

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
PROCUREMENT TRACKING SHEET

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.: \_\_\_\_\_

No.	Process	Form	Timeline	Responsible Office/ Person	Date & Time		Remarks/ Comments	Initials
					Received	Action Completed		
1	Receive PR/RIS/PPMP/Supplemental PPMP/Market Scoping Form from the end-user	PR/RIS/PPMP /Supplemental PPMP/Market Scoping Form	1 – 2 days	BAC/ Procurement Division/Unit/ Focal				
	Check the RIS if all items are in stock.							
	Check the completeness of the specifications 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 Project Procurement Management Plan (PPMP)			BAC/ Procurement Division/Unit/ Focal				
	If within the approved PPMP, proceed to next step							
	if not, return to end-user for preparation and submission of supplemental PPMP with Market Scoping Form							
3	Attaches CNAS or proof of unavailability of the CSE as shown in the PS-DBM website either in printed form of the webpage or as a screenshot with the date and time of access	CNAS/PS website/ Webpage Screenshot	1 day	BAC/ Procurement Division/Unit/ Focal				
	Prepare the Request for Quotation(RFQ) / Request for Proposal(RFP) with Price Quotation Form (PQF)	RFQ/RFP PQF						

No.	Process	Form	Timeline	Responsible Office/ Person	Date & Time		Remarks/ Comments	Initials
					Received	Action Completed		
4	Post the RFQ/RFP 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 Php200,000.00	RFQ/ RFP	3 days min – 9 days max (Using the PhilGEPS System)	BAC/ Procurement Division/Unit/ Focal				
	Send the RFQ/RFP to at least three (3) suppliers of known qualifications		1 day	BAC/ Procurement Division/Unit/ Focal				
5	Prepare Abstract of Quotations/Proposals. Receipt of at least one (1) quotation within the prescribed deadline is sufficient to proceed with the evaluation thereof.	Abstract of Quotations/ Proposals	1 day	BAC/ Procurement Division/Unit/ Focal				
	Evaluates the submitted quotations/proposal and submits their recommendations		1-2 days	End-User				
	Check the completeness and validity of the documentary requirements of the supplier with the LCRB, MEARB, MARB or HRRB		1 day	BAC/ Procurement Division/Unit/ Focal				
	Approve the Abstract of Quotations/Proposals with the LCRB/MEARB/MARB or HRRB (for Consulting Services)			End-User/HoPE				
6	Prepare Purchase Order/Contract	PO/Contract	1 day	BAC/ Procurement Division/Unit/ Focal				
7	Release Purchase Order/Contract 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/Contract	PO/Contract ORS		End-user/ Budget Division/ Accounting Division/ Approving Authority/ FASD				
	Receive approved Purchase Order/Contract		1 day	BAC/ Procurement Division/Unit/ Focal				
8	Provide the winning supplier copy of the approved Purchase Order/Contract for conforme	PO/Contract		Procurement Division/Unit/ Focal				

No.	Process	Form	Timeline	Responsible Office/ Person	Date & Time		Remarks/ Comments	Initials
					Received	Action Completed		
	Supplier delivers Goods within 7 days or Services within 15 to 30 days		1-7 days (Goods) 15-30 days (Services)					
9	Inspect and accept deliveries	IAR	2 days	Inspector				
				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				
11	Issue goods to end-users/requesting office/s		1 day	Procurement Division/Unit/ Focal				
<b>Total No. of Days</b>								
> Without posting for PR Php200,000.00 and below								
	Purchase Order for Goods		10 -19 days					
	Purchase Order for Services		24-42 day					
> With PhilGEPS Posting for PR above Php200,000.00								
	Purchase Order for Goods		12 - 28 days					
	Purchase Order for Services		26-44 days					

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

**REQUEST FOR QUOTATION/PROPOSAL**

Date: \_\_\_\_\_  
RFQ/RFP No. : \_\_\_\_\_  
PR No : \_\_\_\_\_

Name of Business/Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
Tax Identification No.: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
Bank Details: \_\_\_\_\_

The Technical Education and Skills Development Authority (TESDA) – \_\_\_\_, through its (BAC/Procurement Division/FASD), intends to procure \_\_\_\_ (Item)\_\_\_\_, with an Approved Budget for the Contract of \_\_\_\_\_ (Php\_\_\_\_\_) which will be undertaken in accordance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation/proposal for the item/s described herein subject to compliance with the terms and conditions provided on this Request for Quotations/Proposals on or before **(time)** of **(date)** through e-mail at (e-mail address).

Interested suppliers are required to submit copies of the following documents along with your quotation/proposal on or before the above-stated deadline of submission of quotation/proposal:

- a) PhilGEPS Registration Number
- b) Mayor's/Business Permit
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement

Open quotations may be submitted manually at the \_\_\_\_\_ (office address)\_\_\_\_\_ or email at \_\_\_\_\_ in pdf format.

For further queries, you may contact us at telephone no. \_\_\_\_\_ or send e-mail at \_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of Authorized Official  
Designation



**FINANCIAL OFFER:**

*Terms of Payment: Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP ADA/Bank Transfer Facility, within thirty (\_\_\_\_) days after receipt of service invoice and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's-account.*

Payment Details:

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Bank Branch: \_\_\_\_\_

Title /Description	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
	<b>In words:</b> _____ _____ _____
	<b>In figures:</b> _____ _____ _____

### 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 deadline 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 LCRB/MEARB/MARB/HRRB 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 initiated 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 and accepted offer of the bidder.
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.
11. TESDA may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act No. 12009 and its Implementing Rules and Regulations.

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Name of Business/Company

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Signature over Printed Name

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Office Telephone/Fax No.

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Mobile No.

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Email address



