**PROCUREMENT SERVICE**

**Vision:**

An organization of professional and highly trained procurement practitioners, utilizing advanced technology, dedicated to deliver transparent, fair, proactive, innovative procurement service that consistently delight stakeholders.

**Mission:**

Guarantee excellence in the procurement process through consistent application of the Government Procurement Reform Act and ethical procurement practices.

**Goal:**

Efficiency and effectiveness of procurement system to support health program implementation

Professionalization of procurement practitioners

**Mandate:**

Republic Act 9184 - “Government Procurement Reform Act”

D.O. 210 – E s. 2002 - **“**Changes in the Management and Operations of the Procurement and Logistics Service”

A.O. 128 s. 2003 – “Authority of the Procurement Division to Undertake Alternative Methods of Procurement”

**General Functions:**

1. Formulates plans/ policies/programs on procurement management of the Department of Health
2. Undertakes the procurement process, as mandated, to provide the logistical requirements of the DOH
3. Conducts procurement monitoring visits to DOH field offices
4. Provides technical assistance to DOH field offices on procurement matters

**ORGANIZATIONAL STRUCTURE**

**OFFICE OF THE DIRECTOR**

**MA. THERESA G. VERA, MD, MHA, MSc**

**Administrative Unit**

* Ms. Mercedita Flores (organic)
* Ms. Teresita Nicolas (organic)
* Ms. Violeta Valerio (organic)
* Mr. Dennis Espinosa (detailed)
* Mr. Pablo Nabong (organic)

**Planning and Management Unit**

* Ms. Debbie Rabi (organic)
* Ms. Glyn Kempis (contractual)

**PROCUREMENT DIVISION**

Ms. Minda Marie Gugol (organic)

OIC Division Chief

**Procurement Unit**

* Ms. Wilma Laya (organic)
* Mr. Joel Baccay (contractual)
* Mr. Alfie Aguilay (contractual)
* Ms. Jemima David (contractual)
* Mr. Jonathan Calvario (contractual)
* Mr. Ronnie Wenceslao (organic)

**COBAC Secretariat**

|  |  |
| --- | --- |
| Good and other Related Services   * Ms. Rafaela Lopez (organic) * Ms. Carla Bedeo (contractual) * Ms. Evelyn Manatad (contractual) * Mr. Carlo Sabado (contractual) * Ms. Alyanna Buenaobra (contractual) | Civil Works   * Ms. Gloria Rosalio (organic) * Mr. Giovanni Agudo (organic) |
| Consulting Services   * Mr. Christian Mojica (contractual) | FAPS   * Ms. Lily Rose del Rosario (contractual) * Mr. Peter Regino (contractual) |

**FUNCTIONAL STRUCTURE**

**OFFICE OF THE DIRECTOR**

***Planning and Management Unit***

1. Plans activities of the Procurement Service/COBAC Secretariat
2. Formulates policies/programs
3. Conducts/coordinates training activities
4. Plans and prepares procurement advocacy activities
5. Conducts monitoring of CHDs and DOH hospitals
6. Maintains database of DOH Procurement Practitioners/TWG/Point Person
7. Undertakes procurement price reporting
8. Manages the Simplified Suppliers Registration System

***Administrative Unit***

1. Provides general administrative services/ support such as:

* Receiving/ Releasing
* Human Resource transaction
* Venue/ Meal Arrangements
* Office Supplies Inventory/ Distribution
* Transporting Service

***PROCUREMENT DIVISION***

***COBAC Secretariat***

1. Conducts government/foreign funded procurement activities for goods and services/ civil works/ consulting services
2. Provides administrative support to the COBAC
3. Organizes and makes all necessary arrangements for BAC and Procurement Oversight Committee meetings and conferences
4. Prepares Invitation to Bids, Bidding Documents, Minutes of the Meeting and Resolutions of the BAC
5. Advertises in the Newspaper/posts in the PhilGEPS and DOH websites
6. Acts as the central channel of communications for the BAC, TWG, observers and other units
7. Assists in managing the procurement process
8. Conducts procurements through UN agencies (FAPs Desk)

***Procurement Unit***

1. Consolidates the PPMPs from various Bureaus/Services to come up with the DOH Annual Procurement Plan (APP) / Supplemental APP (SAPP)
2. Ensures procurements are in accordance with the DOH APP
3. Prepares the Notice of Awards (NOA) / Purchase Orders (PO)/ Contracts/ Notice to Proceed (NTP)
4. Prepares endorsement of all request after the issuance of NTP
5. Administers the blacklisting/suspension process
6. Prepares and submits documents of perfected transactions to COA, AS-MMD and end-users.
7. Monitors status of the procurement packages
8. Handles refunds of bidders bond
9. Administers procurement with PS-DBM