



Department of Social Welfare and Development

KALAHI CIDSS-NCDDP

*Kapit-Bisig Laban sa Kabirapan
Comprehensive and Integrated Delivery of Social Services
National Community-Driven Development Program*



FOR : **THE REGIONAL DIRECTORS**
FIELD OFFICES CAR, I, III, IV-A, IV-MIMAROPA, V, VI, VII, VIII, IX,
X, XI, XII, CARAGA

ATTENTION : **REGIONAL PROGRAM MANAGERS**
DEPUTY REGIONAL PROGRAM MANAGERS
REGIONAL COMMUNITY INFRASTRUCTURE SPECIALIST
REGIONAL PROCUREMENT OFFICERS

SUBJECT : **GUIDANCE NOTES ON COMMUNITY BULK PROCUREMENT**

DATE : **21 September 2015**

I. Background and Rationale

The simultaneous implementation of both private and government infrastructure Programs resulted to shortages of construction supplies in various KC-NCDDP areas most particularly in areas covered by the Philippine Rural Development Program (PRDP), and other National Government Agencies (NGAs) implementing large infrastructure projects. In the case of Region V, the development of the new airport captures the bulk of construction materials.

Since KC-NCDDP subprojects are small-scale, the contract costs for procurement are relatively small. Thus, in areas where there are large projects being implemented by NGAs, contractors and suppliers are deemed less interested in the Program as the bulk of their construction supplies are directed to big ticket projects.

Hence, in order to prevent potential delay in sub-project implementation due to unwillingness or non-participation of contractors and suppliers, Community Bulk Procurement as an option to manage subproject implementation, is provided.

II. Objectives

- a. To provide guidance on the use of Community Bulk Procurement as an approach in managing procurement of common materials, works or services as applicable; and
- b. To provide a clear procedures that are aligned with the Community Driven Development (CDD) principles.

III. Definition of Term

Community Bulk Procurement – is a procurement approach where various Barangays with individual subproject identify and consolidate common goods/materials, works or services with same Procurement Method that can be procured from one Supplier/Contractor/Service Provider.

IV. General Procedure:

A. Conduct of Market Survey

There is a clear analysis that doing bulk procurement is advantageous to the BSPMC in the implementation of the subproject; and, procuring individually (per Barangay) is less viable. Market survey and inventory of available registered suppliers shall be conducted. The Technical Facilitators and Community Empowerment Facilitators shall assist and provide technical assistance to the BSPMCs by spearheading the conduct of market survey. The market survey shall include the availability of supply and analysis that will justify the use of the Bulk Procurement. A market survey shall also update the inventory of suppliers and shall be presented in a matrix form (see Annex).

B. Identification of SPs for Bulk Procurement.

In reference with the result of the market survey, the Technical Facilitator (TF) in coordination with the CEFs shall conduct the assessment of subprojects that can be consolidated for bulk procurement. The following conditions should then be considered:

- a. The utilization or implementation of bulk procurement should be aligned to the implementation schedule;
- b. In cases of construction materials, sufficient storage should be available to safeguard spoilage or theft;
- c. For services or works, the term of reference (TOR) or scope of works and pertinent documents for works should be prepared to reflect applicable conditions or requirements of each Barangay.
- d. If above conditions justifies the conduct of bulk procurement, proceed to the next steps in C below.

C. Meeting of all identified BSPMCs qualified for Bulk Procurement:

With the assistance of the TF and the CEFs, each BSPMC after discussing the items for the Bulk Procurement, shall execute a BSPMC Resolution stating their agreement and the items for procurement.

- a. ***Designation of a Lead Barangay as the lead canvasser:*** The BSPMC Chairpersons of the identified Barangays will meet to elect or designate the lead Barangay;
- b. The Procurement Team of the lead Barangay will act as the lead canvasser; responsible in serving and posting of RFQs, receipt of quotations or proposals and in serving of Purchase Order (PO).
- c. The TF will present the updated list of all registered suppliers available in the locality to identify all the suppliers eligible for issuance of RFQs.
- d. BSPMCs will agree on the schedules of procurement activities including the posting and personal serving of RFQs for the guidance of the PT and the CEF.
- e. Record of meetings should be prepared to document the agreements.

D. Procurement Preparation Meeting:

For each Barangay:

- a. The BAC shall convene to discuss the details procurement at hand.
- b. The BSPMC Chairperson will relay all the agreements during the designation/election of the Lead Barangay for the Bulk Procurement.
- c. The PT shall prepare the RFQs based on the agreements presented by the BSPMC Chairperson. The RFQ will be signed by the BSPMC Chairperson and will be submitted to the lead Barangay for posting and serving of RFQs.
- d. Record of meetings should be prepared to document the proceedings.

For the Lead Barangay:

- a. The PT of the lead Barangay shall collect and prepare a summary of items to be procured from the RFQs of the identified Barangays for bulk procurement;
- b. Procurement thresholds under the Community Based Procurement Manual (CBPM) shall be used. The thresholds shall apply per Barangay package. If areas covered are 177 and 377 group or combination with group 293, the Community Emergency Procurement procedure shall be used; otherwise, the regular CBPM procedures may apply if upon assessment by the TF to be more appropriate.
- c. The RFQs should reflect the requirements per Barangay. If it is not possible to deliver the items to every Barangay, a common delivery point should be identified. Each Barangay will be responsible in transporting the items to their respective subproject site.

F. Posting and serving of RFQ/Bid Documents

Posting and serving of RFQ/Bid Documents shall follow the requirements and procedures set in the CBPM.

G. Opening and Evaluation of each Barangay

The process shall follow the same procedures set in the CBPM. The signed RFQ by the suppliers will be forwarded to the respective Barangays for evaluation. It is expected that same supplier/contractor will be awarded of the contract/P.O.

H. Award of Contract/Purchase Order (PO) of each Barangay

The process shall follow the same procedures set in the CBPM. The duly signed PO shall be submitted to the lead Barangay for Serving of PO to the winning supplier.

I. Serving of PO by the Lead Barangay Procurement Team (LPT)

The LPT shall collect all the POs from the Barangays for serving to the winning supplier/contractor.

J. Inspection and Acceptance

Inspection and acceptance of bulk procurement delivery at the common drop point will be conducted by the Monitoring and Inspection Team (MIT) of the lead Barangay. Delivery in Barangays will be inspected by the respective monitoring and inspection team (MIT) of its BSPMC.

H. Funding and Payment shall follow the provisions of the Community Based Finance Manual (CBFM).

I. Effectivity:

Effective immediately



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MARKET SURVEY OF AVAILABLE SUPPLIERS AND SERVICE PROVIDERS

Name of Proposed Sub-Project/s: _____ Date Prepared: _____
 Barangay: _____ Municipality: _____ Province: _____

Items to be Procured	Names of Possible Suppliers/ Contractors for each Item to be Procured	Prevailing Market Price	Address/ Location	Remarks
Portland Cement	Supplier ABC Supplier EFG	P __. __/bag P __. __/bag		
Design & Analysis	Service Provider C Service Provider D	P __/100km		
Construction Services	Contractor A Contractor B			

Prepared by: _____

TF/CF/PT _____

Note: 1. Indicate findings and observations including capacity and willingness of supplier/service providers to supply the items or execute the works/services.