



PROCUREMENT PROCEDURES

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PHILIPPINE SPORTS COMMISSION

Revision No.: 2

PSC-SOP-BAFMS-06

Effectivity: **JAN 08 2025**

1.0 PURPOSE

The Procurement Office, an organic office under the Management Services Division, is in-charge of ensuring that the procurement of goods and services is in accordance with the implementation of government purchasing laws, rules and regulations as provided under Republic Act No. 9184 ("Government Procurement Reform Law").

This manual seeks to provide its users with clear, concise, and accurate information on the public procurement of goods and services by discussing the steps that need to be taken to effect such procurement in the manner prescribed by above-mentioned law and its Implementing Rules and Regulations.

2.0 SCOPE

This manual defines the actions and responsibilities of the Procurement Office in processing all requests for purchase, which is not under the scope of the Bids and Awards Committee Secretariat. This covers activities from receiving the Purchase Request to serving of the Purchase Order to supplier. However, all procurement projects are still for approval of the Bids and Awards Committee (BAC) and the Head of the Procuring Entity (HoPE).

The Office is also in-charge of formulating internal policies and standard procedures that may rationalize the procurement of supplies and equipment, and committed to provide good governance and adhere to the principle of transparency, accountability, equity, efficiency, and economy in procurement process.

This manual does not cover the procurement of goods and services, infrastructure projects and consulting services that will fall under competitive public bidding, as this shall be covered by the BAC Secretariat.

3.0 DEFINITION OF TERMS

- 3.1 **Abstract of Canvass (AOC)** – Refers to the tabulation of the prices quoted by suppliers for items to be purchased.
- 3.2 **Approved Budget for the Contract (ABC)** - Refers to the budget for the contract duly approved by the HoPE, as provided for in the General Appropriations Act (GAA), continuing, and automatic appropriations, in the case of national government agencies (NGAs).

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- 3.3 **Bid** – Refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. For purposes of this Manual, the term bid shall be equivalent to and be used interchangeably with proposal and tender.
- 3.4 **Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submit a bid in response to the requirements of the Bidding Documents.
- 3.5 **Bids and Awards Committee (BAC)** – Refers to the Committee established by the Procuring Entity in accordance with Rule V of the Revised Implementing Rules and Regulations of RA 9184.
- 3.6 **Common-Use Supplies and Equipment (CSE)** - Refer to those goods, materials and equipment that are used in the day-to-day operations of Procuring Entities in the performance of their functions. For the purpose of this IRR, CSE shall be those included in the Electronic Catalogue of the Philippine Government Electronic Procurement System.
- 3.7 **Competitive Bidding** - Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this IRR, the terms “Competitive Bidding” and “Public Bidding” shall have the same meaning and shall be used interchangeably.
- 3.8 **G-EPS** – refers to the Government Electronic Procurement System, used interchangeably with Philippine Government Electronic Procurement System (PhilGEPs).
- 3.9 **Goods** - Refer to all items, supplies, materials and general support services, except Consulting Services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services, such as, the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and



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- related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity.
- 3.10 **Head of the Procuring Entity (HoPE)** - Refers to: (i) the head of the agency or body, or his duly authorized official, for NGAs and the constitutional commissions or offices, and other branches of government; (ii) the governing board or its duly authorized official, for GOCCs, GFIs and SUCs; or (iii) the local chief executive, for LGUs: Provided, however, That in an agency, department, or office where the procurement is decentralized, the head of each decentralized unit shall be considered as the HoPE, subject to the limitations and authority delegated by the head of the agency, department, or office.
- 3.11 **Philippine Government Electronic Procurement System (PhilGEPS)** - Refers to the electronic System as provided in Section 8 of this IRR. For purposes of, and throughout this IRR, the term “PhilGEPS” shall have the same meaning as, and shall be used interchangeably with, “G-EPS” referred to in the Act.
- 3.12 **Procurement** - Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the Procuring Entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., Goods, Infrastructure Projects or Consulting Services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 10752 and other applicable laws, rules and regulations.
- 3.13 **Procuring Entity** - Refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the GoP (NGA), including GOCC, GFI, SUC and LGU procuring goods, infrastructure projects and consulting services.
- 3.14 **Republic Act No. 9184** – Known as the “Government Procurement Reform Act”, which is an Act providing for the modernization, standardization and regulation of the procurement activities of the government and for other purposes.



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- 3.15 **Request for Quotation (RFQ)** – For Alternative Mode of Procurement, refers to the document that indicates the item to be purchased and other information related to the procurement activity to be posted in the Philippine Government Electronic Procurement System (PhilGEPS) website, the website of the Procuring Entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring Entity for a period of at least three (3) calendar days.
- 3.16 **Purchase Order (PO)** – Refers to documents sent from a buyer to a supplier with a request for an order. The type of the item, the quantity, agreed upon price and PO number are printed on the purchased order. Forms are accomplished by the Canvasser addressed to the supplier, listing all the items to be purchased and to be approved by the Executive Director.

4.0 REFERENCE DOCUMENTS

- a. Republic Act No. 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations effective as of October 28, 2016
- b. Purchase Requests
- c. Requisition Issue Slips
- d. Stocks Availability Inquiry
- e. Market Research
- f. Approved Budget for Contract
- g. Board Approval
- h. Annual Procurement Plan
- i. Request for Quotation
- j. Abstract of Price Quotation
- k. BAC Resolutions
- l. Purchase Orders
- m. Notice of Award
- n. Notice to Proceed

5.0 PROCESS FLOW

RESPONSIBLE	FLOW CHART	REFERENCE
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<p>PROCUREMENT STAFF</p>	<p>(b) Signed and Approved Purchase Request containing complete data such as project description, technical specifications / terms of reference (TOR), price (unit cost, total cost), and delivery period,</p> <p>(c) Preferably three (3) quotations or canvass forms from legally, technically and financially capable supplier showing median, unit cost, total cost, and warranty details if applicable,</p> <p>(d) Requisition Issue Slip with RIS number,</p> <p>(e) PPMP for the year and/or Supplemental PPMP, as applicable,</p> <p>(f) Letter of request approved by the Chairman or Executive Director and/or Approved Board Resolution specifying the approved amount of appropriation.</p> <p>Upon evaluation of the submitted documents, if they are complete, the procurement staff will assign a Purchase Request Number. The Supplemental PPMP, shall be forwarded to the BAC for preparation and approval of Supplemental APP.</p> <p>If any documents are found to be incomplete, the Procurement Staff will log the evaluation through the Evaluation Form for Goods and Services Request and return the request to the End-User for completion.</p>	<p>END USER</p>
<p>CANVASSER</p>		<p>OPERATIONS MANUAL</p> <p>END-USER</p>
<p>PROCUREMENT STAFF</p>	<p>↓</p>	<p>BOARD APPROVAL</p>
<p>PROCUREMENT STAFF</p>	<p>Procurement staff conduct a canvass using the attached canvass forms or quotation(s) submitted by the End-User to verify the competitiveness of the price in the market. If the market price is validated, they calculate the median and submit their findings to the Head of Procurement for review. Once approved, canvasser/s prepares the Approved Budget for Contract (ABC). If the market research provided by the End-User is deemed non-competitive or unverified, the</p>	<p>PROCUREMENT HEAD</p>



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findings from the Procurement Office will take priority.



The Approved Budget for the Contract (ABC), along with the attachments submitted by the End-user and the market research, will be forwarded to the Executive Director's review and approval through the BAC Secretariat Office endorsement. Once the Executive Director approves the ABC, it will be sent to the Chairman's Office or the Head of the Procuring Entity (HoPE) for final approval and signature.



Once ABC is approved/signed and received, assigned canvasser prepares the Request for Quotation (RFQ). Copy of the RFQ will be forwarded to the Bids and Committee Secretariat for signature of the BAC Chairman. Once signed RFQ with ABC amounting to Fifty Thousand Pesos above (PhP50,000.00) will be posted in the PhilGEPS, PSC Website, FB Page and at a conspicuous premises of the PSC. RFQs below Fifty Thousand (PhP50,000.00) will be sent to prospective suppliers.

All documents for ABCs above One Million Pesos (PhP1,000,000.00) will be forwarded and endorsed to the BAC Secretariat for open and public bidding.



Upon receiving the evaluation from the BAC Secretariat, if there are no bidders or no compliant bidders, the assigned canvasser will prepare an extension of the Request for Quotation (RFQ) and/or repost the RFQ. If there are compliant bidders, the canvasser will prepare the Abstract of Price Quotations (APQ)

Revised IRR of RA 9184



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and forward it to the BAC for endorsement and signature by the BAC Members, with a request for the preparation of a BAC Resolution for the Lowest Calculated Responsive Bid (LCRB) or the Single Calculated Responsive Bid (SLRB).

Once the signed APQ and BAC Resolution is received, the canvasser will prepare the Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP). All documents will then be forwarded to the Bureau of AFMS to request endorsement for the Budget Utilization Request (BUR). Once the BUR is prepared, Budget Office forwards the same to the Accounting Office.

Receives all documents with signed Purchased Order by the Head of the Accounting Office. P.O. will then be forwarded to the Executive Director's Office for signature on the P.O. and counter-signature on the NOA and NTP, and endorsement to the Office of the Chairman/HOPE for signature on the same. After receipt of the above, P.O. will be emailed to the bidder with the lowest/single calculated quotation, as notice.



The bidder/supplier with the lowest/single calculated quotation signs the NOA, PO or Contract of Service (COS) or Job Order (JO), and NTP. After said bidder signs NOA, PO /COS/JO and NTP, all original documents of the project are then transmitted to the Property Office, where an inspection is conducted and a Delivery Receipt is issued.



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The Property Office forwards all original documents, along with the Inspection Report and Delivery Receipt, to the Accounting Office for payment processing. Additionally, certified true copy of the documents of the project are also endorsed to the office of the Resident Auditor (Commission on Audit - COA).



END

6.0 PROCEDURE

This Manual seeks to provide its users with clear, concise and accurate information on the public procurement of goods and services, by discussing the steps that need to be taken to effect such procurement in the manner prescribed by R.A. 9184, otherwise known as the "Government Procurement and Reform Act" and its 2016 IRR.

The steps in the procurement of goods and services undertaken by this office are as follows:

1. Request is submitted by the End-User for purchase of either goods or services. Purchase request should be in the approved Annual Appropriation Plan (APP) for the Fiscal Year. If not in the APP, a corresponding Board Approval should be attached in the said request. With the said request, the end-user submits the following documents in sequence:
 - (a) Action Slip or Endorsement Letter addressed to the Procurement Office
 - (b) Signed and Approved Purchase Request containing complete data such as project description, technical specifications/terms of reference (TOR) , unit cost, total cost, and delivery period
 - (c) Preferably Three (3) quotations or canvass forms from legally, technically and financially capable supplier showing median unit cost, total cost, and warranty details if applicable



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- (d) Requisition Issue Slip with RIS number
- (e) PPMP for the year and/or Supplemental PPMP, as applicable
- (f) Letter of request approved by the Chairman or Executive Director and/or Approved Board Resolution specifying the approved amount of appropriation.

Upon evaluation of the submitted documents, if they are complete, the procurement staff will assign a Purchase Request Number. The Supplemental PPMP, shall be forwarded to the BAC for preparation and approval of Supplemental APP. If any documents are found to be incomplete, the Procurement Staff will log the evaluation through the Evaluation Form for Goods and Services Request and return the request to the End-User for completion.

2. Procurement staff conduct a canvass using the attached canvass forms or quotations submitted by the End-User to verify the competitiveness of the price in the market. If the market price is validated, they calculate the median and submit their findings to the Head of Procurement for review. Once approved, canvasser/s prepares the Approved Budget for Contract (ABC). If the market research provided by the End-User is deemed non-competitive or unverified, the findings from the Procurement Office will take priority.
3. The Approved Budget for the Contract (ABC), along with the attachments submitted by the End-user and the market research, will be forwarded to the Executive Director's review and approval through the BAC Secretariat Office endorsement. Once the Executive Director approves the ABC, it will be sent to the Chairman's Office or the Head of the Procuring Entity (HoPE) for final approval and signature.
4. Once ABC is approved / signed and received, assigned canvasser prepares the Request for Quotation (RFQ). Copy of the RFQ will be forwarded to the Bids and Committee Secretariat for signature of the BAC Chairman. Once signed RFQ with ABC amounting to Fifty Thousand Pesos above (PhP50,000.00) will be posted in the PhilGEps, PSC Website, FB Page and at a conspicuous premises of the PSC. RFQs below Fifty Thousand (PhP50,000.00) will be sent to prospective suppliers. All documents for ABCs above One Million Pesos (PhP1,000,000.00) will be forwarded and endorsed to the BAC for open and public bidding.
5. Upon receiving the evaluation from the BAC, if there are no bidders or no compliant bidders, the assigned canvasser will prepare an extension of the Request for Quotation (RFQ) and/or repost the RFQ. If there are compliant



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bidders, the canvasser will prepare the Abstract of Price Quotations (APQ) and forward it to the BAC for endorsement and signature by the BAC Members, with a request for the preparation of a BAC Resolution for the Lowest Calculated Responsive Bid (LCRB) or the Single Calculated Responsive Bid (SLRB).

Once the BAC Resolution is received, the canvasser will prepare the Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP). All documents will then be forwarded to the Bureau of AFMS to request endorsement for the Budget Utilization Request (BUR).

6. After APQ and BAC Resolution is received, prepares the Notice of Award, Purchase Order and Notice to Proceed. Forwards all attachment to the Deputy Executive Director for AFMS for endorsement for Budget Utilization Request (BUR) to the Budget Office. Once the BUR is prepared, Budget Office forwards the same to the Accounting Office.
7. Receives all documents with signed Purchased Order by the Head of the Accounting Office. P.O., will then be forwarded to the Executive Director's Office for signature on the P.O. and counter-signature on the NOA and NTP, and endorsement to the Office of the Chairman/HOPE for signature on the same.
8. After receipt of the above, P.O. will be emailed to the bidder with the lowest/single calculated quotation, as notice. The bidder/supplier with the lowest/single calculated quotation signs the NOA, PO or Contract of Service (COS) or Job Order (JO), and NTP.
9. After said bidder signs NOA, PO /COS/JO and NTP, all original documents of the project are then transmitted to the Property Office where an inspection is conducted and a Delivery Receipt is issued. The Property Office forwards all original documents, along with the Inspection Report and Delivery Receipt, to the Accounting Office for payment processing. Additionally, certified true copy of the documents of the project are also endorsed to the office of the Resident Auditor (Commission on Audit - COA).

7.0 FORMS ATTACHED

- a. Purchase Requests
- b. Requisition Issue Slips
- c. Market Research
- d. Approved Budget for Contract



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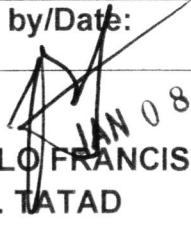
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- e. Board Approval
- f. Annual Procurement Plan
- g. Request for Quotation
- h. Abstract of Price Quotation
- i. BAC Resolutions
- j. Purchase Orders
- k. Notice of Award
- l. Notice to Proceed

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 ETHEL MIGUEL GOH HEAD, PROCUREMENT OFFICE	 GLORIA D. QUINTOS QMS REPRESENTATIVE	 DIR. PAULO FRANCISCO C. TATAD EXECUTIVE DIRECTOR