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OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF WORKS (INFRASTRUCTURE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION OF APP FOR INFRASTRUCTURE] Step1 --> Step2[2. CERTIFICATION THAT THE PROJECT IS INCLUDED IN THE APPROVED PPMP/APP WITH APPROPRIATE MODE OF PROCUREMENT] Step2 --> Step3[3. PREPARATION OF TECHNICAL AND BIDDING DOCUMENTS] Step3 --> Step4[4. BUDGET CLEARANCE] Step4 --> Step5[5. CERTIFICATION ON THE READINESS FOR PROCUREMENT] Step5 --> Step6[6. APPROVAL] Step6 --> A((A)) </pre>	<p>Based on the approved budget proposal of end users, OVCPD prepares the APP for Infrastructure for CAD and academic units.</p> <p>Checks and certifies that the PROJECT is included in the end-user's approved PPMP. Checks and validates mode of procurement.</p> <p><i>Note: If not included, end-user shall attach approved SPPMP.</i></p> <p>In close coordination with the end-users, CPDMO prepares: 1) Plans and drawings 2) Scope of works and specifications 3) Detailed estimates Agrees to the above documents.</p> <p>Provides budget clearance indicating the approved budget for the contract (ABC) and funding source.</p> <p>Assures that technical documents are reviewed/checked by the Technical consultant; Checks completeness of requirements for bidding and Certifies the readiness of the project to undergo procurement.</p> <p>Approves in accordance with level of signing authority.</p>	<p>PDO, OVCPD/ CPDMO Staff</p> <p>OOBAC Staff</p> <p>CPDMO Staff/End User</p> <p>BO Head</p> <p>OOBAC Staff</p> <p>VCPD/VCA/ Chancellor</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date:

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Flowchart	Description	Person Responsible
<pre> graph TD A((A)) --> 7[7. RELEASE OF BID DOCUMENTS] 7 --> 8[8. PROCUREMENT (STARTS WITH THE CONDUCT OF PREPROCUREMENT CONFERENCE AND ENDS WITH THE RECOMMENDATION TO AWARD THRU A BAC RESOLUTION)] 8 --> 9[9. RECOMMENDATION TO AWARD THE CONTRACT] 9 --> 10[10. TRANSMITTAL OF ALL BIDDING DOCUMENTS] 10 --> 11[11. NOTICE TO AWARD (NOA)] 11 --> B((B)) </pre>	<p>Sends out bid/technical documents to the appropriate BAC/Unit for the conduct of procurement</p> <ul style="list-style-type: none"> a) projects costing P1,000,000 and below - CPDMO for the conduct of small value procurement; b) projects costing more than PhP1,000,000.00 to BAC2 for public bidding <p>Conducts public bidding in accordance with RA 9184 and its IRR. Conducts negotiation in case of alternative mode of procurement.</p> <p>Recommends award through a resolution providing details on the conduct of the procurement process</p> <p>Organizes folders of all bidding documents, with proper markings and sends original copy to OOBAC together with the signed resolution of award.</p> <p>Reviews all bidding/contract documents and based on the BAC 2 resolution, prepares Notice of Award; monitors approval and notifies winning bidder of the award and the conditions to be complied (e.g. posting of performance bond)</p>	<p>OOBAC Staff</p> <p>BAC</p> <p>BAC</p> <p>BAC Secretariat</p> <p>OOBAC Staff</p>

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Flowchart	Description	Person Responsible
<pre> graph TD B((B)) --> 12[12. ISSUANCE AND ACCEPTANCE OF NOTICE OF AWARD] 12 --> 13[13. PREPARATION AND ROUTING OF THE GENERAL CONSTRUCTION AGREEMENT] 13 --> 14[14. ISSUANCE AND SIGNING OF GCA BY THE WINNING CONTRACT, NOTARIZATION] 14 --> 15[15. TRANSMITTAL OF PROJECT FOR IMPLEMENTATION] 15 --> 16[16. ISSUANCE OF NTP] 16 --> End([End]) </pre>	<p>Issues NOA and accepts performance bond. Coordinates with the Legal Office, particularly the BAC2 Resource Person on Legal Matters for the preparation of General Construction Agreement</p> <p>Finalizes GCA; monitors routing to end-user (to sign as witness), Budget Office (certificate of allotment) and Accounting Office (certificate of funds availability), OVCA/OC/ OSU for approval in accordance with the level of signing authority.</p> <p>Sends out GCA to winning bidder for their signature and notarization</p> <p>Distributes GCA with contract documents: a) original to winning contractor; b) CPDMO/OETS for issuance of Notice to Proceed and implementation; c) BAC 2 Secretariat d) end-user e) Legal Office - original copy f) Accounting g) Budget Office and h) OVCA/OC and i) COA - original copy</p> <p>Note: CPDMO sends copies of NTP to OOBAC and end-user</p> <p>Prepares NTP & issues to contractor; send copy to OOBAC & end-user Updates PhilGEPS posting</p>	<p>End User</p> <p>OOBAC/ Legal Office Head</p> <p>OOBAC Staff</p> <p>OOBAC Staff</p> <p>CPDMO Staff OOBAC Staff</p>