



# Bureau of Corrections

## PROCUREMENT, LOGISTICS AND PROPERTY MANAGEMENT

Document Reference Code

**BUC-STO-PR-012**

Revision No.

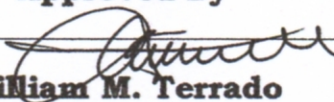
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Effectivity Date

**01/05/2018**

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### REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
<b>0</b>		<b>Original Issue</b>	 <b>William M. Terrado</b>

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## 1. PURPOSE


The purpose of this procedure is to define the processes of procurement, warehousing, inventory and disposal of BuCor supplies and equipment.

## 2. SCOPE

The procedure applies to procurement planning, purchase, delivery, inspection, acceptance, storage, inventory and disposal.

## 3. DEFINITION OF TERMS


Annual Procurement Plan	<ul style="list-style-type: none"> <li>Refers to a document approved by the Head of Procuring Entity (HOPE) where all the projects to be procured and methods of procurement to be utilized by the Procuring Entity is indicated</li> </ul>
Project Procurement Management Plan (PPMP)	<ul style="list-style-type: none"> <li>Refers to a document prepared by the end-user/Project Management Officer (PMO) which contains specific plans relative to Administration, Security and Operations and Reformation projects</li> </ul>
Purchase Request (PR)	<ul style="list-style-type: none"> <li>Refers to a document signed by the end-user/PMO that contains the technical specification of the item/product being procured</li> </ul>
Obligation Request Status (ORS)	<ul style="list-style-type: none"> <li>Refers to a document issued for the payment of product/item</li> </ul>
Notice of Award (NOA)	<ul style="list-style-type: none"> <li>Refers to a document being issued requesting the winning bidder to post the required performance security bond</li> </ul>
Delivery Receipt (DR)	<ul style="list-style-type: none"> <li>Receipt issued by a supplier upon delivery of the procured items/product</li> </ul>
Sales Invoice (SI)	<ul style="list-style-type: none"> <li>Receipt issued by a supplier upon completion of the delivery</li> </ul>
Inventory	<ul style="list-style-type: none"> <li>Refers to physical count of all existing properties, plants and equipment in the agency</li> </ul>
Disposal	<ul style="list-style-type: none"> <li>Refers to the unserviceable items/equipment to be disposed</li> </ul>
Inspection and Acceptance Report (IAR)	<ul style="list-style-type: none"> <li>A report that indicates the status of inspection of delivered items/product</li> </ul>

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Disbursement Voucher	<ul style="list-style-type: none"> <li>Refers to a documents issued for the payment of delivered items</li> </ul>
Requisition and Issuance Slip (RIS)	<ul style="list-style-type: none"> <li>A document that contains inspected items as proof that the delivered items are accepted by the end-user</li> </ul>
Property Acknowledgement Receipt (PAR)	<ul style="list-style-type: none"> <li>Better known as the Property Acknowledgement Receipt (PAR), a document purposely for the issuance of equipment</li> </ul>
Inventory Custodian Slip (ICS)	<ul style="list-style-type: none"> <li>A document purposely for issuance of non-expendable/semi-expendable supplies.</li> </ul>
Report on Physical Count of Inventory (RPCI)	<ul style="list-style-type: none"> <li>A document annually submitted to the Commission on Audit (COA) from the Building Construction that indicates physical inventory of building construction and materials</li> </ul>
Report on the Physical Count of Property, Plant and Equipment (RPCPPE)	<ul style="list-style-type: none"> <li>A document annually submitted to the COA that indicates inventory of property, plant and equipment</li> </ul>
Inventory and Inspection Report on Unserviceable Property (IIRUP)	<ul style="list-style-type: none"> <li>An annual report submitted to COA on properties/equipment/items for disposal</li> </ul>

#### 4. RESPONSIBILITIES

Bids and Awards Committee	<ul style="list-style-type: none"> <li>Deliberates and administers procurement through public bidding and performs other functions in consonance with the provision mandated by Republic Act 9184</li> </ul>
BAC Secretariat	<ul style="list-style-type: none"> <li>Provides administrative support to the Bids and Awards Committee</li> </ul>
Procurement Staff	<ul style="list-style-type: none"> <li>Provides support to the end-user in all procurement matters including preparation and processing of purchase request, purchase orders, notice to proceed and contracts</li> </ul>
Property Staff	<ul style="list-style-type: none"> <li>In-charge of inspecting and acceptance of delivered goods and preparation of respective IAR</li> </ul>
Property Custodian	<ul style="list-style-type: none"> <li>Overall in-charge in issuance, storage of goods and updating of inventories and reports</li> </ul>

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Inventory Committee	<ul style="list-style-type: none"> <li>In charge of conducting regular physical count of inventory and property, plant and equipment</li> </ul>
Disposal Committee	<ul style="list-style-type: none"> <li>In charge of conducting public bidding for the unserviceable property which are for disposal</li> </ul>

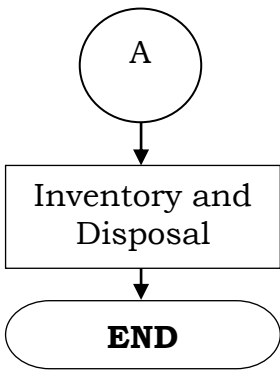
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## 5. PROCEDUREDETAILS

Activity	Person Responsible	Details/Functions	References/ Forms
<p><b>START</b></p> <p>Procurement Planning</p>	<ul style="list-style-type: none"> <li>Procurement Staff</li> <li>Bids &amp; Awards Committee</li> <li>BAC Secretariat</li> <li>Procurement Staff</li> </ul>	<ul style="list-style-type: none"> <li>Consolidates submitted PPMP's from Budget Section</li> <li>Prepares the indicative Annual Procurement Plan</li> <li>Issue resolution approving the APP</li> <li>Review end-user request for purchase of supplies and/or equipment are included in the APP</li> </ul>	APP PR DF CAF
<p>Conduct of Public Bidding or Alternative Modes of Procurement</p>	<ul style="list-style-type: none"> <li>Bids &amp; Awards Committee</li> <li>Procurement Staff</li> </ul>	<ul style="list-style-type: none"> <li>Deliberates and administers procurement through public bidding or the like</li> <li>Contract Preparation and Signing</li> </ul>	NOA Phil. Bidding Documents PO/Contract NTP
<p>Delivery, Inspection and Acceptance</p>	<ul style="list-style-type: none"> <li>Property Custodian</li> <li>Inspection and Acceptance Committee</li> <li>Procurement Staff</li> </ul>	<ul style="list-style-type: none"> <li>Receives, inspects and accept item/orders/purchases from bonafide supplier</li> <li>Prepares document to process payment</li> </ul>	DR, SI IAR DV &ORS &Supporting Documents
<p>Storage and Warehousing</p>	<ul style="list-style-type: none"> <li>Property Custodian</li> </ul>	<ul style="list-style-type: none"> <li>Stocks the goods according to approved storage plan</li> <li>Prepares and regular updating of inventory levels and balances</li> </ul>	Stock Card Property Card Livestock Card
<p>Requisition of Supplies and Equipment</p> <p><b>A</b></p>	<ul style="list-style-type: none"> <li>Property Custodian</li> </ul>	<ul style="list-style-type: none"> <li>Determines availability of goods for issuance to end-users</li> <li>Records issuance and reports the monthly inventory movement</li> </ul>	SAI RIS ARE RSMI




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Activity	Person Responsible	Details/Functions	References/ Forms
	<ul style="list-style-type: none"> <li>Inventory Committee</li> <li>Property Custodian</li> </ul>	<ul style="list-style-type: none"> <li>Conducts regular physical count of inventory and PPE</li> <li>Verifies items for disposal</li> </ul>	RPCI RPCPPE
	<ul style="list-style-type: none"> <li>Disposal Committee</li> <li>Bids &amp; Awards Committee</li> </ul>	<ul style="list-style-type: none"> <li>Conducts bidding to dispose of unserviceable property</li> </ul>	IIRUP

## 6. GUIDELINES

### 6.1. Procurement Planning

- 6.1.1. The Project Management Offices or the end-user units (End-user) of the procuring entities prepare their respective Project Procurement Management Plans (PPMPs) based on their annual Work and Financial Plans (WFPs) and submit the same to the Budget Section.
- 6.1.2. The Budget Section copies the submitted PPMPs and APPs, and transmits the originals to the Procurement, Supply and Property Management Section (PSPMS) for consolidation into APP.
- 6.1.3. Prepares the BuCor Annual Procurement Plan (APP) based on the PPMPs submitted by the different end-users within BuCor.
- 6.1.4. The PSPMS, as the BuCor Bids and Awards Committee (BAC) Secretariat, assists the BAC in finalizing the BuCor APP.
  - 6.1.4.1. The BuCor BAC reviews the APP and issues a Resolution approving the BuCor APP.
  - 6.1.4.2. The Director General, BuCor, as the Head of Procuring Entity (HOPE), approves the BAC-endorsed APP.

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6.1.5. The BuCor Units and procuring OPPFs submit their APP to the Budget Section for consolidation, submission and facilitation for Budget Preparation and Legislation.

6.1.6. Upon approval of the Bureau's Budget, through the passage of the General Appropriations Act (GAA), the Budget Section convenes a workshop for the roll-out of the annual budget and recalibration of unit budgets and plans (Annual Budget Roll-out). The workshop participants are as follows:

- All Budget Officers of OPPFs and BuCor divisions/offices;
- All Accountants of OPPFs and BuCor divisions/offices;
- All Planning Officers of OPPFs and BuCor divisions/offices;
- All Supply Officers of OPPFs and BuCor divisions/offices; and
- Other stakeholders in the management off BuCor's Budget.

6.1.7. Upon approval of the revised APP, it shall be posted on the following websites:


- Government Procurement Policy Board (GPPB), and
- The Bureau of Corrections.

## **6.2. Procurement**

6.2.1. The End-user prepares a Purchase Request (PR) or Job Request (JR) and Obligation Request and Status (OBRS), including the required attachments, and submits to the BAC Secretariat of their respective Offices/Units.

6.2.2. The BAC Secretariat checks the PR/JR against the requesting unit's APP and PPMP.

6.2.3. Once validated for inclusion in the requesting unit's PPMP and APP, PSPMU reviews and consolidates the PR/JR requirements and, along with the OBRS, submits to the Budget.If the request is not included in the Bureau's APP

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and the Unit's PPMP, the BAC Secretariat informs the requesting unit and returns the request documents.

- 6.2.4. Requests not included in the APP, the End-user submits additional Purchase/Job Request documents to the HOPE. Once approved, the BAC Secretariat facilitates the inclusion of the "new project" into the Supplemental APP.
- 6.2.5. The Budget Section receives and checks the PR/JR and OBRS and forwards the same to Accounting Section for issuance of a Certificate of Availability of Funds (CAF).
- 6.2.6. Upon receipt of the CAF, the BAC Secretariat assists in the preparation of procurement documents
- 6.2.7. The BAC administers procurement pursuant to the provisions of RA 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR).

### **6.3. Delivery, Inspection and Acceptance**

- 6.3.1. The Supply Officer or Designated Property Custodian prepares a Notice of Delivery and forwards to the following:
  - Resident Auditor,
  - Inspection & Acceptance Committee
- 6.3.2. Upon arrival of the order, the Supply Officer/Designated Property Custodian shall ensure that supporting documents are complete.
- 6.3.3. The Inspection and Acceptance Committee (IAC) or the Technical Inspection and Acceptance Committee (TIAC) inspects the delivered items according to the technical specification.
- 6.3.4. The IAC/TIAC and the Supply Officer/Designated Property Custodian prepare and sign the Inspection and Acceptance Report (IAR).
- 6.3.5. The Supply Officer/Designated Property Custodian signs the Supplier's Delivery Receipt (DR) or Sales Invoice (SI).
- 6.3.6. The Supply Officer/Designated Property Custodian and/or the End-user prepares the following and submits to the Accounting Office for payment processing:



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- Project Completion Report, if applicable,
- Disbursement Voucher (DV), and
- Supporting Documents

#### **6.4. Storage and Warehousing**

- 6.4.1. The Supply Officer/Designated Property Custodian stocks the goods based on a prepared storage plan.
- 6.4.2. The Supply Officer/Designated Property Custodian prepares and updates the Stock/Property/Livestock Cards to reflect the newly-stocked items.

#### **6.5. Issuance**

- 6.5.1. The End-user, as the Requesting Officer (or Office), prepares a Supplies and Availability Inquiry (SAI) and submits to the Accounting Office.
- 6.5.2. The Accounting Staff, Accounting Office reviews and verifies the SAI for order and completeness.
- 6.5.3. The Requesting Officer prepares a Requisition and Issue Slip (RIS) and, along with the original SAI, submits to the Authorized Official for approval.
- 6.5.4. The Requesting Party submits the approved RIS to the PSPMS.
- 6.5.5. The PSMPS Staff verifies and approves the RIS and transmits to the Supply Officer/Designated Property Custodian.
- 6.5.6. The Supply Officer fills up and signs the *issuance* portion of the RIS, retrieves the requested items.
  - 6.5.6.1. For property, plant, and equipment (PPE) items, the Supply Officer prepares an Acknowledgement Receipt for Equipment (ARE).
- 6.5.7. The Supply Officer turns over the requested items to the Requesting Officer (now Receiving Officer).
- 6.5.8. The Receiving Officer signs the RIS and ARE, if applicable.
- 6.5.9. The Supply Officer/Designated Property Custodian files the original and copy of the RIS, ARE and SAI.

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6.5.10. The Supply Officer/Designated Property Custodian prepares a Report of Supplies and Materials Issued (RSMI) and submits to the Accounting Office, periodically.

## **6.6. Inventory and Disposal**

6.6.1. The Chief, PSPMU prepares the Inventory Guidelines and recommendation for the constitution of the Inventory Committee, and submits to the Director General (DG) for approval.

6.6.2. The DG approves the Inventory Guidelines and constitution of the Inventory Committee, and issues a memorandum to all Offices/Units.

6.6.3. The Office of the Director General (ODG) (currently the Office of the Director for Corrections, ODC) facilitates dissemination of the memorandum to all Offices/Units.

6.6.4. The Inventory Committee conducts actual physical inventory of all PPEs, supplies and materials.

6.6.5. The Inventory Committee prepares a Report on the Physical Count of Inventory Items and PPEs (RPCI & RPCPPE) and submits to the following:

- Accounting Section for proper disposition of accounts
- Disposal Committee.

6.6.6. The Disposal Committee prepares a Inventory & Inspection of Unserviceable Property (IIRUP) and submits to the following:

- Resident Auditor
- DG.

6.6.7. The Resident Auditor reviews and approves disposal.

6.6.8. The DG reviews and approves disposal.

6.6.9. Upon approval of the Disposition Report and recommendations, the Disposal Committee shall implement the disposal pursuant to COA guidelines. The IIRUP shall then be transmitted to the Accounting Section for proper recording.