

# CALAMBA WATER DISTRICT

## TITLE: GENERAL PURCHASING PROCESS



DOCUMENT NO. CWD-PUR-001

REVISION NO. 00

EFFECTIVE DATE: DEC. 28, 2016

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	NAME	SIGNATURE
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### DOCUMENT HISTORY RECORD

DCN	REV. NO.		AUTHOR	REASON FOR REVISION
2016-12-010	00	N/A	Edwin L. Cartago	Initial Issue

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## 1.0 PURPOSE

- 1.1 To define a system in procuring CALAMBA WATER DISTRICT's materials, supplies, parts, equipment, services and all required construction materials and other externally provided processes, products and services conform to requirements;
- 1.2 To determine the controls to be applied to externally provided processes, products and services when:
  - a) products and services from external providers are intended for incorporation into the CALAMBA WATER DISTRICT's own products and services;
  - b) products and services are provided directly to the customer[s] by external providers on behalf of the CALAMBA WATER DISTRICT;
  - c) a process, or part of process, is provided by an external provider as a result of decision by CALAMBA WATER DISTRICT.
- 1.3 CALAMBA WATER DISTRICT shall ensure that externally provided processes, products and services do not adversely affect CALAMBA WATER DISTRICT's ability to consistently deliver conforming products and services to its customers. CALAMBA WATER DISTRICT shall:
  - a) ensure that externally provided processes remain within the control of its quality management system;
  - b) define both the controls that it intends to apply to an external provider and those it intends to apply to the resulting output;
  - c) take into consideration:
    - 1) the potential impact of the externally provided processes, products and services on the organization's ability to consistently meet customer and applicable statutory and regulatory requirements;
    - 2) the effectiveness of the controls applied by the external provider;
  - d) determine the verification, or other activities, necessary to ensure that the externally provided processes, products and services meet requirements.
- 1.4 To establish a system for the selection, accreditation of new/potential Equipment Providers and Materials/External providers.

## 2.0 SCOPE

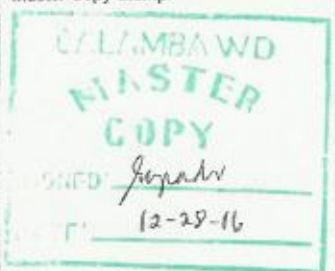
- 2.1 This documented information shall apply to all required construction materials specified in the approved Project Specification and Bill of Quantities (BOQ) in accordance with the terms and conditions of the contract.
- 2.2 This documented information shall apply to all required Contractors to support CALAMBA WATER DISTRICT
- 2.3 This documented information shall apply to all new/potential and current accredited equipment providers.

## 3.0 RESPONSIBILITY

- 3.1 Purchasing shall be responsible in the procurement of all the tools and consumables directly used in the operations.
- 3.2 Purchasing In-charge is responsible in canvassing of all requirements intended for the operation of the District.
- 3.3 The General Manager and/or the Administrative Department shall approve the Purchase Order.

## 4.0 DEFINITION OF TERMS


- 4.1 Canvassing – refers to the selection of potential external providers of required materials, office supplies, equipment and the like.

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- 4.2 Bill of Quantities – refers to items of works for costing / pricing;
- 4.3 Contractor/Supplier – refers to the selected outsource service providers;
- 4.4 Qualification – refers to the process of evaluation in selecting contractor/s;
- 4.5 Award – refers to the written agreement with contractor/s;
- 4.6 Contract Agreement - refers to the written legal instrument with binding power between the owner and the contractor/supplier;
- 4.7 Notice to Proceed – refers to written instructions to contractor/supplier to precede/implement the project;
- 4.8 Terms and Conditions - the details of contract between CALAMBA WATER DISTRICT and an external Provider;
- 4.9 Services – refer to special jobs and benefits such as subcontracting jobs, security, electromechanical/construction works and the like;
- 4.10 Purchase Requisition – used for all purchase requests indicating the description, quantity and other information needed for the proper procurement of the materials or service;
- 4.11 Purchase Order – contract between CALAMBA WATER DISTRICT and an external provider of materials and/or services. A document being made in ordering a particular item from external provider;
- 4.12 Approved Service Provider / External providers - a vendor that has been qualified by CALAMBA WATER DISTRICT to render services;
- 4.13 Construction Equipment Providers – refers to the provider of Construction Equipment both potential and current accredited.
- 4.14 Quotation – A document being submitted by a external provider to a customer stating the price, terms and condition of ordering and payment for a particular item;

## 5.0 PROCESS FLOW STEPS

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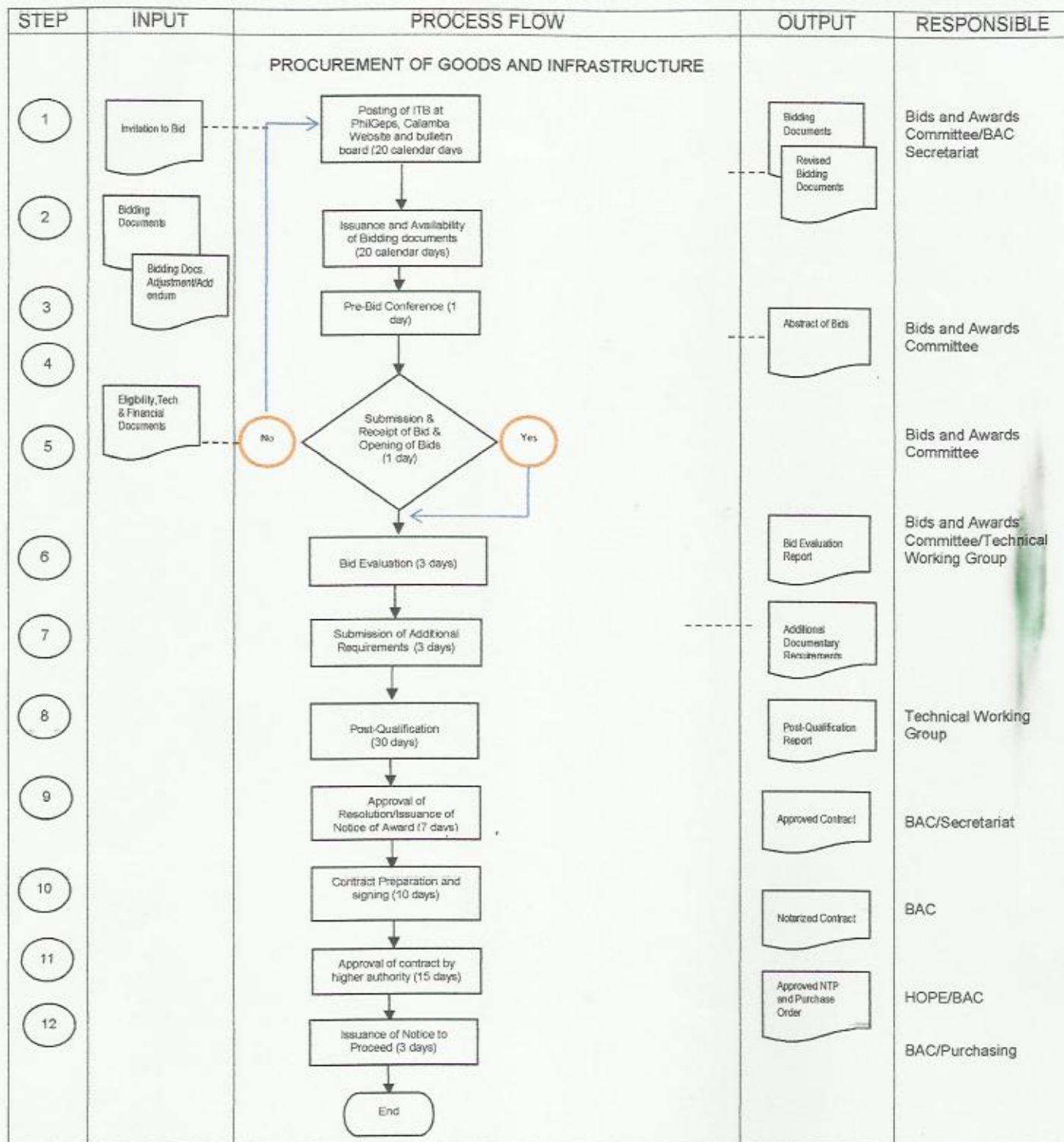


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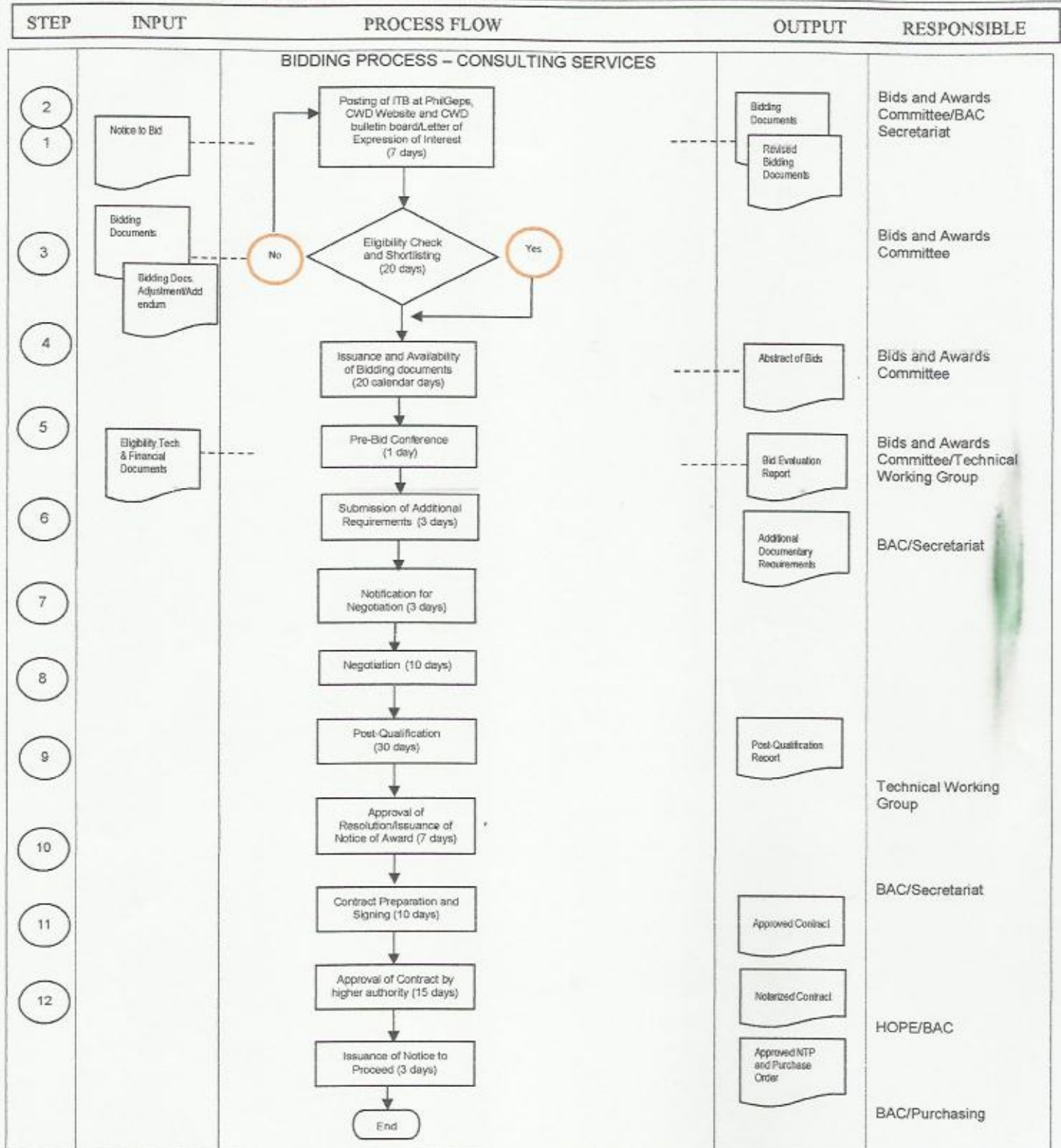


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## 6.0 PROCESS DETAILS

### 6.1 Procurement of Materials thru Shopping


- 6.1.1 Approved Purchase Requisition Slip shall be made available by the requesting department prior conduct of canvassing requiring three (3) different potential external providers.
- 6.1.2 The Budget Division will check and verify PR/RS versus PPMP budget.
- 6.1.3 The PPMP Committee will transmit the PR/RS to Procurement Section for implementation.
- 6.1.4 The ASD-Procurement will determine the mode of procurement as specified in the APP.
- 6.1.5 If for shopping, the ASD-Procurement will summarize the request for quotation. The ASD-Procurement head shall timely assign authorized personnel to prepare summary of RS for quotation.
- 6.1.6 The canvasser will distribute the request for quotation to suppliers.
- 6.1.7 The three (3) canvassed external providers of the generated approved purchase requisition slip shall be endorsed to ASD-Procurement Head for review and approval.
- 6.1.8 After prices has been checked and verified, the ASD-Procurement shall completely accomplish an approved abstract of canvass and P.O.
- 6.1.9. The ASD-Canvasser will distribute the approved P.O. to supplier.
- 6.1.10 The ASD-Procurement Head shall timely and accurately award the approved PO to selected external provider/s, send to vendor and request for a confirmation on the P.O. via return fax, e-mail confirmation and make regular follow-up schedule of Materials Inspection Team of procured materials before the preparation of payment and deliveries
- 6.1.11 The ASD-Procurement Head shall endorse the canvassed required to Finance Dept. for budgetary preparation.
- 6.1.12 The Finance Dept. shall review and check the approved Purchase Order (P.O.) for budgetary requirements and for the release of required budget and endorse to Purchasing for purchase order (PO) process.


### 6.2 Procurement thru Public Bidding (Goods, Infrastructure and Consulting Services)

- 6.2.1 The BAC Secretariat shall post the Instruction to Bidder (ITB) at PhilGeps, Calamba Water District (CWD) website and CWD bulletin board.
- 6.2.2 The Bidding and Awards Committee (BAC) shall issue Bidding documents and the Invitation to Bid/Request for Expression of Interest.
- 6.2.3 The BAC shall call for a pre-bid conference.
- 6.2.4 The qualified bidder shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents.
- 6.2.5 The BAC shall open the bid envelopes of prospective bidders in public to determine each bidder's compliance with the documents required to be submitted for eligibility and for the technical requirements.
- 6.2.6 The Technical Working Group shall conduct post-qualification.
- 6.2.7 The BAC shall issue notice of award to the bidder with the lowest calculated responsive bid/highest rated responsive bid or the single calculated/rated responsive bid after the post-qualification process has been completed.
- 6.2.8 The BAC shall prepare and sign contract to the winning bidder.
- 6.2.9 When further approval of higher authority is required, the BAC/HOPE shall be given maximum of fifteen calendar days from receipt thereof to approved or disapproved it.
- 6.2.10 The BAC/Purchasing shall issue the Notice to Proceed together with a copy of the approved contract to the successful bidder with in three (3) calendar days from the date of approval of the contract.

### 6.3 Purchasing Section monitors delivery of purchased materials or equipment.

- 6.3.1 ADM-Procurement shall call up external provider for follow-up to assure on time delivery and update confirmed delivery date.
- 6.3.2 In cases of delay on the arrival of materials or other items ordered, ADM-Procurement shall inform Requesting Department so that alternative actions are taken on time.
- 6.3.3 If there are discrepancies between Purchase Order and Sales Invoice received, in terms of price or quantity, external provider has to be advised and discrepancy has to be resolved accordingly by ADM-Procurement.

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- 6.3.4 The Inspection and Acceptance Committee shall inspect procured materials or other items ordered prior to delivery to site/s.
- 6.3.5 The assigned Engineer shall inspect delivered construction materials with the Inspection and Acceptance Committee.
- 6.3.6 The inspected materials shall be controlled, issued and monitored by the Warehouseman.

#### 7.0 RECORDS


- 7.1. Records generated under this documented information shall be retained for a period of 1 year or may extend its retention as deemed necessary.

#### 8.0 REFERENCES


- 8.1 ISO 9001:2015 QMS Standard
- 8.2 Statutory and Regulatory Requirements
- 8.3 Project Plans and Specifications
- 8.4 R.A. 9184

#### 9.0 ATTACHMENTS

- 9.1 Approved Purchase Requisition Slip
- 9.2 Canvass sheet
- 9.3 List of Qualified External Providers
- 9.4 External Provider Information Sheet
- 9.5 Contract Agreement
- 9.6 Notice to Proceed
- 9.7 Purchase Order

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