



Procurement Management Division (PMD)
Internal Services



1. AS-PMD01 Request for Certification of various PMD Documents

The **Request for Certification of Various PMD Documents** service provides official verification and authentication of Procurement/Project Management Documents issued, prepared, or maintained by the organization. This service ensures that copies of PMD documents are certified as true, accurate, and complete representations of the original records on file.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE Officials/Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Slip (1) Original Copy			Department of Energy - Procurement Management	
<i>Remarks:</i> <i>Request Slip duly signed by Head of Concerned Unit</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-user / Supplier submits Request Slip Location: PMD Office, Annex Lobby, Department of Energy	1.1. Receive and Log the Request on the following: a) Non-availability / availability of Common Supplies /Office Supplies / ICT Supplies from DBM-PS b) Non-availability of Flights c) Certified true copy of BAC related documents d) Certified true copy of Purchase Order (PO) and other procurement related contracts e) Others documents	None	10 minute/s	Receiving Staff; Procurement Management Division (PMD)
	1.2. Endorse to concerned PMD Officer to validate the reference/source documents or check the document security classification if necessary		10 minute/s	Receiving Staff, Administrative Officer III; Procurement Management Division (PMD)
	1.3. Prepare the requested certification		10 minute/s	Administrative Officer III; Procurement Management Division (PMD)
	1.4. Review / approve the requested certification		5 minute/s	Supervising Administrative Officer, Chief Administrative Officer; Procurement Management Division (PMD)
	1.5. Issue the copy of the requested certification		5 minute/s	Administrative Officer III; Procurement Management Division (PMD)
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-PMD02 Numbering and Monitoring of Purchase Requests

The **Numbering and Monitoring of Purchase Requests (PRs)** service ensures the systematic assignment, tracking, and status monitoring of all Purchase Requests processed by the organization. This service provides accurate documentation, transparency, and efficient workflow management throughout the procurement cycle.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE (End-users)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Copy of End-user's PPMP (1) Photo Copy			Applicant / Client	
2. Copy of Budget Office Allocation to End-user based from approved APP (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number Location: PMD Office, Annex Lobby, DOE	1.1. Receives the Purchase Request, checks the completeness as to signature, concerned end-users, item description, amount and numbers the said PR for Control Number	None	15 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.2. Reviews/checks the PR based on End user's submitted PPMP, PMD Consolidated APP and recommends the numbering of Purchase Request (PR)		5 minute/s	• Supervising Administrative Officer; Procurement Management Division (PMD)
	1.3. Validate PR entries and Approves/Initials the numbering of the Purchase Request (PR)		5 minute/s	• Chief Administrative Officer; Procurement Management Division (PMD)
	1.4. Records the details of the said Purchase Request (PR) and return numbered PR to End-user & PR ready for pick-up be end-user		5 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
Total Processing Time:		Working Days: 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		



3. AS-PMD03 Request for Inclusion in Supplemental APP

The proposed procurement involves the engagement of professional services necessary to support the implementation of priority activities that were not included in the original Annual Procurement Plan (APP). The service is required to address emerging operational requirements essential to the efficient and timely delivery of the Agency's mandated functions.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE as End-users			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Project Procurement Management Plan (PPMP) (1) Photo Copy			Applicant / Client	
2. Memorandum Request for inclusion in the Supplemental APP (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-user Memo request for inclusion in the SAPP along with Project Procurement Management Plan (PPMP) Location: PMD Office, Annex Lobby, Department of Energy	1.1. PMD receive and log submitted request for inclusion in SAPP	None	10 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.2. Review, validate and evaluate, recommend approval of Request.		30 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.3. Input the approved request in the draft consolidated SAPP and endorsed to BAC for deliberation		10 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.4. Prepare BAC Resolution to recommend approval of SAPP to HoPE		10 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.5. Provide copy of approved SAPP to End-User		10 minute/s	• Chief AO, Administrative Officer III; Procurement Management Division (PMD)
Total Processing Time:		Working Days: 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		



4. AS-PMD04 Procurement thru Section 34: Small Value Procurement

The project involves the procurement of goods and/or services through Small Value Procurement pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009, undertaken to efficiently acquire requirements of limited value while ensuring economy, efficiency, transparency, and accountability in government procurement.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE (End-users)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 12009			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum Request to DOE BAC Chair (1) Original Copy			Applicant / Client	
2. Copy of approved APP or Supplemental APP (1) Photo Copy			Applicant / Client	
3. Approved and Numbered Purchase Request (PR) (1) Original Copy			Applicant / Client	
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director (1) Original Copy			Applicant / Client	
5. Secretary's approval of the Activity, if applicable (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Procurement Request Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 1.5, TWG evaluation of procurement documents - If ABC is 200k and above, posting is required. Proceed to item 1.6 Inform the end user for the preparation of RFQ for posting. - If ABC is 200k and below, posting is not required however, End-User may still opt to resort to posting. Proceed to item 3.1 Conduct Technical Evaluation. For item 1.7 Posting of Bid Opportunities at DOE and PhilGEPS website & conspicuous places, - After the end of posting, late submission of bids will not be accepted.	1.1. Recording of received documents	None	5 minute/s	Receiving Clerk; Procurement Management Division (PMD)
	1.2. Checking for the completeness of document		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.3. Endorsement to BAC		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.4. BAC endorses the documents to TWG for Evaluation		15 minute/s	BAC Chairperson; Bids and Awards Committee (BAC)
	1.5. TWG evaluation of procurement documents		3 calendar day/s	BAC-TWG Member/s; BAC - Technical Working Group (BAC-TWG)
	1.6. Preparation of RFQ for posting		1 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.7. Posting of Bid Opportunities at DOE and		7 calendar day/s	BAC Secretariat Section; Procurement



	PhilGEPS website & conspicuous places			Management Division (PMD)
	1.8. Summarization and Endorsement of submitted quotations to TWG		1 calendar day/s	• BAC Secretariat Section; Procurement Management Division (PMD)
2. Bid Evaluation Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 2.4 Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award, • If failure of bidding return to End-User for mandatory review of TOR and return item Posting of Bid Opportunities at DOE and PhilGEPS website and conspicuous place • If TWG recommends cancellation of procurement the process will automatically terminated	2.1. Conduct of Evaluation of all submitted bids	None	3 calendar day/s	• BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
	2.2. Endorsement of evaluated procurement for inclusion in the agenda in the next BAC meeting		2 hour/s	• BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
	2.3. BAC meeting arrangement for presentation of TWG evaluation		2 hour/s	• BAC Secretariat Section; Procurement Management Division (PMD)
	2.4. Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award		1 calendar day/s	• BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) • BAC member/s; Bids and Awards Committee (BAC)
	2.5. Preparation and endorsement of BAC Resolution/NOA		7 calendar day/s	• BAC Secretariat member/s; BAC Secretariat
3. Approval of BAC Resolution/NOA Location: PMD Office, Annex Lobby, Department of Energy	3.1. Endorsement of recommendation of Award to HoPE	None	1 hour/s	• BAC Secretariat member/s; BAC Secretariat
	3.2. Approval of BAC Resolution/NOA		2 hour/s	• HoPE; Head of Procuring Entity (HoPE)
	3.3. Issuance of NOA		1 calendar day/s	• BAC Secretariat Section; Procurement Management Division (PMD)
	3.4. Preparation and endorsement of Purchase Order (PO)/Contract to End-user		1 calendar day/s	• Admin Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
4. Approval of Purchase Order (PO)/Contract Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 4.4 Issuance of Purchase Order (PO)/Contract to Supplier	4.1. Approval of Purchase Order (PO)/Contract by the DOE official signatories	None	5 calendar day/s	• Supplier and DOE official signatories; DOE Signatories (Purchase Order & Contracts)
	4.2. Issuance of Certificate of the availability of fund/s		1 calendar day/s	• Accounting Officer; Accounting Division (AD)



- Upon receipt of PO, the End-User and Suppliers shall immediately implement the contract agreement. - The Procurement Planning and Contract Management Section shall monitor implementation of contract until delivery of procured goods and services.	4.3. Processing of the Obligation of Purchase Order		1 calendar day/s	• Budget Officer; Budget Division (BD)
	4.4. Issuance of Purchase Order (PO)/Contract to Supplier		1 calendar day/s	• Admin Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
General Remarks Bureaus / Services / Offices				
Total Processing Time:		Calendar Days: 33 calendar day/s, 7 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
Head of Procuring Entity (HoPE)					
Office of the Secretary	Office of the Undersecretary				
Bids and Awards Committee (BAC)					
Office of the Undersecretary	Office of the Assistant Secretary	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	Administrative Services (AS)
BAC Secretariat					
Office of the Undersecretary	Office of the Assistant Secretary	Biomass Energy Management Division (BEMD)	Nuclear Energy Division (NED)	EUMB, Office of the Director	Retail Market Monitoring and Special Concerns Division (RMMSCD)
Rural Electrification Administration and Management Division (REAMD)	Budget Division (BD)	Legal Services (LS)	Downstream Conventional Energy Legal Services Division (DCELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
Human Resource Management Division (HRMD)	Lighting and Appliance Testing Division (LATD)				
BAC - Technical Working Group (BAC-TWG)					
Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Power Legal Services Division (PLSD)				
DOE Signatories (Purchase Order & Contracts)					
Office of the Secretary	Office of the Undersecretary	ERDB, Office of the Director	REMB, Office of the Director	EUMB, Office of the Director	OIMB, Office of the Director
EPPB, Office of the Director	EPIMB, Office of the Director	ITMS, Office of the Director	FS, Office of the Director	LS, Office of the Director	AS, Office of the Director
ERTLS, Office of the Director	Office of the Director (LFO-OD)	Office of the Director (VFO-OD)	Office of the Director (MFO-OD)		



5. AS-PMD05 Procurement thru Competitive Bidding

Procurement through Competitive Bidding is a transparent process of acquiring goods, infrastructure, or services by inviting qualified suppliers to submit bids and awarding the contract to the most responsive and cost-effective offer in accordance with procurement rules and regulations.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus/Services/Offices of DOE (End-users)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 12009			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum Request to DOE BAC Chair (1) Original Copy			Applicant / Client	
2. Copy of approved APP or Supplemental APP (1) Photo Copy			Applicant / Client	
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS) (1) Original Copy			Applicant / Client	
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director (1) Original Copy			Applicant / Client	
5. Secretary's approval of the Activity (if applicable) (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete procurement documents Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 1.2 Check for the completeness of the required documents, if incomplete, return to end-user to comply. For item 1.5 TWG evaluation of procurement documents, - If correct and complete,endorsed to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement - If incomplete return to end-user for submission of required documents For item 1.8 Conduct of Pre-Procurement Conference deliberation, - If approved endorsed to BAC Secretariat Section for posting - If not approved return to end-user for	1.1. Recording of received documents	None	5 minute/s	Receiving Clerk; Procurement Management Division (PMD)
	1.2. Checking for the completeness of the required documents		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.3. Endorsement to BAC Chairperson for further instructions		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.4. BAC to endorse the approved documents to TWG		15 minute/s	BAC Chairperson; Bids and Awards Committee (BAC)
	1.5. TWG evaluation of procurement documents		5 calendar day/s	BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
	1.6. Endorse to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement		1 minute/s	BAC-TWG member/s; Procurement Management Division (PMD)
	1.7. Arrangement of BAC meeting for Pre-Procurement Conference		2 hour/s	BAC Secretariat Section; Procurement



revision/correction of TOR For items 1.10 Posting of Bid documents to 1.11 Conduct of Pre-Bid Conference, - From items 1.10 to 1.11, these actions should be completed within seven (7) calendar days. For item 1.12 Deadline of Submission of Bid and Conduct of Opening of Bids and Preliminary Bid Evaluation/Arithmetical Corrections, - Seven (7) calendar days after the completion of item 1.11 Conduct of Pre-Bid Conference, the BAC Secretariat will prepare Bid bulletin based on the questions of the bidders (if applicable). - If failure of bidding return to End-User for mandatory review of TOR and return item 1.10 Posting of Bid documents For item 1.15 Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award, - If failure of bidding return to End-User for mandatory review of TOR and return item 1.10 Posting of Bid documents - If TWG recommends Post-disqualification return to item 1.13 Post-Qualification Evaluation (simultaneous evaluation of End-User and TWG). - If TWG recommends cancellation of procurement the process will automatically terminated	1.8. Conduct of Pre-Procurement Conference deliberation 1.9. Preparation of invitation to bid and bid documents 1.10. Posting of Bid documents 1.11. Conduct of Pre-Bid Conference 1.12. Deadline of Submission of Bid and Conduct of Opening of Bids and Preliminary Bid Evaluation/Arithmetical Corrections 1.13. Post-Qualification Evaluation (simultaneous evaluation of End-User and TWG) 1.14. BAC meeting arrangement for presentation of TWG evaluation 1.15. Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award 1.16. Preparation and endorsement of BAC Resolution/NOA			Management Division (PMD)
			1 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC member/s; Bids and Awards Committee (BAC)
			1 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
			6 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
			1 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC member/s; Bids and Awards Committee (BAC)
			14 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC member/s; Bids and Awards Committee (BAC)
			15 calendar day/s	BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
			1 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
			1 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC-TW member/s; Bids and Awards Committee (BAC)
			7 calendar day/s	BAC Secretariat member/s; Procurement Management Division (PMD)
2. Approval of BAC Resolution/NOA Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction:	2.1. Endorsement of recommendation of Award to HoPE	None	1 calendar day/s	BAC Secretariat member/s; BAC Secretariat
	2.2. Approval of BAC Resolution/NOA		5 calendar day/s	Head of Procuring Entity (HoPE); Head of Procuring Entity (HoPE)



For item 3.3 Issuance of NOA to Supplier, upon receipt of NOA the supplier is required to post performance security and sign the contract within ten (10) days	2.3. Issuance of NOA to Supplier		1 calendar day/s	• BAC Secretariat Section; Procurement Management Division (PMD)
	2.4. Preparation of Contract and endorse to End-User for review		1 calendar day/s	• Administrative Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
3. Approval of Contract Agreement Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 3.5 Issuance of Notice to Proceed, • Upon receipt of NTP, the End-User and Suppliers shall immediately implement the contract agreement. • The Procurement Planning and Contract Management Section shall monitor implementation of contract until delivery of procured goods and services.	3.1. Receive, finalize and endorse the Contract for approval	None	1 calendar day/s	• Admin Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
	3.2. Approval of Contract by the DOE official signatories		5 calendar day/s	• DOE official signatories; DOE Signatories (Purchase Order & Contracts)
	3.3. Issuance of Certificate of the availability of fund/s		1 calendar day/s	• Accounting Officer; Accounting Division (AD)
	3.4. Processing of the Obligation of Purchase Order		1 calendar day/s	• Budget Officer; Procurement Management Division (PMD)
	3.5. Prepare and endorse Notice to Proceed for HoPE approval		1 calendar day/s	• Administrative Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
	3.6. Approval of Notice to Proceed		5 calendar day/s	• Head of Procuring Entity (HoPE); Head of Procuring Entity (HoPE)
	3.7. Issuance of Notice to Proceed		1 calendar day/s	• Administrative Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
Total Processing Time:		Calendar Days: 75 calendar day/s, 2 hour/s, 51 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend



Office Groups and Divisions					
BAC - Technical Working Group (BAC-TWG)					
Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Power Legal Services Division (PLSD)				
Bids and Awards Committee (BAC)					
Office of the Undersecretary	Office of the Assistant Secretary	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	Administrative Services (AS)
BAC Secretariat					
Office of the Undersecretary	Office of the Assistant Secretary	Biomass Energy Management Division (BEMD)	Nuclear Energy Division (NED)	EUMB, Office of the Director	Retail Market Monitoring and Special Concerns Division (RMMSCD)
Rural Electrification Administration and Management Division (REAMD)	Budget Division (BD)	Legal Services (LS)	Downstream Conventional Energy Legal Services Division (DCELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
Human Resource Management Division (HRMD)	Lighting and Appliance Testing Division (LATD)				
Head of Procuring Entity (HoPE)					
Office of the Secretary	Office of the Undersecretary				
DOE Signatories (Purchase Order & Contracts)					
Office of the Secretary	Office of the Undersecretary	ERDB, Office of the Director	REMB, Office of the Director	EUMB, Office of the Director	OIMB, Office of the Director
EPPB, Office of the Director	EPIMB, Office of the Director	ITMS, Office of the Director	FS, Office of the Director	LS, Office of the Director	AS, Office of the Director
ERTLS, Office of the Director	Office of the Director (LFO-OD)	Office of the Director (VFO-OD)	Office of the Director (MFO-OD)		