



Procedure 07
PURCHASING PROCEDURE

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Revision No. : 00
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Reviewed by: Ricardo B. Perez-GM

Approved by: Danilo T. Castro-BOD Chairman

1.0 OBJECTIVES

- 1.1 Establish guidelines in the procurement of products and services of **BWD**.
- 1.2 To ensure proper procurement of products and services for **BWD's** operations.

2.0 SCOPE

This procedure defines the procurement of product and services of **BWD**.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 8.3-8.4
- 3.2 RA 9184

4.0 RESPONSIBILITIES AND AUTHORITIES

Division Manager (Administrative Division), Admin Assistant,
General Manager, BOD

5.0 PROCESS

5.1 General

All purchases will pass through the BAC (Bids and Awards Committee) and shall be in accordance with the Implementing Rules and Guideline of RA 9184 (Government Procurement Act)

- 5.1.1 The concerned company officer prepares a purchase request using Purchase Request Form and submits this to the BAC. The following shall be indicated in the document:



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- a) Should be signed by the Requisitioner.
- b) Must be approved by the Division Manager of the Requisitioning Division.
- c) GM signifies approved in the PO/ BAC Res.

- 5.1.2 The Corporate Budget Officer reviews and certifies the availability of funds.
- 5.1.3 All purchase requests shall be approved by the General Manager.
- 5.1.4 For Purchase Requests above 50,000.00php shall be confirmed by the Board of Directors.
- 5.1.5 For all purchases below 1,000.00php the requesting officer can directly purchase the item thru petty cash voucher.
- 5.1.6 For purchases above 1,000.00php but not exceeding 500,000.00php, the Purchase Request Form shall be forwarded to the BAC for preparation of Official Quotation Form.
- 5.1.7 For purchases above 500,000.00php, the Purchase Request Form shall be forwarded to the BAC for preparation of the BID documents.
- 5.1.8 All purchases need to obtain minimum of three(3) price quotations from various suppliers who are qualified to the eligibility requirements:



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5.1.9 For purchases above 50,000.00php seven (7) days posting is required on the PHILGEPS (Philippine Government Electronic Procurement System) site and on conspicuous place.

5.1.10 Abstract of Quotation will be prepared after receiving at least three (3) quotations for evaluation by the BAC members.

5.1.11 Recommendation of award for purchases above 50,000php will be subject to BOD approval.

5.1.12 All purchases will be subject to the provision of Republic Act 9184.

5.2 Notice of Award, Purchase Order and Notice to Proceed

5.2.1 Once the recommendation is approved the Notice of Award and Purchase Order/ Notice to Proceed will be forwarded to the General Manager for signature.

5.2.2 The signed Notice of Award and Purchase Order/ Notice to Proceed will be forwarded to the requesting division for issuance to the awarded supplier.

5.3 Requisition of Man Power Services(Job Order)

5.3.1 The concerned Division Manager shall request to the General Manager using (Job order Request) the procurement of contractual services needed in support of BWD's Operations.



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5.3.2 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.

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

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

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

5.3.6 Acceptance Receipt for Equipment.

5.4 Evaluation of Suppliers/Sub-Contractors

5.4.1 All Department Heads shall evaluate Suppliers/Sub-Contractors at least once a year or every transaction using form Supplier's Evaluation Form.

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



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

6.0 RECORDS

- 6.1 Official Quotation Form
- 6.2 Evaluation of Supplier/Subcontractor
- 6.3 Purchase Request Form
- 6.4 Cash Advance Slip
- 6.5 Certificate of Inspection And Acceptance
- 6.6 Purchase Order