



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR/TO : **ALL CONCERNED OFFICES**
DENR Central Office

FROM : **The Assistant Secretary**
International Affairs and
Chairperson, Bids and Awards Committee

SUBJECT : **DOCUMENTARY REQUIREMENTS FOR
PRE-PROCESSING OF PURCHASE REQUEST FOR
GOODS, INFRASTRUCTURE PROJECTS AND/OR
CONSULTING SERVICES**

DATE : 21 DEC 2023

As part of the commitment of the Bids and Awards Committee (BAC) for Regular Operations to streamline the procurement process and ensure efficiency, accountability and transparency in its operations, it is a must that each end-user unit adhere to standardized documentation requirements prior to the issuance of a Resolution from the BAC on the specific mode of procurement as well as conduct the procurement process for a particular project under 2016 Revised Implementing Rules and Regulations of RA 9184.

Effective January 2, 2024, all end-user units are required to **COMPLY** with the documentary requirements, detailed in the attached Annex "A", to be attached in the Purchase Request (PR). These requirements which are essential for expediting a more efficient procurement process must be submitted to the BAC Secretariat through the Procurement Management Section-Property and Supply Management Division (PrMS-PSMD).

The BAC Secretariat, through the PrMS-PSMD, shall not accept/process any PR with incomplete documentary requirements and PR covering projects which were already procured or completed.

Furthermore, the following documents may be accessed through the QR code below for REFERENCE AND/OR COMPLIANCE:

1. PR Checklists and Narrative Procedure
2. Flow Chart for PR Numbering
3. Flow Chart for PO/Contract Approval



FOR INFORMATION AND GUIDANCE.


MARCIAL C. AMARO, JR., CESO II

MEMO NO. 2023 - 1083

DOCUMENTARY REQUIREMENTS FOR ISSUING A BAC RESOLUTION SPECIFYING THE PROCUREMENT MODE**I. Main Document:****1) Duly filled up and signed Purchase Request (PR) Form**

- *Strictly use the prescribed PR Form.*
- *Must be signed by the Proponent/Head of the Requesting Office/End-user Unit.*
- *Must be cleared with the Knowledge and Information Systems Service (KISS) for all Infrastructure, Communication and Technology (ICT) related equipment, accessories and consumables.*
- *Must be certified by the Proponent/Head of Office/End-user Unit that the request is in accordance with the approved S/R/PPMP and is within its programmed allocated budget.*

II. Supporting Documents**1) Approved Project Procurement Management Plan (PPMP) or Supplemental/Revised PPMP (S/R/PPMP).**

- *Must be signed and approved by the appropriate signing officials.*
- *Must be included or reflected in the approved Annual Procurement Plan (APP).*
- *Strictly follow the Guidelines on Preparation and Approval of S/R/PPMP.*

2) Technical Documents:**i) For Goods and Services**

- Technical Specifications and/or Terms of Reference
- Price comparison as basis for the ABC, as necessary.

ii) For Consulting Services

- Terms of Reference
- Eligibility and Technical Criteria and/or the corresponding Ranking/Rating System
- Price comparison as basis for the ABC, as necessary.

iii) For Infrastructure/Civil Works including Repair/Renovation/Rehabilitation

- Detailed Engineering (see Annex "A" of the 2016 Revised IRR of RA 9184)
- Scope of Work
- Bill of Materials/Quantities
- Plans/Layouts/Drawings

4) Duly filled-up and signed DENR Environmental Aspect and Impact Registry.

- Signature must be consistent with the PR.
- Must have a control number issued through the Supply Management Section.

III. Additional Documentary Requirements

1) For projects through Competitive Public Bidding:

- List of nominated members to the BAC Technical Working Group (TWG)

2) For projects through Alternative Methods of Procurement:

Particulars	Documentary Requirements	METHOD OF PROCUREMENT	TIMELINES/REMARKS
<p>For goods that can be source through a single supplier (Direct Contracting)</p>	<p>Any of the following documents:</p> <p>a) Duly certified Patents, Copyrights or Trademark/Trade Name, whenever applicable</p> <p>b) Certification issued by the End-User/Proponent that the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provision of its contract</p> <p>c) Justification issued by the End-User/Proponent that the item may only be procured through Direct Contracting, and it must be able to prove that there is no suitable in the market that can be obtained at more advantageous terms</p>	<p>Section 50.0 Direct Contracting</p>	<ul style="list-style-type: none"> ● For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior to the activity or target effectivity of the contract. ● For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of the contract.



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Repeat Order of Goods	<p>a) Certification issued by the End-user/Proponent stating the following:</p> <ul style="list-style-type: none"> ● that the goods were procured under Contract previously awarded through Competitive Public Bidding ● Unit prices are the same or lower than those in the original contract, provided that such prices are still the most advantageous to the government after price verification ● Repeat Order will not result in splitting of contracts, requisition or purchase orders ● Availed within six (6) months from the date of Notice to Proceed arising from original contract, provided that there has been partial delivery, inspection and acceptance of goods within the same period. ● Does not exceed twenty-five percent (25%) of the quantity of each item in the original contract. <p>b) Copy of original Contract & Notice to Proceed</p> <p>c) Proof of delivery, inspection and acceptance of goods within the period specified in the original contract (applies to partial deliveries, as well)</p> <p>d) Quotation/Proposal from the awarded supplier compliant with the above conditions and duly conformed by the end-user unit.</p>	Section 51.0 Direct Contracting	<ul style="list-style-type: none"> ● For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior to the activity or target effectivity of the contract. ● For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of the contract.

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<p>Procurement of Goods, Infrastructure and Consulting Services from another agency of the Government of the Phil (i.e. Servicing Agency [SA])</p>	<p>a) Justification with attached Cost-Benefit Analysis by the End-User/Proponent indicating that entering into Agency-to-Agency Agreement with the Servicing Agency (SA) is more efficient and economical to the government</p> <p>b) Proof that the SA that has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the End-User/Proponent and that it owns or has access to the necessary tools and equipment required for the project (e.g., Certification from the relevant officer of the SA that it complies with this requirement, Copy of law creating the SA and/or enumerating its functions, Inventory of Tools and Equipment</p> <p>c) For infrastructure projects, proof that the SA has a track record of having completed or supervised a project, by administration or by contract, similar to and with a cost of at least fifty percent (50%) of the project at hand (e.g., Certification from the relevant officer of the SA that it complies with this requirement, Project Implementation Report)</p>	<p>Section 53.5 Agency-to-Agency</p>	<ul style="list-style-type: none"> ● For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of the contract. ● For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of the contract.

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<p>Scholarly or Artistic Work, Exclusive Technology and Media Services</p> <p><i>(see Appendix "1" for list of covered procurement requirements)</i></p>	<p>a) Justification by the End-User supported by Market Study determining the probable sources and confirmation that the supplier, contractor, consultant or service provider could undertake the project at a more advantageous terms</p> <p>b) For Individual Consultant:</p> <ul style="list-style-type: none"> i) Draft Contract ii) PhilGEPS registration iii) Professional License/Curriculum Vitae iv) Conformance to End-User's TOR v) Personal Data Sheet (2017 CSC Version) vi) BIR Certificate of Registration (BIR Form 2303) vii) Certification issued by Personnel Division that the services engagement of the Consultant is High Technical or not included in the plantilla positions. viii) Certification issued by the End-user that the functions of the Consultant are not administrative and routinary. <p>c) For Organization/Company:</p> <ul style="list-style-type: none"> i) Draft Contract ii) Valid and current Mayor's/Business Permit iii) PhilGEPS Registration iv) Income/Business Tax Returns, for ABC's above 500K v) Conformance to the End-user's TOR/SoW/TS 	<p>Section 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services</p>	<ul style="list-style-type: none"> ● For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior to the activity or target effectivity of the contract. ● For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of the contract.

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<p>Highly Technical Consultants</p>	<p>a) Justification by the End-User/Proponent that the engagement of the individual meet the following conditions as set forth in Section 53.7 of the 2016 Revised IRR of RA No. 9184:</p> <p>(i) Individual Consultant will be hired to do work that is either:</p> <p>(1) Highly technical or proprietary; or</p> <p>(2) primarily confidential or policy determining, where trust and confidence are the primary consideration</p> <p>(ii) The term of the individual consultant, shall, at most, on a six (6) month basis, renewable at the option of the appointing HOPE, but in no case shall exceed the term of the latter</p> <p>b) Certification issued by Personnel Division that the services engagement of the Consultant is High Technical or not included in the plantilla positions.</p> <p>c) Certification issued by the End-user that the functions of the Consultant are not administrative and routinary.</p> <p>d) Draft Contract with the <i>Individual Consultant</i> with attached:</p> <p>a. PhilGEPS Registration</p> <p>b. Professional License/Curriculum Vitae</p> <p>c. Conformance to End-User's TOR</p> <p>d. Personal Data Sheet (2017 CSC Version)</p> <p>e. BIR Certificate of Registration (BIR Form 2303)</p>	<p>Section 53.7 Highly Technical Consultants</p>	<ul style="list-style-type: none"> ● For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior to the target effectivity of the contract. ● For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior to the target effectivity of contract.

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Food/Catering Services	Notice of Meeting/Special Order/Authority		For requirements with ABC amounting to PhP50,000.00 to PhP1,000,000.00, submit at least ten (10) working days prior the event/activity.
Goods and Services/Consulting Services/Infrastructure or Civil Works (below 1M)	<p><u>For Goods and Services:</u></p> <ol style="list-style-type: none"> 1. Technical Specifications and/or Terms of Reference <p><u>For Consulting Services:</u></p> <ol style="list-style-type: none"> 1. Terms of Reference 2. Eligibility and Technical Criteria and the corresponding Ranking/Rating System 3. <u>For Individual Consultants:</u> Certification issued by the End-User Unit that the functions of the Consultant are not administrative and routinary. <p><u>For Infrastructure/Civil Works including Repair/Renovation/ Rehabilitation:</u></p> <ol style="list-style-type: none"> 1. Pre-Technical Inspection Report to be secured from GSD, as applicable. 2. Pre-Inspection Report to be secured from the IPC, as applicable. 3. Detailed Engineering (<i>see Annex "A" of the 2016 Revised IRR of RA 9184</i>) 4. Scope of Work 5. Bill of Materials/Quantities 6. Approved Plans/Layouts/Drawings 	Section 53.9 Small Value Procurement	For requirements with ABC not exceeding PhP1,000,000.00, submit at least ten (10) working days prior to the activity.



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Repair/Preventive/Remedial Maintenance of Office Equipment and Furniture	a) Vehicle Repair Request/Job Order/Request and Pre-Technical Inspection Report to be secured from General Services Division (GSD) b) Pre-Inspection Report to be secured from the Inspection and Pre-Acceptance Committee (IPC) c) For Remedial Maintenance, validation or equivalent document to prove that the ABC for the maintenance does not exceed thirty percent (30%) of the subject item's current market price. d) Vehicle Repair and Maintenance History e) Certificate of Wear and Tear f) Certificate of Emergency Repair	Section 53.9 Small Value Procurement	For requirements with ABC not exceeding PhP1,000,000.00, submit at least ten (10) working days prior to the activity.
Repair/Renovation/Rehabilitation of Facilities/Offices	a) Job Order/Request and Pre-Technical Inspection Report to be secured from General Services Division b) Pre-Inspection Report to be secured from the Inspection and Pre-Acceptance Committee (IPC)		

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Car/Bus Service/Rental	a) Notice of Meeting/Special Order/Authority b) Certification from GSD that no service vehicle available for dispatch for the specific duration	Section 53.9 Small Value Procurement	For requirements with ABC not exceeding PhP1,000,000.00, submit at least ten (10) working days prior to the activity.
Printing Services (Tarpaulin)	a) Design/Content of the Requirements b) Certification from GSD that the printing services cannot be accommodated		
Lease of Real Property and Venue (Note: This may include meals and accommodation)	a) Notice of Meeting/Special Order/Authority b) Justification from the End-User Unit that resorting to privately-owned venue is more efficient and economical to the government c) Rating factor signed by the End-user unit.	Section 53.10 Lease of Real Property and Venue	<ul style="list-style-type: none"> ● For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior to the activity. ● For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior to the activity.
Petroleum Fuel, Oil and Lubricant (Pol) Products, Airline Tickets, and Online Subscriptions	a) Justification by the End-user Unit for the selection/identification of direct suppliers or service providers based on the conditions stated in Annex H of the 2016 Revised IRR of the RA 9184, Items C.i to C.iii.	53.14 Direct Retail Purchase	

Particulars	Documentary Requirements	METHOD OF PROCUREMENT	TIMELINES/REMARKS
<p>Renewal of Regular and Recurring Services (Janitorial, Security Services)</p>	<p>a) Certification issued by the End-user/Proponent that the requirements complies with any of the following conditions:</p> <ul style="list-style-type: none"> ● Procurement projects are regular and recurring services as defined under DBM Circular No. 570, s. 2017. ● Projects which by nature are deemed essential, indispensable, or necessary to the day-to-day operations of the Department. ● Projects procured repeatedly in the last three (3) years. <p>b) Copy of the original contract and NTP</p> <p>c) Cost Benefit Analysis (CBA) undertaken by the End-user to show the comparative advantage of renewal over the conduct of another procurement.</p> <p>d) Performance Evaluation conducted by the End-user showing at least Satisfactory rating of 80 point, using the mandatory performance criteria in accordance with the Item 4.2 to 4.4 of the Annex A of GPPB Resolution No. 06-2022.</p>	<p>GPPB Resolution No. 06-22</p>	<ul style="list-style-type: none"> ● The duration for each renewal contract shall not exceed one (1) year; however, the total combined period covering the original contract, renewal contract/s and contract extension/s, if applicable, shall not exceed three (3) years; ● The effectivity of the renewal contract shall immediately commence upon the expiration of the existing contract, except for justifiable reasons, as determined by the End-User. In which case, the gap between the period of the existing contract and renewal contract shall not be covered by the total combined period of three (3) years stated under Item 3.5 of the said resolution. ● To avoid any interruption of service, the contract for Regular and Recurring Services may be extended by the PE if it has commenced with another procurement or the renewal process but was unable to award a new contract or renew the existing contract not later than fifteen (15) calendar days prior to the expiration of the existing contract.

Note: BAC Resolution shall only be issued if 1) the mode of procurement will differ from that specified in the approved APP and 2) the amount of ABC in the PR exceeds the amount of ABC in the approved APP.

Appendix "1"

In accordance with Section 53.6, Rules XVI of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184, Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor or consultant as determined by the Head of the Procuring Entity, for any of the following reasons:

1. The requirement is any of the following:
 - a) Work of art, commissioned work or services of an artist for specific artistic skills (e.g. singer, performer, poet, writer, painter, sculptor, etc.)
 - b) Scientific, academic, scholarly work or research or legal services
 - c) Highly specialized life-saving medical equipment, as certified by Department of Health
 - d) Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription or other exclusive statistical publications and references;
or
 - e) Media documentation, advertisement or announcement through television, radio, newspaper, internet and other communication media

2. The construction or installation of an infrastructure facility where the material, equipment or technology under a proprietary right can only be obtained from the same contractor.

