


	Title of Manual		Document No.	
	<b>SYSTEM PROCEDURES MANUAL</b>		<b>QMS-03F3</b>	
	Department/ Process Owner		Effective Date	
	<b>PROCUREMENT MANAGEMENT DIVISION</b>		<b>September 30, 2020</b>	
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	PMD CONTEXT DIAGRAM	0	September 30, 2020
<b>PMD-01</b>	<b>PROCUREMENT</b>	0	September 30, 2020
	PMD-01 Annex A	0	September 30, 2020
PMD-01A1	Purchase Requisition	0	September 30, 2020
PMD-01A2	Work Order	0	September 30, 2020
PMD-01A3	Bid Opening Checklist	0	September 30, 2020
PMD-01A4	Technical Evaluation	0	September 30, 2020
PMD-01A5	Abstract of Bids	0	September 30, 2020
PMD-01A6	Purchase Order	0	September 30, 2020
PMD-01A7	Notice to Award	0	September 30, 2020
PMD-01A8	Notice to Proceed	0	September 30, 2020
PMD-01A9	Certificate of Completion	0	September 30, 2020

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
 <b>R. G. Vergara</b> Hernandez/G. S. Mendoza Process Owner	 <b>L. G. G. Calaor</b> Department Manager - Administrative Department	 <b>E. B. Albaytar</b> SVP Finance and Administrative Services

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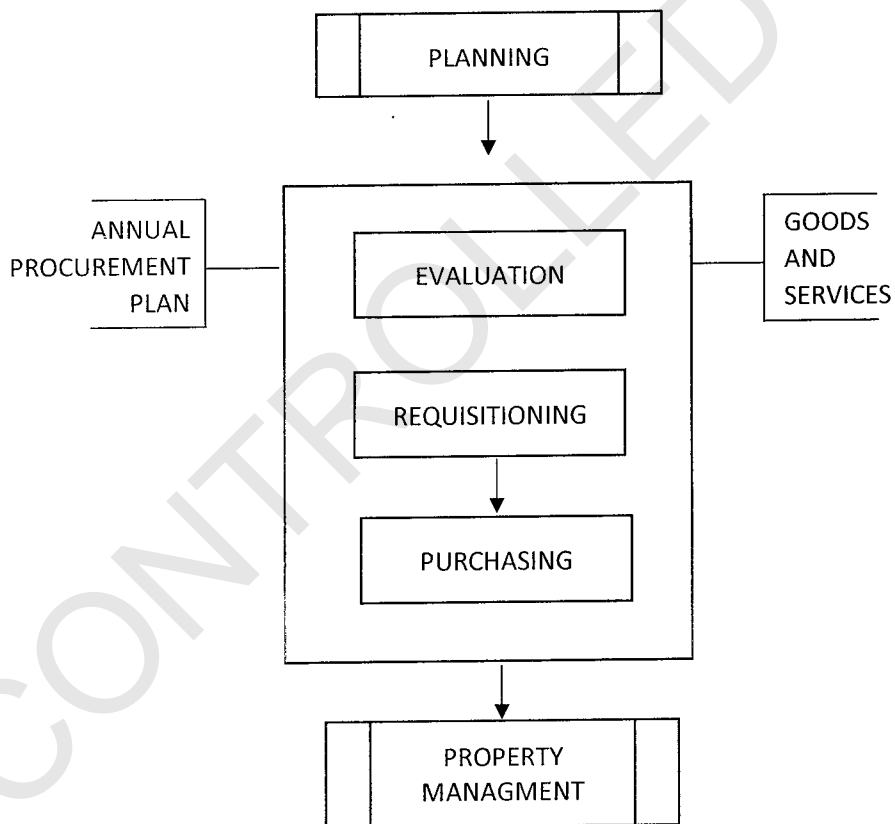
### CONTEXT DIAGRAM Procurement Management Division

Admin – Procurement Management Division (ProcMD)

#### Context Diagram

	ACTIVITY	PPA	PROCEDURES
1	Evaluation		
2	Requisitioning - Purchasing		
3	Canvassing – Public Bidding		
4	Alternative Methods of Procurement		
5	Public Bidding		

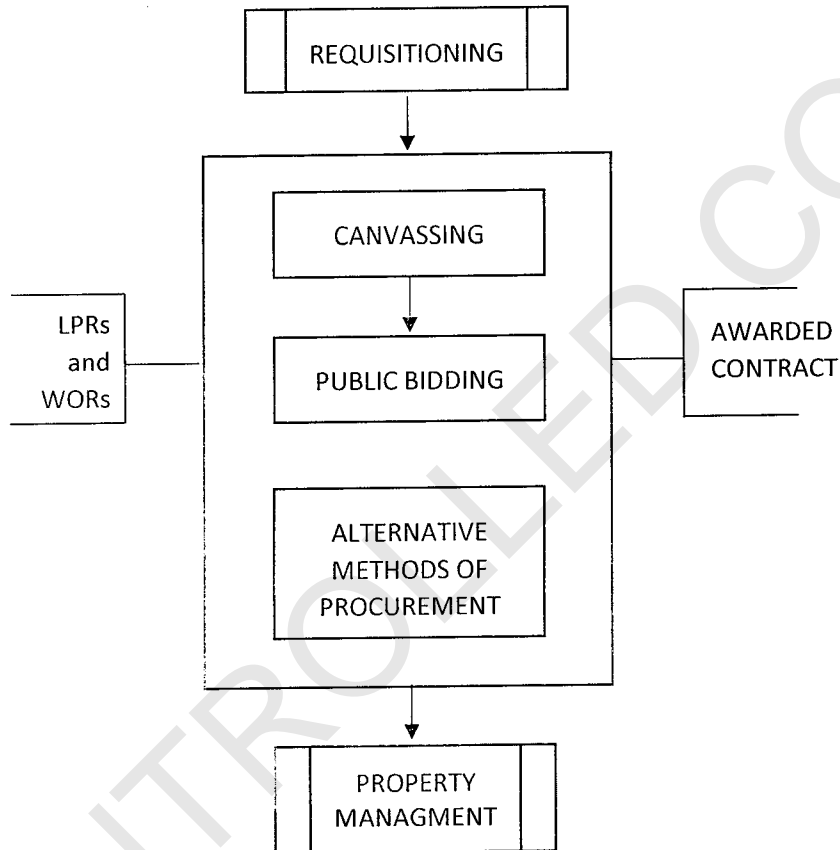
Diagram 1:





### CONTEXT DIAGRAM Procurement Management Division

Diagram 2: Purchase Bidding





## CONTEXT DIAGRAM

### Procurement Management Division

#### Narrative:

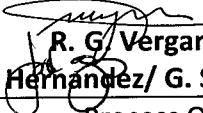

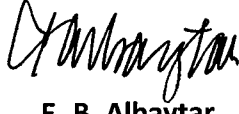
1. Financial Planning includes the planning and budgeting of programs by all the departments and offices. These budget proposals are then consolidated by the Strategy Management Office for the approval of the PNOB Board.
2. The approved budget will be the basis for the Annual Procurement Plan (APP) which is also subject to the approval of the PNOB Board. Once the APP is approved, procurement of items on the approved APP may now commence.
3. The departments and offices may now prepare their respective requisitions based on the approved program and budget in the approved APP. These requisitions, once approved by the approving authorities, are forwarded to the ProcMD for procurement.
4. The ProcMD checks the received requisitions against the approved APP and the completeness of details. If the requisitions are complete and are in the APP, the ProcMD proceeds with the procurement process.
5. The ProcMD applies the Government Procurement Reform Act, R.A. 9184 in the procurement process.
6. The ProcMD starts off with the preparation of the bid documents and the necessary posting requirements in the PhilGEPS and newspaper if necessary.
7. All bidders must be registered with the PhilGEPS (RA 9184 Section 8 /8.5.1)
8. Next step is the canvassing or invitation to suppliers to submit bids on or before the bid deadline set.
9. On the bid deadline, the bids are opened and evaluated. The lowest bidders' eligibility to bid are evaluated and the proposals against the requirements for compliance. If the supplier and the offer are complying, award is recommended to the lowest bidder.




### CONTEXT DIAGRAM Procurement Management Division

- 10. The ABC recommends approval of the award of the contract to the Head of Procuring Entity (HOPE).
- 11. The HOPE approves the award of the contract.
- 12. The ProcMD prepares the Purchase Order (P.O.) or Notice of Award and requests from the Office of the General Counsel for drafting of a contract.
- 13. The ProcMD serves the P.O. / Notice of Award / contract to the winning supplier/contractor/consultant.

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	<b>SYSTEM PROCEDURES MANUAL</b>	<b>PMD-01</b>	
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### 1.0 Objective

This is a guide in procuring materials, equipment and services for the best interest of the Company in support of its operations.

### 2.0 Scope

This covers purchasing of goods/services, infrastructure, or consultancy services.

### 3.0 References


- 3.1 Government Procurement Reform Act – Republic Act 9184
- 3.2 Pertinent/Relevant Commission on Audit (COA) Circulars
- 3.3 Pertinent/Relevant Government Procurement Policy Board (GPPB) Guidelines and Circulars
- 3.4 Guidelines and circulars from other Government institutions who issues guidelines and circulars related to Procurement

### 4.0 Definitions and Abbreviations

LPR	Local Purchase Requisition – form used to requests for supplies / materials or equipment
Procurement	Procurement Management Division
PO	Purchase Order – a contract between the PNOC/government and the supplier / dealer for the delivery of supplies, subject to stipulations in the order
WCR	Work Order Requisition – form used to requests for works or services
COC	Certificate of Completion – form used to certify the completion of the project / services
RTE	Request for Technical Evaluation – form used to validate the compliance of supplier/contractors submitted proposal
ABC	Approved Budget for the Contract
APP	Annual Procurement Plan

### 5.0 Policies and Guidelines

1. The Bids and Awards Committee (BAC) and all employees of the Procurement Management Division are required to observe the principles of honesty, transparency and integrity at all times. Practices and activities, which conflict


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with and are detrimental to the best interest of the Company, will not be tolerated;

2. The Government Procurement Reform Act – Republic Act 9184 shall be used in the procurement activities of the PNOC;
3. Updates from the Government Procurement Policy Board (GPPB) and the Commission on Audit (COA) through their Circulars and Guidelines will be implemented.


## 6.0 Details

Activity	Responsibility	Notes / References
See Attached Flowchart (Annex "A")	1. Administrative Officer	1. Administrative Officer receives requisition;
	2. Chief Administrative Officer	2. Chief Administrative Officer reviews requisitions and checks completeness i.e. specifications, drawings, plans, pictures, accountable employee, ABC, if item is in APP, approving authority, noted by concerned SVP. If okay, requisition is assigned to an Administrative Officer (Buyer), if not, requisition is given back to the requisitioner for completion;
	3. Administrative Officer (Buyer)	3. Administrative Officer (Buyer) logs receipt of requisition in LPR/WOR logbooks;
	4. Administrative Officer (Buyer)	4. Administrative Officer (Buyer) determines method of procurement: <ol style="list-style-type: none"> <li>a. Public Bidding:               <ol style="list-style-type: none"> <li>a.1. Buyer prepares Bid Documents</li> <li>a.2. PMD Chief reviews and approves Bid Documents</li> <li>a.2. Advertisement/ Posting of Invitation to Bid/Request for</li> </ol> </li> </ol>

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- Expression of Interest
- a.3. Issuance of Bidding Documents
- a.4. Submission and Receipt of Eligibility Documents – for consultancy
- a.5. Eligibility Check (and Short Listing, in case of Consulting Services)
- a.6. Ranking and Approval of Short Listing – for consultancy
- a.7. Pre-bid Conference
- a.8. Submission and receipt of Bids
- a.9. Bid Evaluation
- a.10. Notification for negotiation (For Consultancy)
- a.11. Negotiation (For Consultancy)
- a.12. Post-qualification
- b. Limited Source Bidding – this is not yet practiced.
- c. Direct Contracting:
  - c.1. Buyer secures proposals from supplier
  - c.2. Evaluation of proposals
  - c.3. Buyer negotiates with supplier for better proposal
- d. Repeat Order
  - d.1. Buyer confirms prices, terms and conditions from supplier of latest purchase
- e. Shopping
  - e.1. Buyer canvasses requirements
  - e.2. Evaluation of proposals
- f. Negotiated Procurement:
  - f.1. Posting of Request for Quotation @ PhilGeps
  - f.2. Buyer secures proposals from suppliers




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- f.3. Evaluation of proposal  
f.4. Buyer negotiates with supplier for better proposal

**Note: Implement IRR of R.A. 9184 – Government Procurement Reform Act**


- |   |   |
|---|---|
| 5. Chief Administrative Officer/BAC Secretariat                 | 5. If failed bidding, request for mandatory review of Terms of Reference/Scope of Work/Technical Specifications |
| 6. BAC / BAC Secretariat / End-User                             | 6. Mandatory review of Terms of Reference/Scope of Work / Technical Specifications                              |
| 7. Chief Administrative Officer                                 | 7. Received (if any) revised Terms of Reference/Scope of Work / Technical Specifications                        |
| 8. Administrative Officer                                       | 8. Repeat the process of Public Bidding/Small Value Procurement/Shopping  |
| 9. Administrative Officer (Buyer), Chief Administrative Officer | 9. Awarding of contract;  |
| 10. Administrative Officer (Buyer)                              | 10. Purchase Order/Notice of Award preparation / request for Contract draft from Office of the General Counsel  |
| 11. Administrative Officer (Buyer)                              | 11. Review of draft contract and request for contract finalization from Office of the General Counsel           |
| 12. Administrative Officer                                      | 12. Transmit Notice of Award / Purchase Order / Notice to Proceed / Contract to the approving authority;        |

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- |                            |   |
|----------------------------|---|
| 13. Administrative Officer | 13. Issuance of Notice of Award/Purchase Order/Notice to Proceed/Contract to the supplier/contractor  |
| 14. Administrative Officer | 14. Administrative Officer (Buyer) records contract/Purchase Order details in the pertinent logbooks; |
| 15. Administrative Officer | 15. Administrative Officer (Buyer) secures Certificate of Completion from proponent for services;     |

#### 7.0 Records and Files Generated

- Accomplishment Report
- Bidding Documents
- Contracts
- Purchase Order
- Notice of Award
- Notice to Proceed
- Suppliers Monthly Monitoring & Evaluation




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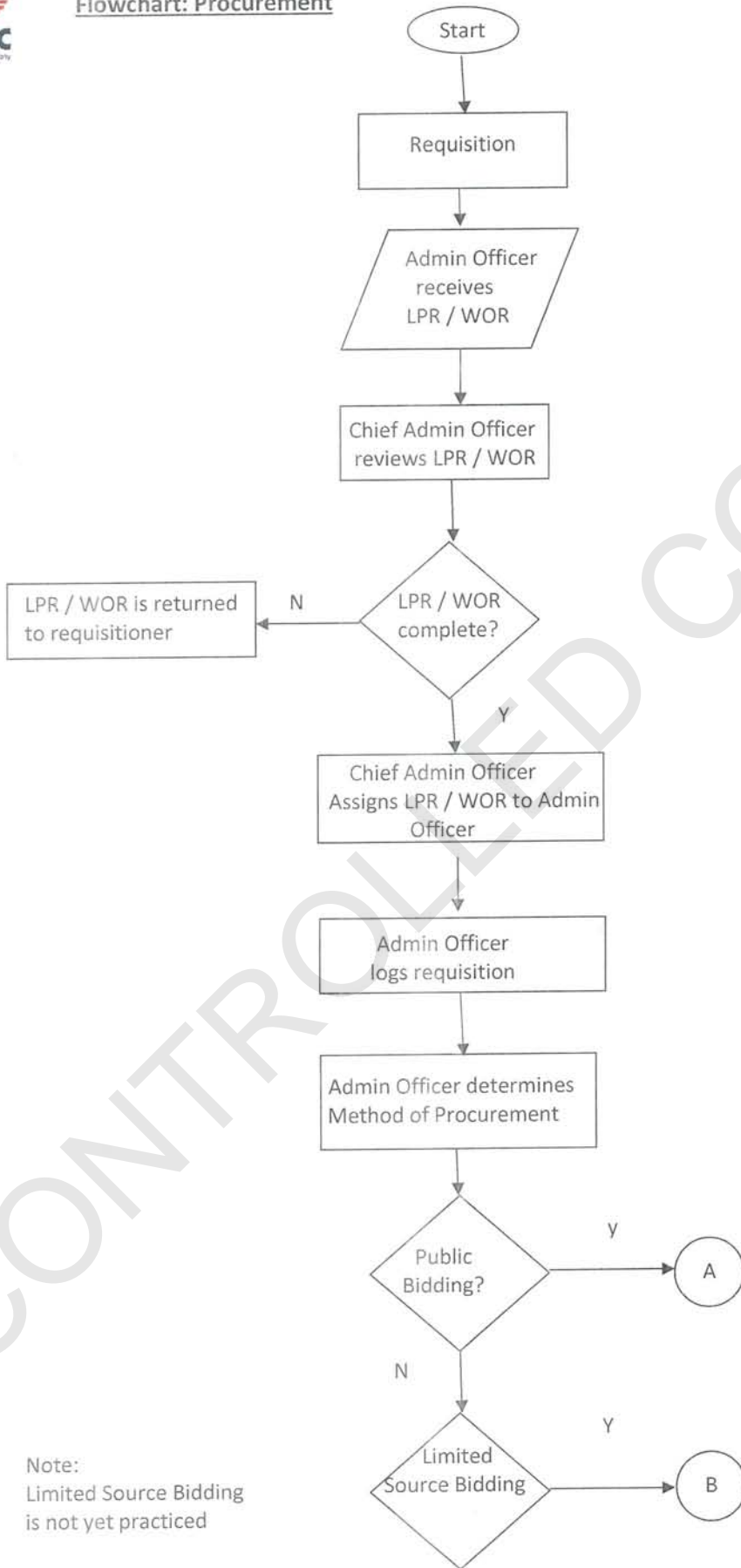
## 8.0 Attachments

### Sample Forms

- IAR – Inspection Acceptance Report
- LPR – Local Purchase Requisition
- PO – Purchase Order
- WOR – Work Order Requisition
- COC – Certificate of Completion
- RET – Request for Technical Evaluation

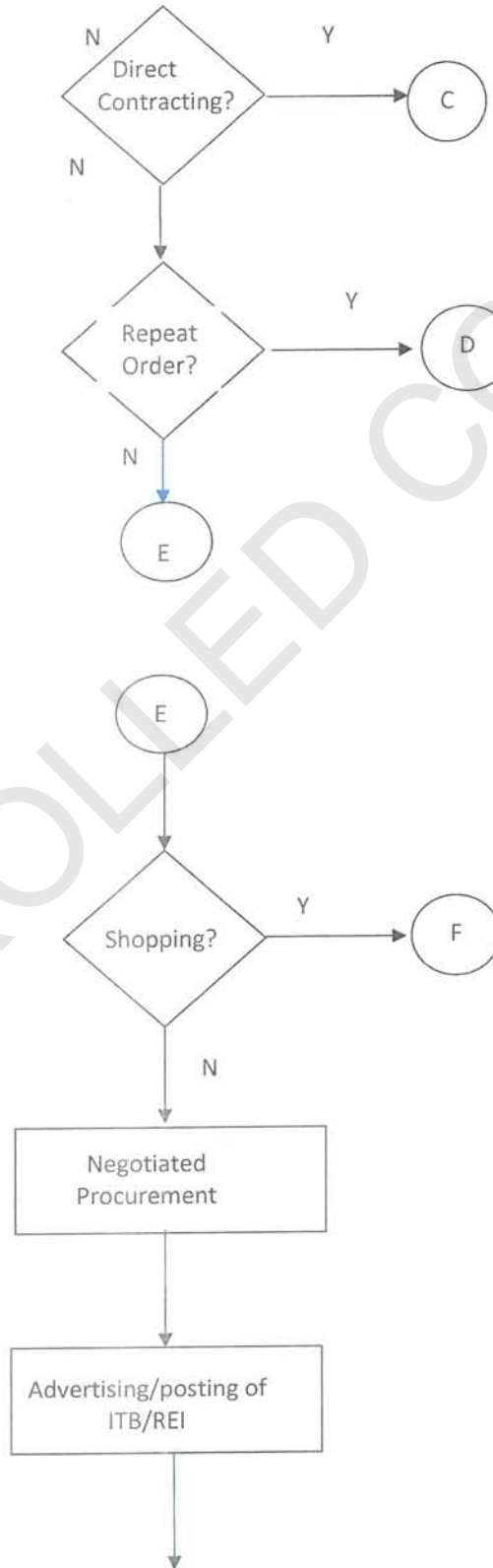
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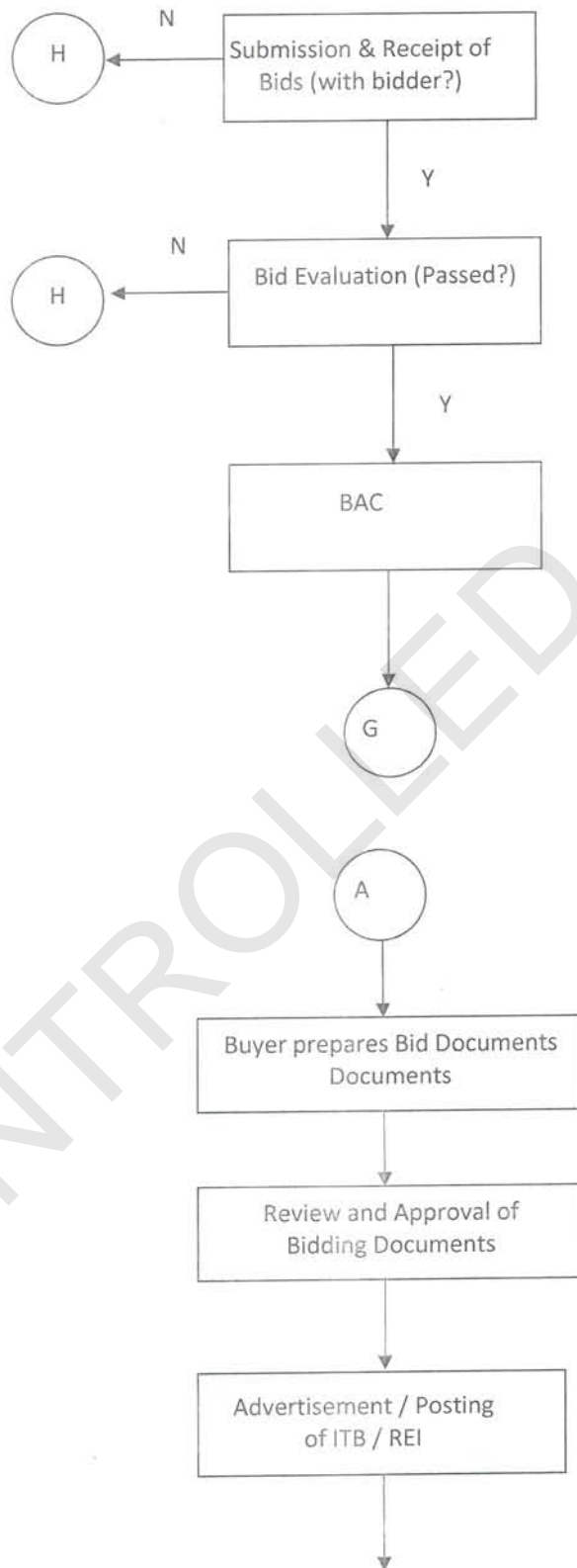


Note:  
Limited Source Bidding  
is not yet practiced

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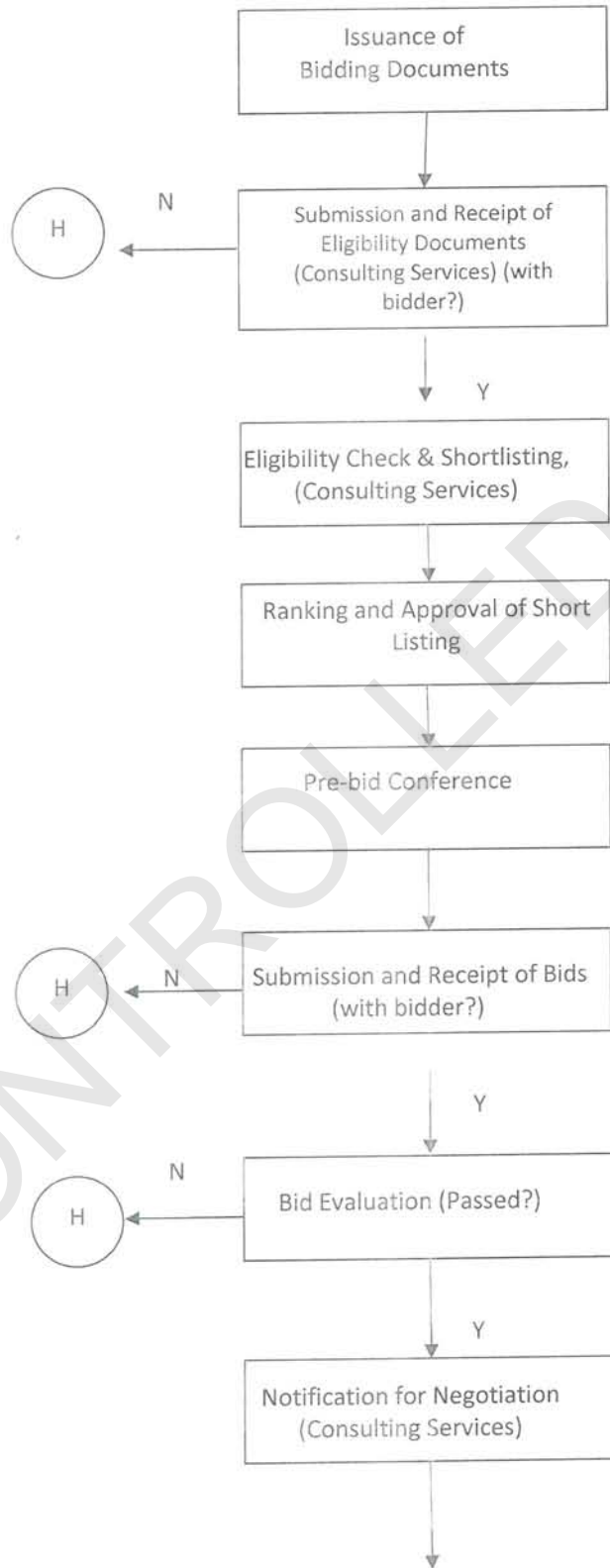


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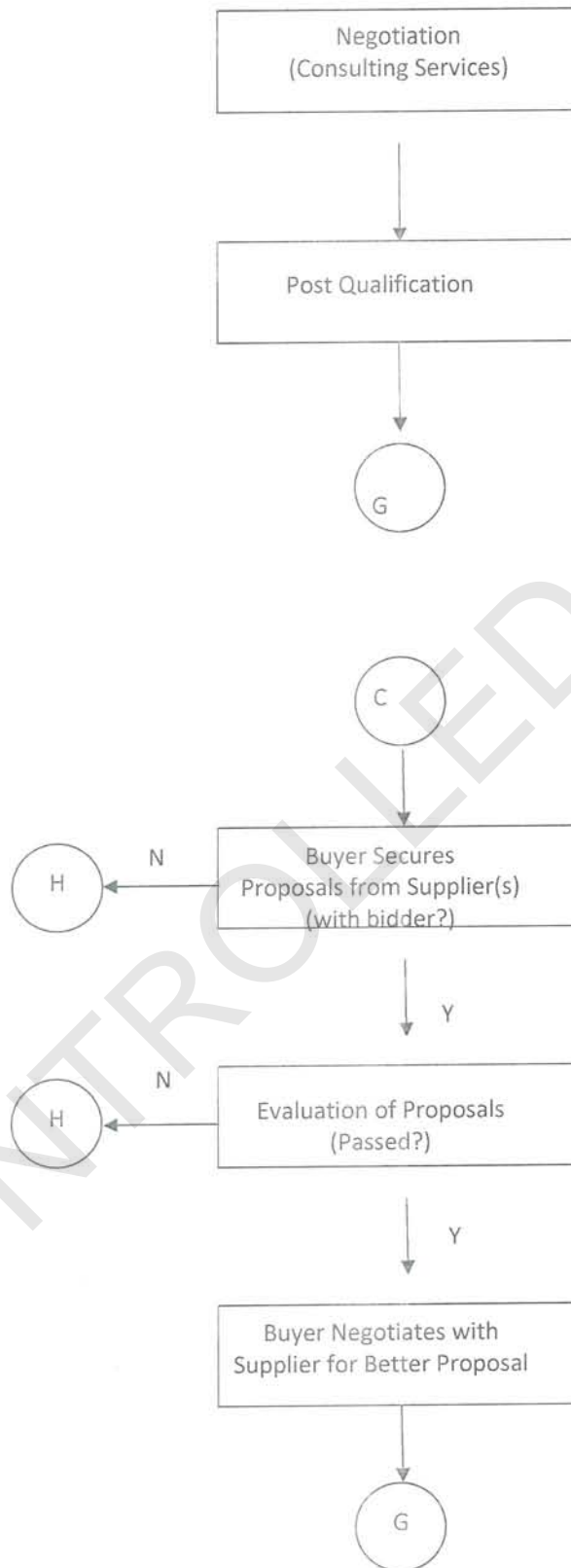


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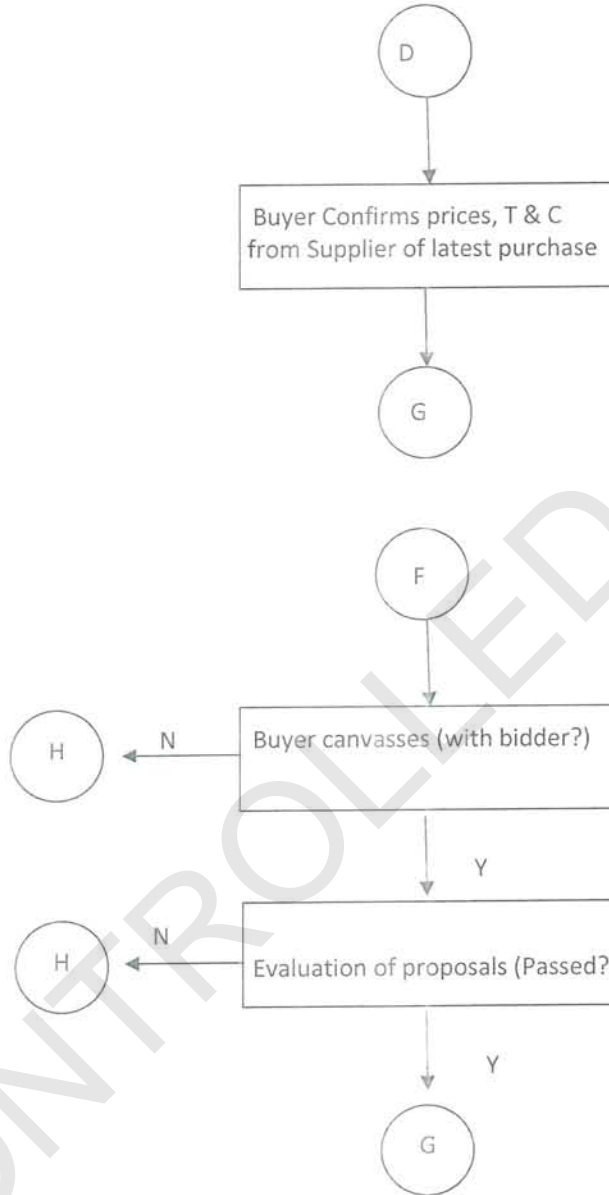


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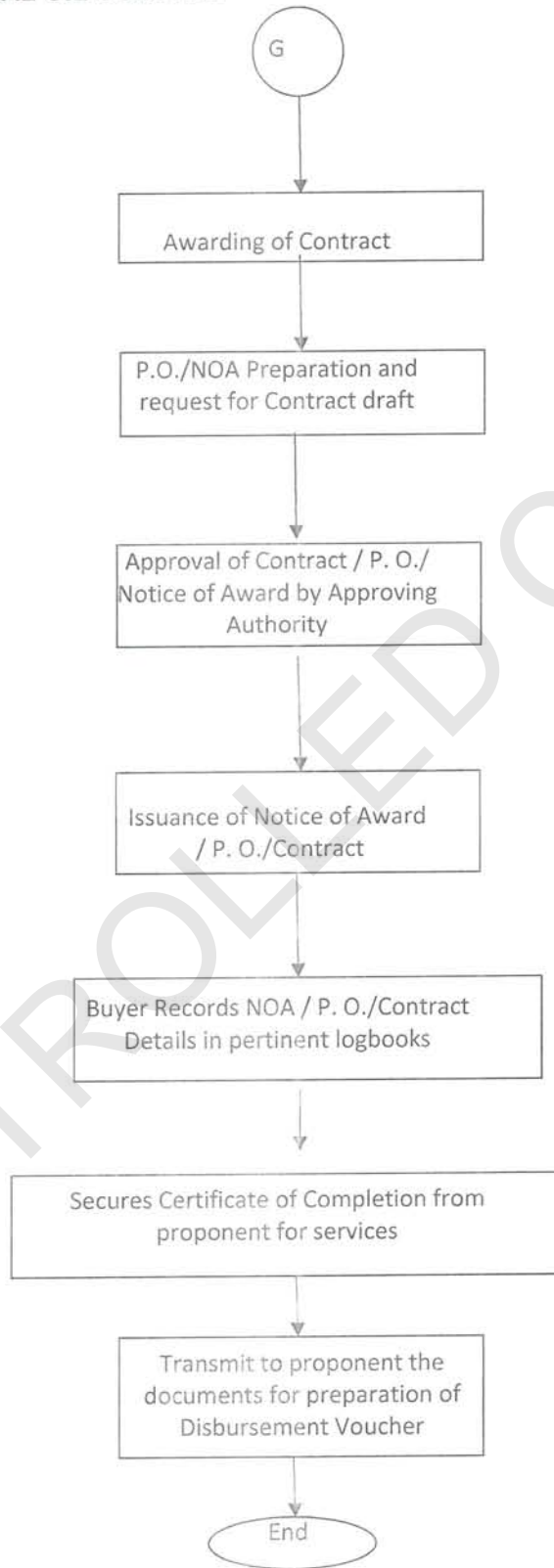
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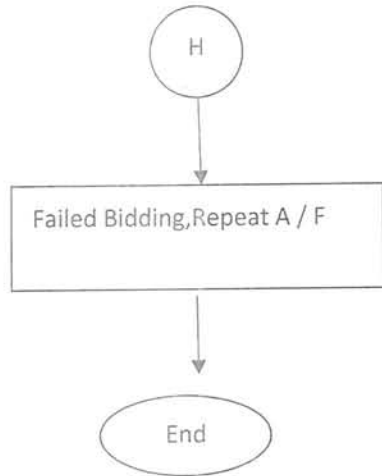


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Legend:

- LPR – Local Purchase Requisition
- WOR – Work Order Requisition
- ITB – Invitation to Bid
- REI – Request for Expression of Interest
- BAC – Bids and Awards Committee
- T & C – Terms and Conditions

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# PURCHASE REQUISITION

PY-722 (REV 08/88)

PAGE \_\_\_\_\_ of \_\_\_\_\_

Refer to Purchase Requisition Guidelines for Instructions before filling-up form

<b>PURCHASING</b>	BUYER	WANTED IN FIELD MONTH/DAY/YEAR	DATE REQUISITIONED MONTH/DAY/YEAR	REQUISITION NUMBER
CHARGE ACCOUNT CODE (XX-XXX-XXXX-XXX)	APP'N NUMBER	METHOD OF SHIPMENT <input type="checkbox"/> LAND <input type="checkbox"/> OCEAN <input type="checkbox"/> AIR		
REQUISITIONING COMPANY/CODE		SHIP TO / SHIPPING MARKS / SPECIAL INSTRUCTION		

**REQUISITION TYPE**

<input type="checkbox"/> REGULAR	<input type="checkbox"/> CONFIRMING PR	<input type="checkbox"/> BPO WITHDRAWAL
<input type="checkbox"/> REVISION MEMO	<input type="checkbox"/> INITIATING PR FOR BPO	BPO NUMBER _____

**EMERGENCY LPR - TO BE FILLED BY PURCHASING ONLY**

RELAYED BY	RECEIVED BY	DATE / TIME RECEIVED	TIME WANTED IN FIELD
REASON FOR EMERGENCY PURCHASE		<b>WAIVER OF USUAL BIDDING PROCEDURE</b>	
		APPROVED BY (Purchasing Manager)	

**ITEMS REQUESTED FOR PURCHASE (PROVIDE THREE SPACES BETWEEN ITEMS)**

ITEM NO.	COMMODITY CODE	UM	DESCRIPTION	QUANTITY

**PRINT NAME AND SIGN**

REQUESTED BY	APPROVED BY	NAME/EMPLOYEE NUMBER	NAME/EMPLOYEE NUMBER
--------------	-------------	----------------------	----------------------

# WORK ORDER REQUISITION

OP-988 (REV 03/92)

TO	DATE PREPARED	PROJECT CONTROL NO.
FROM (SECTION / DEPT / COMPANY)	ACCOUNTING CHARGE APPROPRIATION NO (IF CAPEX)	PLANNED START UP DATE
PROJECT TITLE	PROJECT LOCATION	PROJECT DURATION (IN CALENDAR DAYS)
	COST RANGE (PLS. CHECK) <input type="checkbox"/> P1,000 M & below <input type="checkbox"/> P1,001 M - P10,000 M <input type="checkbox"/> P10,001 M above	
PROJECT JUSTIFICATION		
SCOPE OF WORK		
PRINT NAME & SIGN / INDICATE DATE SIGNED		
REQUESTED BY (PROPONENT)	APPROVED BY (PER APPROVALS MANUAL)	

**Project No. / Project Title:**

**Date**

#	Item						
<b>Eligibility Requirements</b>							
<b>Legal Documents</b>							
a	PhilGEPS Registration						
<b>Technical Documents</b>							
b	Statement of the prospective bidder of all its ongoing and completed government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.						
c	Statement of the bidder's SLCC similar to the contract to be bid						
<b>Financial Documents</b>							
d	NFCC						
e	Valid Joint Venture Agreement (if any)						
<b>Technical Bid Proposal</b>							
a	The Bid Security in the prescribed form, amount and validity period.						
b	Conformity with technical specifications						
c	Evidence to support conformity with technical specifications Sworn Statement						
<b>Financial Bid Proposal</b>							
a	Financial Bid Form						
b	Schedule of Prices						
<b>Remarks (Passed / Failed)</b>							

Bids opened by:

Bids and Awards Committee (BAC):

**MEMORANDUM**

Date:

To:

Ref.:

cc:

Code:

Request for Technical Evaluation:

Attached are the bids for evaluation, subject to your concurrence, we recommend the following:

#	ITEM	BIDDER	AMOUNT (Php)	BASIS OF AWARD
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____

If you concur, please signify conforme; otherwise, submit a detailed evaluation or justification for rejection and acceptance of others based on bid criteria.

Please give us your response on or before \_\_\_\_\_.

\_\_\_\_\_

---

To:

Date: \_\_\_\_\_

We concur with your recommendation. Please award.

We do not concur. Attached is our evaluation and advice based on bid or requisition criteria and bid documents.

We cannot evaluate. We need clarification per attached memorandum.

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

ABSTRACT OF BIDS

<input type="checkbox"/> FIRST BIDDING	<input type="checkbox"/> Public Bidding	<input type="checkbox"/> Repeat Order	<input checked="" type="checkbox"/> X
<input type="checkbox"/> RE-BID	<input type="checkbox"/> Limited Source Bidding	<input type="checkbox"/> Shopping	<input type="checkbox"/> Non PhilGEPS
	<input type="checkbox"/> Direct Contracting	<input type="checkbox"/> Negotiated Procurement	<input type="checkbox"/> Mixed

LPR/WO No.: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	DESCRIPTION	SUPPLIER'S NAME				
<b>TOTAL AMOUNT</b>								
Terms of Payment								
Awarded								

WE HEREBY CERTIFY THAT THE ABOVE SUMMARY OF QUOTATIONS ARE THE TRUE AND CORRECT RESULTS OF THE SEALED CANVASS/OPENED ON: \_\_\_\_\_ BY: \_\_\_\_\_ AT THE OFFICE OF \_\_\_\_\_ THIS IS TO CERTIFY FURTHER THAT ONLY \_\_\_\_\_ BIDDERS/SUPPLIERS PARTICIPATED.

\_\_\_\_\_  
BUYER

\_\_\_\_\_  
ACCOUNTING REP.

\_\_\_\_\_  
WITNESSED BY:

PROPERTY & SUPPLY MNGT. DIVISION (PSMD):

Prepared by: \_\_\_\_\_  
R. G. Vergara

Reviewed by: \_\_\_\_\_

Item No.	Awarded to	Item No.	Awarded to	Item No.	Awarded to	Item No.	Awarded to

AFTER EVALUATION OF THE FOREGOING ABSTRACT, THE ITEM(S) ABOVE IS/ARE AWARDED TO THE SUPPLIER WHOSE BIDS IS/ARE CONSIDERED MOST RESPONSIVE AND ADVANTAGEOUS TO THE INTEREST OF P.N.O.C.

**Recommending Approval: Bids and Awards Committee (BAC)**      **Approved by:**

REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center, Rizal Drive  
BGC, Taguig City  
TIN 000-169-191-000-VAT

**PURCHASE ORDER**

PY-716 (Rev 09/88)

SUPPLIER NAME AND ADDRESS	YOUR QUOTATION REFERENCE	<b>PO No 298251</b>
		REQUISITION NO.
DELIVER PROMPTLY TO	<b>ABOVE PURCHASE ORDER AND REQUISITION NUMBERS MUST APPEAR ON ALL SHIPPING AND BILLING DOCUMENTS. THE COMMODITY CODE'S SHOWN BELOW MUST APPEAR ON ALL INVOICES AND SHIPPING LISTS, CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS SHOWN AT THE BACK OF THIS PURCHASE ORDER.</b>	DATE PO PREPARED
		ACCOUNTING CHARGES
		DOLLAR CONVERSION/AMOUNT
PAYMENT TERMS (UPON SUBMISSION OF ORIGINAL INVOICE & PO)		DELIVERY TERM

**ORIGIN**

ITEM NO.	COMMODITY CODE	UM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

SUPPLIER ACCEPTANCE

REVIEW AND APPROVAL

TERMS AND CONDITION ACCEPTED BY	DATE ACCEPTED	REVIEWED BY
ORIGINAL PO RECEIVED BY	DATE RECEIVED	APPROVED BY

**SUPPLIER'S COPY**

**No 298251**



Date \_\_\_\_\_

**NOTICE OF AWARD**

Subject: Project No. :  
Project Title :

Attention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_:

This is to advise the acceptance of your bid to undertake the aforementioned project for the amount of **PESOS:** \_\_\_\_\_  
(P\_\_\_\_\_ ) (in accordance with our Invitation to Bid / Request for Quotation dated \_\_\_\_\_).

Contract Duration: \_\_\_\_\_

Please be advised that the performance security shall be submitted to the Company within ten (10) days from receipt of Notice of Award.

Kindly signify your agreement by signing on the space provided for below and return the other copies to us.

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_

**CONFORME:**

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)



Date:

**COMPANY NAME**

Address 1  
Address 2

**NOTICE TO PROCEED**

This is to advise you that your offer for the \_\_\_\_\_ with  
Project No.: \_\_\_\_\_, amounting to **PESOS:** \_\_\_\_\_  
(P\_\_\_\_\_ ) has been accepted by the Company.

You are hereby directed to proceed with the service from \_\_\_\_\_ to  
\_\_\_\_\_.

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_

**Conforme:**

\_\_\_\_\_  
Contractor's Authorized  
Representative

\_\_\_\_\_  
Date



## CERTIFICATE OF COMPLETION

Project Description: \_\_\_\_\_  
Location (Dept. / Div.): \_\_\_\_\_  
Contractor / Supplier: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_  
Requisition No.: \_\_\_\_\_  
Contract / Purchase Order No.: \_\_\_\_\_

This is to Certify that the \_\_\_\_\_  
has been completed in accordance with PNOC's specifications and instructions.

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Certified by: \_\_\_\_\_

Date: \_\_\_\_\_