TESDA-OP-AS-04-F01

Rev. No. 01 – 07/21/21

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

**PROCUREMENT TRACKING SHEET**

**ALTERNATIVE METHODS OF PROCUREMENT:**

**SHOPPING/SMALL VALUE PROCUREMENT**

**a. Office/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b. Procurement Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(i.e. Common-Use Supplies, Consumables (Ink), Construction Supplies, Printing, etc.)*

**c. Requisition and Issue Slip No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*if applicable)*

**d. Purchase Request (PR) No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e. Procurement Mode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **No.** | **Process** | **Form** | **Timeline** | **Responsible Office/ Person** | **Date & Time** | | **Remarks/ Comments** | **Initials** |
| **Received** | **Action Completed** |
| 1 | Receive PR from the end-user | PR | 1 – 2 days | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |
| Check the completeness of the specifications of indicated in the PR |  |  |  |  |
| If not complete/unclear, return PR to the end-user. |  |  |  |  |
| If the specifications are complete/clear, indicate PR No. |  |  |  |  |
| 2 | Check if the requested supplies and materials or equipment are within the approved Annual Procurement Plan (APP) |  |  |  |  |
| If within the approved APP, proceed to next step |  |  |  |  |
| if not, return to end-user for preparation and submission of supplemental APP |  |  |  |  |
| 3 | Conduct Price Monitoring to determine Approved Budget for the Contract (ABC) | PR/ PMS | 1 day |  |  |  |  |
| Prepare the Request for Quotation (RFQ) with Price Quotation Form (PQF) | RFQ/  PQF |  |  |  |  |
| 4 | Post the RFQ in the PhilGEPS website, website of the Procuring Entity and at any conspicuous place reserved for the purpose in the premises of the Procuring Entity, if ABC is above Php50,000.00. | RFQ | 3 days min – 9 days max (Using the PhilGEPS System) | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |
| Sends the RFQ to at least three (3) suppliers of known qualifications | 1 day | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |

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| **No.** | **Process** | **Form** | **Timeline** | **Responsible Office/ Person** | **Date & Time** | | **Remarks/ Comments** | **Initials** |
| **Received** | **Action Completed** |
| 5 | Prepare Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For SVP, receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof. | APQ | 1 day | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |
| Check the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated Quotation | 1 day |  |  |  |  |
| Approve the Abstract of Price Quotation with the Lowest Calculated and Responsive Quotation |  | End-User/HoPE |  |  |  |  |
| 6 | Prepare Purchase Order/Job Order (PO/JO) | PO/ JO | 1 day | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |
| 7 | Release PO/JO with attachments to the end-user for preparation of the Obligation Request and Status (ORS) | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |
| Prepare and processes the Obligation Request and Purchase Order/Job Order | PO/ JO/ ORS |  | End-user/ Budget Division/  Accounting Division/  Approving Authority/ FASD |  |  |  |  |
| Receive approved Purchase Order/Job Order | 1 day | BAC/ Procurement Division/Unit/ Focal |  |  |  |  |
| 8 | Provide the winning supplier copy of the approved PO/JO for conforme | PO/ JO | Procurement Division/Unit/ Focal |  |  |  |  |
| Supplier delivers goods within 7 days or services within 15 to 30 days | 1-7 days  (PO)  15-30 days (JO) |  |  |  |  |
| 9 | Inspect and accept deliveries | IAR |  | Inspector |  |  |  |  |
| 1 day | Procurement Division/Unit/ Focal |  |  |  |  |
| 10 | Prepare RIS/ICS/PAR for the issuance of delivered goods to end-users/requesting office/s | RIS/ICS/ PAR | Procurement Division/Unit/ Focal |  |  |  |  |

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| **No.** | **Process** | **Form** | **Timeline** | **Responsible Office/ Person** | **Date & Time** | | **Remarks/ Comments** | **Initials** |
| **Received** | **Action Completed** |
|  | Issue goods/services to end-users/requesting office/s |  | 1 day | Procurement Division/Unit/ Focal |  |  |  |  |
|  | **Total No. of Days** | | | | | | | |
| > Without posting for PR Php50,000.00 and below | | | | | | | |
| Purchase Order |  | 10 -17 days |  |  |  |  |  |
| Job Order |  | 24 – 40 days |  |  |  |  |  |
| > With PhilGEPS Posting for PR above Php50,000.00 | | | | | | | |
| Purchase Order |  | 12 - 25 days |  |  |  |  |  |
| Job Order |  | 26 - 42 days |  |  |  |  |  |

Note: Please do not detach. Return to Procurement Division/Unit/Focal

TESDA-OP-AS-04-F03

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**PRICE QUOTATION FORM**

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

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Sir/Madam :

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

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| No. | ITEM/TECHNICAL SPECIFICATIONS | QTY. | UNIT | A*PPROVED* BUDGET FOR THE CONTRACT  (in Peso) | **OFFER** | | | |
| Compliance with the Technical Specifications (please check) | | PRICE OFFER | REMARKS |
| YES | NO |
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PQF Page 1

**Terms and Conditions**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all of the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated by Philippine Peso shall include all taxes, duties, and or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements in the Technical Specifications.
9. TESDA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TESDA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

|  |
| --- |
|  |
| Name of Business/Company |
|  |
|  |
| Signature over Printed Name |
|  |
| Office Telephone/Fax No. |
|  |
| Mobile No. |
|  |
| Email address |

PQF Page 2

TESDA-OP-AS-04-F04

Rev. No. 01 – 07/21/21

**ABSTRACT OF PRICE QUOTATION**

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

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| PR No.: |  |
| End-User |  |

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| **Item No.** | **Article/Description** | | | | | | | | **Name of Supplier/Amount of Bid** | | | | | | | | | | **Lowest Calculated and Responsive Quotation** |
| **Qty.** | **Unit** |  | | | | | |  | | |  | | |  |  | | |  |
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| *for Bids and Awards Committee* | | | | | | | | | | | | | | | | | | | |
|  | | | | | *After considering the quotations received from the suppliers for the articles listed above, the undersigned hereby certifies that the shaded price opposite each item is reasonable and the lowest obtainable in the market at the time of purchase.* | | | | | | | | | | | | | |  |
| *Prepared by:* | | | |  | *Recommended by:* | |  |  | | | | |  |  | | | | | *Approved by:* |
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| Procurement Focal | | | |  | BAC Chairperson | |  | BAC Vice - Chairperson | | | | |  |  | | | | | Authorized Signatory |
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| *with Delegation of Authority* | | | | | | | | | | | | | | | | | | | |
| *Prepared by:* | | | |  | | *Checked by:* | | | |  | *Approved by:* | | | | | |  | *Noted by:* | |
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| Procurement Focal | | | |  | | Unit Head | | | |  | Division Head | | | | | |  | End-user | |
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TESDA-OP-AS-04-F05

Rev. No. 00 – 03/01/17

**PROCUREMENT MONITORING REPORT**

TESDA Region \_\_\_

As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Procurement Program/ Project | PMO/End-User | Mode of Procurement | PURCHASE REQUEST | | PhilGEPs Posting/RFQ | | | Source of Funds \* | No. of Quota-tions Received | Date of APQ | Winning Supplier | PURCHASE/JOB ORDER | | | | | DATE | | | |
| **Date Received** | **No.** | **Date Published** | **Closing Date** | **ABC** | No. | Date | Amount | Approval Date | Date Served and Acknow- ledged by the supplier | **Delivery** | **Inspection** | **Acceptance** | **Issuance** |
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*\*Source of Funds – Regular MOOE/Capital Outlay/Others (SSP/Trust Fund)*