




REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM)

(ASDPW01) PROCUREMENT

	METROPOLITAN NAGA WATER DISTRICT	Document Code: ASDPW01	
	PROCEDURE	Revision No.:	0
	PROCUREMENT	Effectivity Date:	March 2017
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1. PURPOSE

1.1. This document describes the procedure for procurement as one of the support processes of the MNWD.

1.2. The objective of the procurement is:

1.2.1. To ensure that the procurement of supplies, materials, equipment and services is implemented according to schedule of requirement and in compliance with procurement law (RA 9184).

2. SCOPE

This procedure shall apply to the MNWD- Quality Management System of one support process which is the Administrative Services, which focuses on the:

2.1. Procurement

3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the ACRONYMS.

4. RESPONSIBILITIES

4.1.ADMINISTRATIVE/GENERAL SERVICES, MATERIALS AND SUPPLY MANAGEMENT DIVISION


4.1.1. Responsible for the procurement of supplies, materials, equipment and services necessary for the operation of the MNWD processes.

5. PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Procurement.

5.1. PROCEDURE DETAILS: ALTERNATIVE MODE OF PROCUREMENT (ABC = P 50,000.00 AND BELOW) ([Figure 1](#))

5.1.1. Procurement unit receives Purchase Request (PR).

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- 5.1.2. Prepares Price Quotation Request (PQR)/Canvass.
- 5.1.3. Prepares abstract of quotation of suppliers.
- 5.1.4. Prepares Purchase Order (P.O.).

5.2. PROCEDURE DETAILS: ALTERNATIVE MODE OF PROCUREMENT (ABC = P 50,000.00 ABOVE) ([Figure 2](#))

- 5.2.1. Procurement unit receives Purchase Request (PR).
- 5.2.2. Posts PR at PhilGEPS website.
- 5.2.3. Prepares abstract of quotation of suppliers.
- 5.2.4. Prepares Purchase Order (P.O.).


5.3. PROCEDURE DETAILS: PUBLIC BIDDING (undertaken by Bids and Awards Committee) (BAC) (ABC = P 1,000,000.00 ABOVE) ([Figure 3](#))

- 5.3.1. Procurement unit receives Purchase Request (PR).
- 5.3.2. Posts PR at PhilGEPS website.
- 5.3.3. Conducts Pre-bid Conference.
- 5.3.4. Conducts Opening of Bids.
- 5.3.5. Conducts Bid Evaluation.
- 5.3.6. Conducts Post-Qualification.
- 5.3.7. Issues Notice of Award (NOA)
- 5.3.8. Issues Notice to Proceed (NTP)
- 5.3.9. Prepares P.O. / Contract of Agreement.


6. FORMS

6.1. PROCUREMENT

- 6.1.1. Purchase Request
- 6.1.2. Price Quotation Request
- 6.1.3. Purchase Order - "[ASDF03](#)"


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	ANNEX A	Revision No.:	0
	ACRONYMS	Effectivity Date:	March 2017
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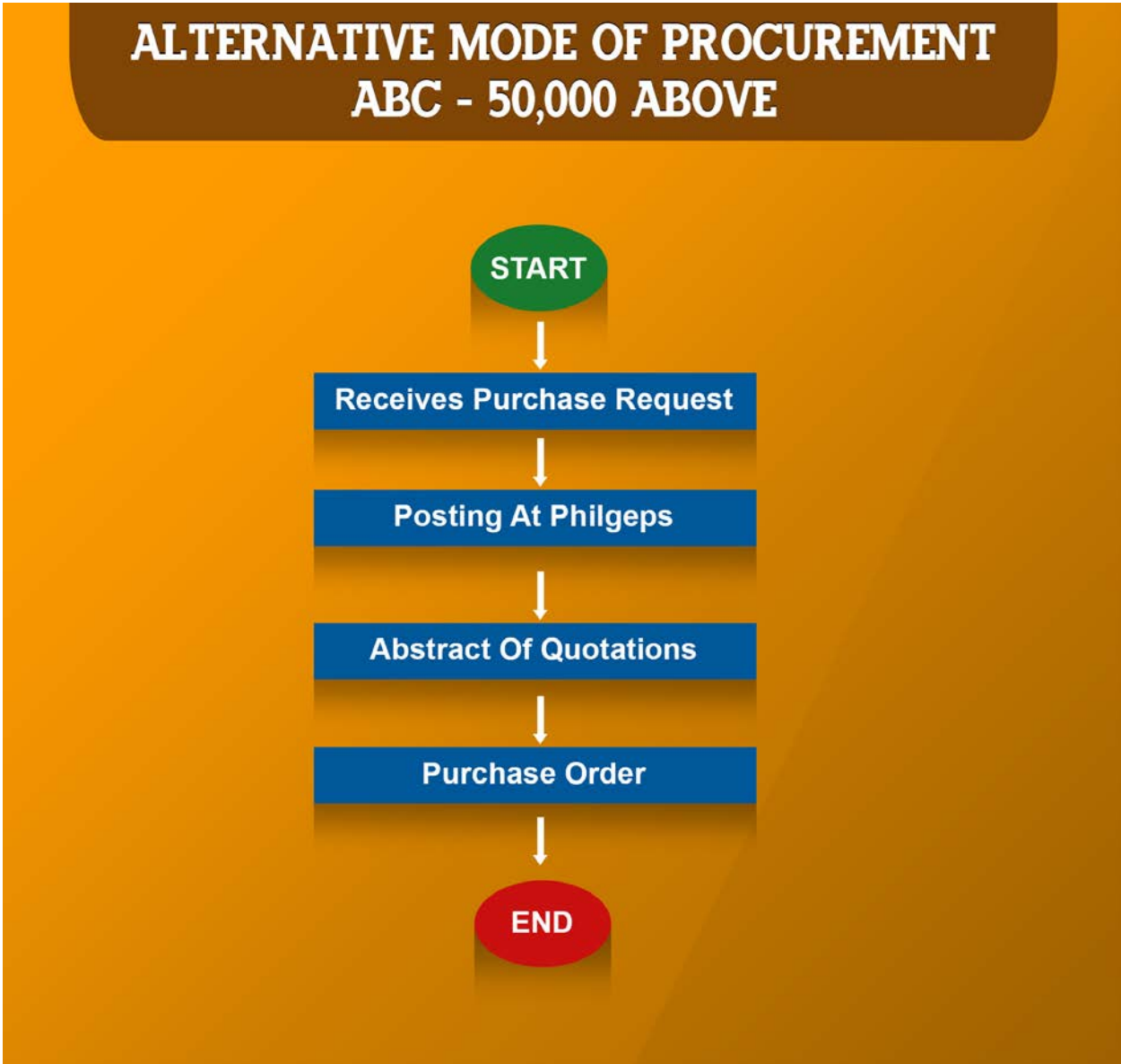
ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
MSR	MAINTENANCE SERVICE REQUEST – VEHICLE MAINTENANCE SERVICE REQUEST - BUILDING
DTT	DRIVER’S TRIP TICKET
P.O	PURCHASE ORDER
IAR	INSPECTION AND ACCEPTANCE REPORT
AGSMSMD	ADMINISTRATIVE/GENERAL SERVICES, MATERIAL AND SUPPLY MANAGEMENT DIVISION
PQR	PRICE QUOTATION REQUEST
PR	PURCHASE REQUEST
ABC	APPROVAL BUDGET FOR THE CONTRACT
BAC	BIDS AND AWARDS COMMITTEE
NOA	NOTICE OF AWARD
NTP	NOTICE TO PROCEED


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ALTERNATIVE MODE OF PROCUREMENT ABC - 50,000 BELOW



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