the Supplier	Issues a PO/CA/JO to the supplier to conform.	Supplier

### 6.0 PROCESS DETAILS

Details of the processes involved in the steps are incorporated in the procedure flow.

### 7.0 REFERENCES

Risk Registry Sheet

COA Forms

Handbook on the Revised IRR of RA 9184, 2016 Edition





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### 1.0 PURPOSE

This procedure aims to increase the efficiency, transparency and predictability of the procurement process by establishing the timelines for carrying out each step in the procurement planning from preparation of the Project Procurement Management Plan (PPMP) up to the approval of the Head of Procuring Entity (HoPE) of the Annual Procurement Plan (APP).

### 2.0 SCOPE

This procedure applies to the processes of procurement planning.

It covers the processes from needs-identification in the part of the End-users up to the submission of the Indicative APP to be approved by the Head of the Procuring Entity (HoPE).

### 3.0 DEFINITION OF TERMS

**Project Procurement Management Plan (PPMP)**

A guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring.

**Annual Procurement (APP)**

A requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities for goods and services and infrastructure to be procured that it plans to undertake within the calendar year.

### 4.0 RELATED RISKS

See the Risk Registry Sheet for details

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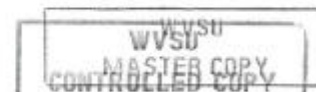


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### 5.0 PROCEDURE/PROCESS FLOW

Key Steps	Details	Responsible Person (s)
Preparation of Project Procurement Management Plan (PPMP)	Based on the identified needs, the end-user conducts a Market survey, Cost-Benefit Analysis and Feasibility Study, and then prepares the corresponding PPMP.	End-user
Submission of the PPMP to the Budget/Accounting Office for Evaluation	End user submits to the Budget/Accounting Office the PPMP for evaluation, in order to ensure consistency with the budget proposal and compliance with existing budgeting rules. Budget Officer evaluates the PPMP in accordance with the proposed budget	End-user/Budget Officer/Accountant
Consolidation of PPMPs to an Indicative APP and determination of the recommended mode of procurement	The BAC Secretariat consolidates the PPMPs per unit into an APP. The BAC determines the appropriate method of procurement.	BAC Secretariat/BAC
Submission of the APP to the HOPE for approval.	The BAC Secretariat submits the APP to the HOPE for approval.	BAC Secretariat
Submission of the APP to the Government Procurement Policy Board (GPPB).	The BAC Secretariat submits the GPPB.	BAC Secretariat





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### 6.0 PROCEDURE/PROCESS DETAILS

Details of the processes involved in the steps are incorporated in the procedure flow.

### 7.0 REFERENCES

Philippine Bidding Documents

Handbook on the Revised IRR of RA 9184, 2016 Edition

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### 1.0 PURPOSE

The purpose of Contract Management under Republic Act 9184 is to ensure the effective implementation, monitoring, and enforcement of contracts awarded through government procurement processes. Contract Management aims to safeguard the interests of the government and the public by overseeing the execution of contracts in accordance with legal requirements, contractual terms, and performance standards. It involves activities such as contract administration, monitoring of contractor performance, resolution of disputes, and compliance with procurement regulations. By effectively managing contracts, RA 9184 seeks to promote transparency, accountability, and efficiency in public procurement, ultimately contributing to the delivery of quality goods, works, and services to the Filipino people.

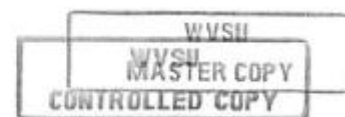
### 2.0 SCOPE

Under Republic Act 9184, the scope of contract management involves overseeing the entire lifecycle of procurement contracts to ensure compliance with legal requirements, promote transparency, and achieve value for money. This encompasses contract formation, administration, performance monitoring, compliance, risk management, amendments, closeout, record-keeping, and stakeholder communication. Contract managers play a crucial role in negotiating, implementing, and overseeing contracts, ensuring ethical and legal compliance, and maintaining effective communication with stakeholders. Ultimately, contract management aims to uphold integrity, transparency, and accountability in government procurement processes, while optimizing outcomes for all parties involved.

### 3.0 DEFINITION OF TERMS

#### Approved Budget for the Contract (ABC)

The ABC represents the maximum amount of funds that the procuring entity is willing to allocate for the procurement of goods, infrastructure projects, or The ABC represents the maximum amount of funds that the procuring entity is willing to allocate for the procurement of goods, infrastructure projects, or consulting services. It is determined based on various factors, including project requirements, estimated costs, available budget, and any relevant regulations or guidelines.





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### Notice of Award (NOA)

The Notice of Award (NOA) is an official communication issued by the procuring entity to the winning bidder or offeror, informing them that their bid or proposal has been accepted and that they have been awarded the contract for the procurement of goods, infrastructure projects, or consulting services. The NOA marks a significant milestone in the procurement process and initiates the formal contractual relationship between the procuring entity and the supplier or contractor.

### Head of the Procuring Entity (HoPE)

The HoPE is the highest-ranking official designated or appointed to oversee procurement activities within a government organization. They are responsible for ensuring compliance with procurement laws and regulations, approving procurement plans and contracts, authorizing procurement activities, monitoring implementation, and upholding ethical standards. The HoPE's role is critical in promoting transparency, efficiency, and accountability in government procurement, ultimately serving the public interest.

### PhilGEPS (Philippine Government Electronic Procurement System)

A centralized online platform mandated by Republic Act 9184 (RA 9184), facilitating government procurement processes in the Philippines. It serves as the primary portal for posting bid opportunities, submitting bids, and awarding contracts. PhilGEPS promotes transparency by allowing public access to procurement information and ensures compliance with procurement regulations. By automating tasks and streamlining processes, PhilGEPS enhances efficiency, reduces paperwork, and contributes to cost savings. Overall, PhilGEPS plays a crucial role in modernizing government procurement.







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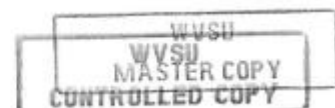
promoting transparency, accountability, and integrity in the use of public funds.

### Purchase Order

Purchase orders are formal documents issued by procuring entities to suppliers or contractors to specify the goods, services, or works to be provided, along with associated terms and conditions. Key points regarding purchase orders include their legal basis, content, authorization process, issuance procedure, inclusion of terms and conditions, and the importance of record-keeping and compliance. Purchase orders are integral to transparent, accountable, and efficient government procurement processes, ensuring adherence to regulations and the fair and effective use of public funds.

### Job Order

Job Orders are formal documents issued by procuring entities to engage the services of individuals or entities for specific tasks or services needed by the government agency. These documents outline the scope of work, terms of engagement, duration, compensation, and other relevant details related to the service contract. Job Orders provide flexibility in procurement by allowing procuring entities to engage services without going through the formal procurement process, but they must still adhere to principles of transparency, fairness, and accountability. Key aspects include the scope of work, terms and conditions, authorization, and record-keeping. Overall, Job Orders facilitate efficient government procurement while ensuring compliance with legal requirements and promoting transparency and accountability.





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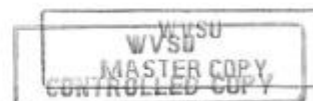
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#### 4.0 RELATED RISKS

See the Risk Registry Sheet for details

#### 5.0 PROCEDURE/PROCESS FLOW FOR CONTRACT MANAGEMENT (PUBLIC BIDDING)

Key Steps	Details	Responsible Person (s)
Preparation and Approval of Notice of Award (NOA) by Head of Procuring Entity (HoPE)		Procurement Personnel
Awarding of NOA to the Winning Bidder and PhilGEPS Posting	Posting to PhilGEPS	Procurement Personnel
Preparation of Contract and award to the winning bidder		Procurement Personnel
Issuance of Notice to Proceed to the Winning Bidder and PhilGEPS Posting		Procurement Personnel
Inspection of Delivery		Supply Office
Preparation of Supporting Documents for Payment	Checking of completeness of documents prior to submission to Finance for payment	Technical Working Group (TWG) End-user Procurement Personnel
Conduct the Post Evaluation to the Supplier/Contractors	Supplier's Rating Performance	Supply Office





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### 5.1 PROCEDURE/PROCESS FLOW FOR CONTRACT MANAGEMENT (AMP)

Key Steps	Details	Responsible Person (s)
Preparation of Purchase Order/ Job Order and approval by Head of Procuring Entity (HoPE)		Procurement Personnel
Issuance of Purchase Order/ Job Order to the Winning Supplier and Posting to PhilGEPS, if applicable	Issuance of PO/JO to the supplier to conform	Procurement Personnel
Inspection of Delivery		Supply Office
Preparation of Supporting Documents for Payment	Checking of completeness of documents prior to submission to Finance for payment	Technical Working Group (TWG) End-user Procurement Personnel
Conduct the Post Evaluation to the Supplier/Contractors	Supplier's Rating Performance	Supply Office

### 6.0 PROCEDURE/PROCESS DETAILS

Details of the processes involved in the steps are incorporated in the procedure flow.

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