

## SHOPPING/SMALL VALUE PROCUREMENT REQUIREMENTS CHECKLIST

	Documentary Requirements	Remarks
1	Approved Annual Procurement Plan (APP) (Sec. 7.2, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001). The method of procurement to be used shall be as indicated in the approved APP. If the original mode of procurement recommended in the APP was public bidding but cannot be ultimately pursued, the BAC, through a resolution, shall justify and recommend the change in the mode of procurement to be approved by the Head of the Procuring Entity (HOPE). (Sec. 48.3, R-IRR of RA No. 9184)	
2	Purchase Request duly approved by proper authorities (9.2 COA Cir. 2012-001)	
3	Technical Specifications/Terms of Reference (Sec. 17.2, R-IRR of RA No. 9184)	
4	<p><b>For Small Value Procurement</b>, Letter/Invitation to submit proposals; The Request for Quotation (RFQ) should indicate the specification, quantity, Approved Budget for the Contract (ABC), and other terms and conditions of the item to be procured. The RFQ shall be sent to at least three (3) suppliers, contractors, or consultants of known qualifications. However, during unforeseen contingencies requiring immediate purchase under Section 52.1(a) of the IRR, the RFQ may be sent to only one (1) supplier.</p> <p><b>For Shopping</b> under Section 52.1 (b), at least three (3) price quotations must be obtained.</p> <p>(GPPB Resolution No.09-2009, dated 23 November 2009; Sec. 52.1 and 53.9, R-IRR of RA No. 9184; 9.2.5, COA Cir. 2012-001)</p>	
5	The procuring entity must validate whether it is entering into a contract with a technically, legally and financially capable supplier, contractor or consultant by requiring the submission of relevant documents or through other means. (Sec. 53, R-IRR of RA No. 9184; GPPB Resolution No.09-2009, dated 23 November 2009)	
6	Approval of the Head of Procurement Entity or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (9.2, COA Cir. 2012-001)	
7	Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU (Sec. 25.2.iv.1, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)	
8	Sworn affidavit of the bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2, COA Cir. 2012-001)	
9	Certificate of PhilGEPS Registration of manufacturer/supplier/distributor (Sec. 8.2 a and b; 8.2.2 f; 54.3, R-IRR of RA No. 9184)	
10	Other documents peculiar to the contract and/or the mode of procurement and considered necessary in the auditorial review and in the technical evaluation (9.2.2, COA Cir. 2012-001)	

Note: 1. As a general rule, procuring entities shall adopt public bidding as the general mode of procurement and shall see to it that the procurement program allows sufficient lead time for such public bidding. **Alternative methods shall be resorted to only in highly exceptional cases.** (Section 48.2 Revised Implementing Rules and Regulations of RA 9184).

2. Splitting of contracts is strictly prohibited. Splitting of contracts means the breaking up of contracts into smaller quantities and amounts, or dividing contract implementation into artificial phases or subcontracts, for the purpose of making it fall below the threshold for shopping or small value procurement, or evading or circumventing the requirement of public bidding. (GPPB Resolution No.09-2009, dated 23 November 2009)

3. All requests/invitations and awards shall be posted in the PhilGEPS website, website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity except for those with ABCs equal to Fifty Thousand Pesos (Php 50,000.00) and below. (GPPB Resolution No.09-2009, dated 23 November 2009)