



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp BGen Rafael T Crame, Quezon City

DL  
Implementation  
PMS  
to clmas

PNP MEMORANDUM CIRCULAR  
NO.: 2020-024

28 MAR 2020

**GUIDELINES AND PROCEDURES IN THE  
PROCUREMENT OF PNP EQUIPMENT**

**1. REFERENCES:**

- a. Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act and its Revised IRR;
- b. GPPB Generic Procurement Manual (Volume 2 – Manual of Procedures for the Procurement of Goods and Services);
- c. PNP Memorandum Circular (MC) No. 2017-073 dated December 26, 2017 entitled: "Prescribing the Guidelines and Procedures in the Inspection and Acceptance of Delivered Goods Procured pursuant to RA No. 9184 and its Revised Implementing Rules and Regulations";
- d. PNP MC No. 2016-068 dated Oct 24, 2016 entitled: "Addendum to PNP MC No. 2012-001 re Policy Guidelines and Procedures for the Determination of Approved Budget for the Contract (ABC) in the Procurement of Goods";
- e. PNP MC No. 2016-015 dated March 3, 2016 entitled: "Policy Guidelines and Procedures in Streamlining PNP Support Activities to the Procurement Process";
- f. PNP MC No. 2015-015 dated July 10, 2015 titled: "Policy Guidelines in the Conduct of Test and Evaluation";
- g. Command Memorandum Circular No. 05/2014 dated March 31, 2014, entitled: "Intensified Internal Security Operations";
- h. PNP MC No. 2012-001 dated January 9, 2012 entitled: "Policy Guidelines and Procedures for the Determination of Approved Budget for the Contract (ABC) in the Procurement of Goods";
- i. National Budget Memorandum No. 107 dated December 20, 2010 re Policy Guidelines and Procedures in the Preparation of Budget Proposals para 6.5.2;
- j. LOI 01-2011 entitled: "Prescribing the Guidelines on Procurement Activities thru Public Bidding in the Police Regional Offices (PROs) and National Support Units (NSUs)"; and

AUTHENTICATED

REX T. SANTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- k. Standard Operating Procedure No. 03 dated July 26, 1994, entitled: "PNP Equipment Standardization."

## 2. RATIONALE:

This PNP Memorandum Circular (MC) provides the guidelines and procedures in the procurement of all PNP equipment. It shall define the duties and responsibilities of all concerned individuals, offices and Technical Working Groups (TWGs) in the planning, procurement, contract implementation and inspection and acceptance of procured PNP equipment, as well as the application of warranties for completed contracts. Likewise, it shall also cover the feedback mechanism to be observed after the distribution to assure quality and serviceability of the procured equipment.

## 3. SITUATION:

Currently, the procurement processes in the PNP are implemented by the Bids and Awards Committees of the NHQ, PROs and NSUs, Procurement Management Committee (PMC), respective Committees on Inspection and Acceptance (CIA), Secretariats and TWGs.

However, aside from the existing rules and regulations provided under the RIRR of RA 9184, Government Accounting and Auditing Rules and Regulations and Memorandum Circulars issued by the PNP, the specific duties and responsibilities of those who are involved in the activities are yet to be determined and specified.

These noted gaps, therefore, call for the need to formulate an MC that would define the specific activities to be undertaken and the specific personnel and offices responsible in carrying out the assigned tasks.

## 4. PURPOSE:

This MC shall serve the following purposes:

- a. To institutionalize the creation of the Procurement Management Committee that shall act as oversight body in the formulation of the Project Procurement Management Plan (PPMP) of the PNP, including its Secretariat and TWG with their respective functions;
- b. To determine the specific duties and responsibilities of the individuals and offices in the procurement of PNP equipment from planning, procurement, activities under contract administration such as: contract monitoring and management, inspection and acceptance, payment, distribution, customer feedback and warranty application; and
- c. To ensure that the procurement is advantageous on the part of the Government by attaining a more responsive price per unit in all PNP procurements.

## 5. DEFINITION OF TERMS:

- a. After-Acceptance Report - refers to the report of the NHQ CIA to be accomplished every final acceptance of the goods, incorporating therein all the activities undertaken from delivery until final deliberation

AUTHENTICATED

  
REX T. CUNTAPAY  
Police Lieutenant Colonel  
Administrative Officer



for acceptance.

- b. Annual Procurement Plan - refers to the consolidation of Project Procurement Management Plans (PPMPs) which defines the different procurement activities with its time schedules. However, this may be changed when the PPMPs from the end-users change, or after the approval of the General Appropriations Act (GAA) or issuance of its appropriate Special Allotment Release Order (SARO). This is prepared by the PNP - National Headquarters Bids and Awards Committee (PNP-NHQ BAC) Secretariat which will be approved by the Chief, PNP for implementation.
- c. Approved Budget for the Contract (ABC) - refers to the budget for the contract duly approved by the head of the procuring entity, as provided for in the GAA. The determination of this is guided by the price per unit with respect to the budget used (proposed, GAA, and SARO issued). The ABC may be changed prior to the conduct of the pre-procurement conference through the price monitor and canvass of the current year.
- d. Bidder - refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents.
- e. Bidding Documents - refer to the documents issued by the Procuring Entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods required by the Procuring Entity.
- f. Committee on Inspection and Acceptance - refers to the Committee responsible for the inspection and acceptance of delivered supplies, materials and equipment procured by the PNP.
- g. Contract Implementation - refers to the implementation of the contract between the winning bidder and the procuring entity.
- h. End-User Units - refer to PNP offices/units that will use the equipment.
- i. Equipment - refer to tangible assets other than land, structure, and fixed facilities that are probable to bring economic benefits/hold service potential to the entity, expected to be used during more than one reporting period, not intended for resale in the ordinary course of operation and meet the capitalization threshold of fifteen thousand pesos (Php15,000):
- j. Foreign Liaison Division (FLD) - refers to the Division of the Directorate for Intelligence (DI) conducting pre-departure briefing to all PNP personnel travelling abroad on official mission being the PNP's primary channel of communication to all foreign embassies and other foreign-related activities.
- k. Foreign Travel Evaluation Board (FTEB) – refers to the Body that selects and recommends to the approving authority the best qualified

PNP personnel to be sent to participate in official mission abroad.

- i. Foreign Travel Screening Committee (FTSC) - refers to the Committee that shall screen, evaluate, process, and assess candidates to participate in official mission abroad.
- m. Government Procurement Policy Board (GPPB) - refers to the Government Procurement Policy Board established in accordance with Article X of RA 9184 and its IRR.
- n. Head of the Procuring Entity (HoPE) - refers to the Chief, PNP, or his duly authorized official. In instances where the procurement is decentralized, the head of each decentralized unit shall be considered as the HoPE, subject to the limitations and authority delegated by the head of the agency.
- o. High Risk Area – refers to insurgency infested area and/or an armed rebellion area used as a fighting ground against a constituted authority (for example, an authority recognized as such by the United Nations) when those taking part in the rebellion are not recognized as belligerents. The basis of insurgency can be political, economic, religious, ethnic or combination of factors.
- p. Operational Needs Assessment - refers to the careful evaluation of the existing capabilities of the PNP offices/units to determine/identify appropriate equipment needed for its operation.
- q. Procurement - for this purpose, shall refer to the acquisition of PNP equipment.
- r. Procuring Entity - refers to any office in the PNP procuring equipment for the agency.
- s. Procurement Management Committee (PMC) - refers to the oversight body in the formulation of the PPMP. It shall review the PPMP submitted by the end-user and consolidate the same for submission to the NHQ BAC through the Secretariat.
- t. Project Procurement Management Plan (PPMP) - refers to the procurement plan of Programs, Activities and Projects (PAPs) of the PNP prepared by the different Police Regional Offices (PROs), National Support Units (NSUs) or other offices as maybe defined as the end-users. This shall include information on whether the project will be contracted out, implemented by administration or consigned; the type and objectives of contract to be employed; the extent/size of contract scopes/packages, the procurement methods to be adopted; time schedule for each procurement activity; and contract implementation, estimated budget for the general components of the contract.
- u. Property, Plant and Equipment (PPE) - refer to assets of the PNP that are acquired in the course of operations, are considered long-term in

AUTHENTICATED

  
REX T. GUNTAPAY  
Police Lieutenant Colonel  
Administrative Officer



nature, and possess physical substance (i.e. Building, motor vehicle, firearms, ammunition, office equipment, etc).

- v. Senior Division – refers to the Division in the Directorial Staff which is considered the first among equals in which the nature of function, volume, and degree of work and level of importance of the different Divisions were taken into consideration (Except DIPOs).
- w. Supplier - refers to any citizen of the Philippines or foreign country, any corporate body or commercial company duly organized and registered under the laws of the Philippines where ownership or interest is at least sixty percent (60%) or an entity where Filipino ownership or interest is less than sixty percent (60%) who established a business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid.
- x. Table of Allowances - refers to the allowed/required number of equipment per office/unit based on the approved staffing pattern.
- y. Table of Equipment - refers to the authorized equipment needed for each PNP office/unit in performing police operations and fulfilling its individual functions based on its functions and mandate.
- z. Table of Equipment and Allowance - refers to a document which prescribes the basic needs of the PNP based on its organizational structure, mission and functions.
- aa. Technical Expert – refers to a person having sufficient degree of skill, knowledge and experience and has related trainings over the equipment to be procured.
- bb. Technical Working Group - refers to the individuals who are performing tasks during the procurement activities needing technical expertise in the performance of their assigned responsibilities.

## 6. GUIDELINES:

- a. General Guidelines:
  - 1) National Support Units (NSUs) and Police Regional Offices (PROs) shall create their respective PMCs, BACs, and TWGs patterned after the composition of the NHQ as provided for in this MC for the formulation of their PPMPs and shall replicate and adopt the guidelines and procedures provided for in this MC, when warranted;
  - 2) In the composition of TWG for the PMC, the end-user and technical experts of the equipment to be procured shall become mandatory members;
  - 3) All PNP equipment that will be included in the PPMP shall comply with the following:

AUTHENTICATED

  
REX T. GUINTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- a) Should be based on Table of Equipment and Allowances (TEA) or Distribution List;
  - b) Should have Budget Allocation or available funds;
  - c) Based on end-user's preference/need; and
  - d) With existing approved Standards and Technical Specifications.
- 4) The Supply Management Division, Directorate for Logistics (SMD, DL) shall ensure equal distribution list of equipment to be procured as approved by the CPNP or TDL, as applicable prior to submission to BACSEC for the preparation of the APP;
  - 5) The end-user units shall ensure that operational needs assessment is conducted during the preparation of the PPMP;
  - 6) Adherence to the RIRR of RA 9184 and GPPB issuances shall be strictly observed in all PNP procurements;
  - 7) Respective Secretariat shall ensure compliance on the annual renewal of memberships of the committees or as necessary, and appropriate issuance of orders;
  - 8) The NHQ BAC may delegate specific procurements to other BACs when deemed necessary, consistent with the requirements of RA 9184, its IRR and other relevant issuances;
  - 9) The NHQ CIA through its Secretariat shall submit After-Acceptance Report to TDL thru Chief, SMD of all items/equipment accepted by the Committee;
  - 10) The SAOs of the end-users, in case of final delivery and acceptance at the end-user's sites, shall inspect the functionality and completeness of the equipment and submit the corresponding Acknowledgement Receipt to SAO PNP-WIDE within three days after delivery; and
  - 11) All activities pertaining to the procurement of equipment shall be monitored by the Chief, SMD, DL in coordination with Chief, Bids and Awards Committee Secretariat Division, Directorate for Logistics (C, BACSD, DL).
- b. Specific Guidelines:
- 1) Formal Creation and Composition of Procurement Management Committee (PMC); Alternate Members; Functions:
    - a) For clear delineation of functions, the PMC, its Secretariat and TWGs shall be created at the NHQ which shall be replicated by NSUs and PROs, if applicable, in their respective AOR.

Position	Chairman, Vice-Chairman and Regular Members	Alternate Members
----------	---	-------------------

AUTHENTICATED

  
 REX T. CANTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer



Chairman	Deputy Director for Logistics	None
Vice Chairman	Executive Officer, DO	None
Member		C, LED, DO
Member	Executive Officer, DRD	C, CCED, DRD
Member	Executive Officer, DI	C, IOD, DI
Member	Executive Officer, DIDM	C, CRAC, DIDM
Member	Executive Officer, DPCR	C, PPD, DPCR
Member	Executive Officer, DC	C, Mgmt Div, DC
Member	Executive Officer, DPL	C, PPD, DPL
Member	Executive Officer, DICTM	C, SIMD, DICTM

In case of absence or unavailability of the Deputy Director for Logistics as Chairman, the Executive Officer, DO shall act as the Chairman.

- b) In case of absence or unavailability of the Executive Officer, DO as Vice-Chairman, the C, LED, DO shall attend as alternate member but shall not act as Vice-Chairman.

In case of absence or unavailability of the regular members of the PMC, the alternate members, to include C, LED, DO, shall act as the regular members; assume responsibilities; discharge their duties according to their own disposition and, as such, be accountable for their actions and decisions as alternate members of the PMC.

- c) The PMC shall perform the following functions:
- (1) Acts as an oversight body in the formulation of the PPMP of the PNP;
  - (2) Deliberates and approves the Program of Expenditure particularly on price determination; and
  - (3) Conducts final review of the PPMP endorsed by the Technical Working Group thru the PMC Secretariat, taking into consideration the Operational Needs Assessment submitted by the End-user units.

2) Formal Creation of the PMC Secretariat; Functions:

- a) The PMC Secretariat is likewise formally created with the following composition:

Position	Head, Assistant Head, and Members
Head Secretariat	C, SMD, DL
Assistant Head	AC, SMD, DL
Member	DC Representative
Member	Action PCO, SMD
Member	Action PNCO, SMD
Member	Admin Officer 1, SMD

AUTHENTICATED

  
**REX T. CANTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer

Members	Heads of TWGs
Member	Admin Aide VI, SMD
Member	Heads of TWGs, created under this MC and those that may be subsequently created

- b) The PMC Secretariat shall perform the following functions:
- (1) Serves as the main support of the PMC and provide Secretariat function to the TWG;
  - (2) Receives and consolidates the procurement programs or PPMPs of PNP Offices/Units nationwide;
  - (3) Prioritizes the programming of equipment based on the fill-up of basic police equipment;
  - (4) Ensures that all proposed programs for procurement have the corresponding responsive technical specifications, test parameters and other related requirements available in the market;
  - (5) Prepares other requirements to include the preparation of the proposed distribution of equipment and certification of availability of funds; and
  - (6) Prepares the PMC Resolution of the PPMP for signature of the Committee Chairman, Vice Chairman and Members and endorse to NHQ BAC for the formulation of Annual Procurement Plan.

3) Creation/Establishment of the Technical Working Groups for Planning:


a) Composition of TWG on Transportation:

Head	C, MAMS, SMD, DL
Members	C, Transpo Sec, WTCD, DRD
	Admin Officer, TMD, LSS
	HPG Representative
	MG Representative
	SAF Air Unit Representative
	AVSEGROUP Representative
	DC Representative
	ISOD, DO Representative
End-user Unit Representative	

b) Composition of TWG on Weapons:

Head	C, FAS, SMD, DL
Members	C, WS, WTCD, DRD
	FA PNCO, SSDD, LSS

AUTHENTICATED

  
**REX T. GUNTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer



	SAF Representative
	FEO Representative
	DC Representative
	ISOD, DO Representative
	End-user Unit Representative

c) Composition of TWG on Communications:

Head	C, GSS, SMD, DL
Members	C, CS, WTCD, DRD
	DICTM Representative
	ISOD, DO Representative
	DC Representative
	CES Representative
	End-user Unit Representative

d) Composition of TWG on Crime Laboratory, Investigative, Medical and Dental Equipment:

Head	C, GSS, SMD, DL
Members	C, MDC Sec, CCED, DRD
	C, Other Equipment
	DIDM Representative
	DC Representative
	HS or CL Representative

e) Composition of TWG on Criminalistics, Intelligence, ISO and other Similar Equipment:

Head	C, GSS, SMD, DL
Members	AC, CCED, DRD
	DI Representative
	DO Representative
	DIPO Representative
	DC Representative
	ITMS Representative
	End-User Unit Representative

f) Composition of TWG on IT Equipment:

Head	C, ITRMS, SMD, DL
Members	AC, WTCD, DRD
	DICTM Representative
	DC Representative
	ITMS Representative
	End-User Unit Representative

APPROVED DATED

  
**REX T. GANTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer

- g) Functions of the TWGs for Planning:
- (1) Support the PMC in performing related functions during the formulation of the PPMP which are technical in nature;
  - (2) Conducts price determination and/or other reasonable/applicable methods taking into consideration the following, to wit:
    - (2.a) The cost or market price of the product or service itself;
    - (2.b) Incidental expenses such as freight, insurance, taxes, installation cost, training costs, if necessary, and cost of inspection;
    - (2.c) The cost of money, to account for government agencies usually buying on credit terms;
    - (2.d) Inflationary factor, since the planning phase is usually done one year ahead of the actual procurement date;
    - (2.e) Quantities, considering that buying in bulk usually means lower unit prices; and
    - (2.f) The supply of spare parts, maintenance services and other related After Sales Service, if these are part of the contract package.
  - (3) Reviews the consolidated PPMP prepared by the PMC Secretariat vis-à-vis the submitted PPMP of the end-user units with their Operational Needs Assessment and compare it with existing data including the recommendation for the specification for the items included in the PPMP of respective end-users (e.g. risk assessment from DI); and
  - (4) Submits to the PMC through the PMC Secretariat the finalized PPMP for final review.
- 4) Creation/Establishment of the Technical Working Group for Financial and Technical Document Evaluation:

a) Composition:

Head	Legal Officer, LS
Members	DL Representative
	DC Representative
	LS Representative
	CL Representative
	FS Representative
	LSS Representative

AUTHENTICATED

  
 REXI SANTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer



- b) Functions:
- (1) Renders technical advice and comments on Eligibility, Technical, and Financial requirements, when necessary;
  - (2) Conducts Post-Qualification on the documents submitted by the Bidder pursuant to the requirements in the Bidding Documents including that stated in the Supplemental Bid Bulletin and Terms of Reference, if any; and
  - (3) Presents its Report of findings and observations on the submitted documents as one of the bases of BAC in declaring the Bidder as Post Qualified or Post-Disqualified.
- 5) Creation/Establishment of the Technical Working Groups for Procurement and Acceptance:

a) Composition of TWG on Weapons:

Head	C, Weapons Section DRD
Members	DRD Action PNCO/NUP
	DL Representative
	SAF Representative
	EOD Representative
	MG Representative
	LSS Representative
	End-user Unit Representative

b) Composition of TWG on Transportation:

Head	C, Transportation Sec, DRD
Members	DRD Action PNCO/NUP
	DL Representative
	LSS Representative
	MG Representative
	SAF Representative
	End-user Unit Representative

c) Composition of TWG on ICT:

Head	C, Communication Section, DRD
Members	DRD Action PNCO/NUP
	DL Representative
	CES Representative
	ITMS Representative
	ACG Representative
	End-user Unit Representative

d) Composition of TWG on Crime Laboratory, Investigative, Medical and Dental Equipment:

Head	C,M,D and CL Section, DRD
Members	DRD Action PNP/NUP
	DL Representative
	CL Representative
	DIDM Representative
	HS Representative
	End-user Unit Representative

- e) Composition of TWG on Criminalistics, Intelligence, ISO and other Similar Equipment:

Head	C, Gen Crime Section, DRD
Members	DRD Action PNCO/NUP
	DO Representative
	DL Representative
	EOD/K9 Representative
	SAF Representative
	DI/IG Representative
	End-User Unit Representative

- f) Composition of TWG on IT Equipment:

Head	C, ITRMS, SMD, DL
Members	C, Commo, DRD
	DICTM Representative
	DL Representative
	ITMS Representative
	ACG Representative
	End-User Unit Representative

- g) Functions of the TWG during Procurement Process:

- (1) Prepares, consolidates, draft, recommends, and submits to the BAC through its Secretariat the applicable specifications and requirements needed for the item subject of procurement;
- (2) Renders technical advice and comments on all matters pertaining to a subject procurement project, when applicable;
- (3) Drafts appropriate documents or communications as directed by the BAC particularly on matters of technical concern;
- (4) Constantly coordinate with the BAC Secretariat, SLO BAC Secretariat to keep abreast and updated on latest issuances, requirements, and specifications on a subject item for procurement;
- (5) Conducts Post-Qualification in accordance with the Bidding Documents and Supplemental/Bid Bulletins, Terms of

AUTHENTICATED

  
 REX T. SANTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer



Reference, NAPOLCOM Specifications, and relevant PNP Circulars; and

- (6) Presents its Report of findings and observations, and shall not make any recommendation for a particular course of action relevant to the subject item.
- 6) Functions of the TWG during Inspection and Acceptance Process:
    - a) Serves as the testing team of the NHQ CIA during the acceptance process;
    - b) The TWG, during the conduct of Inspection, Accounting, and Acceptance as to Quantity of the delivered items by the NHQ CIA, shall randomly select samples to be subjected to functionality test and evaluation. The selected samples shall remain in the custody of the TWG until the functionality test and evaluation is completed;
    - c) The TWG together with DRD Testing Team shall conduct functionality test and evaluation on the delivered equipment based on the approved NAPOLCOM standard specifications, additional requirements included in the Bid Documents or as reflected in the Terms of Reference and PNP Test Parameters for the item. The test shall include Visual and Dimensional, Performance Requirements, and Material Composition, as appropriate. Should the material composition test require laboratory examination, the TWG shall submit the sample to an independent laboratory as approved by the parties and/or as provided for in the bidding documents for the conduct of the laboratory test;
    - d) The TWG shall submit to the NHQ CIA an official report containing the result of the conducted functionality test and evaluation signed by all the participating members of the testing team including the invited witness/es;
    - e) The TWG shall give initial comment or recommendation/s on any issues that may be raised by the supplier involving the result of the functionality test and evaluation or issues on how the functionality test and evaluation was conducted as basis of the NHQ CIA in resolving the same;
    - f) The TWG, performing in support of the functions of the NHQ CIA, shall, at all times inform or seek guidance from the latter should the functionality test and evaluation could not be conducted through no fault of the former; and
    - g) In case the members or majority of the members of the TWG on Procurement and Acceptance are not available, the Director for Research and Development shall designate ad interim members equally capable of performing the functions and responsibilities of the permanent TWG members.

UNAUTHENTICATED

  
REX T. CANTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- 7) Supervision and Control over the TWGs:
- a) The supervision and control over the TWGs shall be that of the NHQ BAC when the TWGs are performing BAC-related activities, otherwise, it shall be that of the NHQ CIA when they are performing as TWGs for acceptance purposes, or of the PMC during the planning stage.

**7. PROCEDURES:**

- a. Planning (See Annex "A" – Diagram):
  - 1) Preparation of End-User's PPMP:
    - a) Every April of the year, the NSUs/PROs shall prepare their respective annual PPMP indicating therein the needed Properties, Plants and Equipment (PPE) to be purchased for the succeeding year;
    - b) The end user units or the MPS/CPS or City Mobile Forces shall conduct an Operational Needs Assessment (ONA) to identify the appropriate PE needed for their operation (Annex "B" – Operational Needs Assessment Form). Based on the ONA, the said units shall prepare and submit their Wish List to the next Higher Office (PPO/CPO/Provincial Mobile Force). The following shall be considered in the preparation of Wish List:
      - (1) Mobility:
        - (a) Inventory of mobility assets for priority issuance;
        - (b) Identification of the particular type of vehicle that is appropriate and most suited for emergency situations or hot pursuit operations vis-a-vis the nature of crimes such as patrol vehicles which are intended to be utilized for mission-related activities;
        - (c) Geographical features (e.g. mountainous, coastal, etc);
        - (d) Road conditions (e.g. rugged, concreted, etc);
        - (e) Fuel consumption needed to sustain police operation;
        - (f) Presence of docking stations (seaports, airports, and helipads);
        - (g) Presence of nearby service centers and readily available vehicle spare parts; and
        - (h) Consideration of the latest technology in the market (e.g. Dash-Cam, GPS, etc).
      - (2) Firearms:
        - (a) Short firearms shall be 1:1 ratio, thus lacking number of short firearms shall be considered in the procurement;

**AUTHENTICATED**

  
**REX MONTAPAY**  
Police Lieutenant Colonel  
Administrative Officer



- (b) For long firearms, all high-risk police stations, SWAT/SOU units, PNP Mobile Forces (PMFs) and SAF shall be 100% filled-up while non-high risk units will be 50% filled-up;
  - (c) Specialized weapons for special units (e.g. Sniper Rifle System for SWAT or SAF Sniper Team, Sub-Machine Pistol for SOUs of AVSEG and MG);
  - (d) For other PPEs, the assessment shall include justification for the need of the said equipment; and
  - (e) The Operational Needs Assessment Report shall form part (attachment) of the PPMP which shall be submitted to the Supply Management Division (SMD) of the Directorate for Logistics (Attn: PMC Secretariat).
- (3) ISO/SWAT/PSF Equipment:
- (a) Personal Protective Equipment shall be 1:1 ratio;
  - (b) The number of Teams, Platoons and Companies shall be considered in requesting other equipment; and
  - (c) Justification why the equipment is needed.
- (4) Communication Equipment:
- (a) For Tactical Radios, the number of Teams, Platoons and Companies shall be considered; and
  - (b) Issuance of Digital Handheld Radios is 1:2 ratio for operating units. 2 units per Office/Unit, and 1 Mobile Radio per vehicle.
- (5) EOD Equipment:
- (a) Determination of EOD Equipment should be based on the number of personnel/technicians, teams and offices/units.
- (6) Investigative Equipment:
- (a) Field Investigators Crime Scene Kit (FICSK) is issued per unit/police station.
- c) The PPO/CPO/Provincial Mobile Force shall consolidate and review all the Wish Lists of the MPS/CPS/City Mobile Forces/Provincial Support Units based on their ONA and submit it to the PRO/Regional Mobile Force;
- d) The PROs/NSUs shall activate a PPMP Committee composed of the following to conduct a final review of the consolidated Wish List submitted by the PPOs/CPOs/Regional Mobile Force/Regional Support Units based on their ONA. Further,

AUTHENTIC SIGNED

  
**REX T. SANTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer

conduct initial price determination, recommends technical specification and prepare the PPMP of the PRO/NSU prior submission to the PMC Secretariat:

Position	Designation of Chairman, Vice-Chairman and Regular Members	
	PRO	NSU
Chairman	RCDS	CDS
Vice-Chairman	C, ROPD	C, OMD or equivalent
Member	C, RCG	C, Budget Division/Section
Member	C, RLRDD	C, Logistics Division
Secretariat	AC, RLRDD	AC, Logistics Division

- 2) Preparation of the Consolidated PNP PPMP (Annex "C" – PPMP Process Flowchart):
- a) The End-User Units (PROs/NSUs) shall submit their PPMP/Wish List to the PMC Secretariat for consolidation;
  - b) The PMC Secretariat shall consolidate the PPMP/Wish List of the End-Users and recommends prioritization of the procurement programming of equipment based on the fill-up of basic police equipment. The Capability Enhancement Program (CEP) funds shall be programmed for the procurement of equipment for use in the Move, Shoot, Communicate, Investigate, Civil Disturbance Management (CDM), Internal Security Operation (ISO), Disaster Preparedness and Response Operation and Anti-Terrorism Campaign of the PNP;
  - c) The PMC Secretariat shall also ensure that all proposed equipment programmed for procurement included in the consolidated PPMP have the Approved Budget for the Contract (ABC) or Certificate of Fund Availability, the corresponding responsive technical specifications, test parameters, and other related requirements;
  - d) The PMC Secretariat shall delegate to the TWG the evaluation of the PPMP based on Operational Needs Assessment; Formulation of Technical Specifications; Percentage fill-up and Volume/Quantity;
  - e) The TWG shall conduct price determination considering the bid price during the latest procurement, market survey of at least three different proponents and expenses during Test and Evaluation and other related expenses (e.g. Insurance, Freight and Shipping, etc). Previous procurement prices may also be used as a reference with inflationary rates as published by BSP prior submission to the PMC thru the secretariat for final review;

- f) The PMC Secretariat shall consider the mode of procurement to be used. It shall review the latest procurement conducted to verify or determine if repeat order is still feasible or possible. It

AUTHENTICATED

  
**REX T. MONTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer



shall justify or present valid grounds if the mode of procurement is other than Public Bidding; and

- g) Once the PPMP is approved by the PMC, the Secretariat shall prepare the PMC Resolution of the PPMP for signature of the Committee Chairman, Vice Chairman and Members prior endorsement to NHQ BAC for the formulation of Annual Procurement Plan.
- 3) Consolidation of PPMP and Crafting of APP (Annex "D" – Flowchart):
- a) TDC through the Chief, Budget Division informs TDL on the issuance of the Budget Call;
  - b) DL representative shall join the PNP contingent during the stakeholders engagement in the annual cascading of budget call and be responsible for the collation of related documents presented;
  - c) TDL through the Chief, SMD consolidates equipment wish-lists/requirements and prepares the list of equipment based on the possible wish-lists/requirements for inclusion in the budget proposal vis-a-vis the current inventory of the PNP;
  - d) TDL through the Chief, SMD/Head Secretariat directs the end-user/concerned section in the SMD for the conduct of price determination for presentation to the PMC using the following order of presentation:
    - (1) Equipment for Procurement (title);
    - (2) Fund Source (present scanned docs, if available);
    - (3) Operational Needs Assessment/Analysis;
    - (4) Approved NAPOLCOM Specifications;
    - (5) Comparative specifications (compliance or conformity of the brand/model used in the price canvass vis-à-vis the approved NAPOLCOM Specifications);
    - (6) Additional Requirements to the Technical Specifications and or TOR;
    - (7) Terms of Reference, if applicable;
    - (8) Approved Test Parameters;
    - (9) Distribution List (Specific Units);
    - (10) Sizes, if applicable;
    - (11) Price Determination (based on price canvass, previous procurements and others);

AUTHENTICATED

  
REX S. SANTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- (12) Issues and concerns during the previous procurements;
  - (13) Supplemental Bid Bulletins of previous procurement;
  - (14) Bid Documents (proposed entries in relation to the requirements at hand); and
  - (15) Declaration on the availability of Authority to Purchase Motor Vehicles.
- e) The PMC Head Secretariat prepares Notice of PMC meeting for signature of the Chairman and distribute same to all PMC members and invited PNP personnel;
  - f) The PMC members deliberate the proposed equipment for inclusion in the budget proposal and submits same to TDL for approval;
  - g) TDL through the Chief, SMD submits to TDC (Chief, Budget Division) the Budget Proposal for the procurement of equipment;
  - h) TDC through the Chief, Budget Division includes the proposed list of equipment for procurement in the Budget Proposal;
  - i) TDC shall officially inform TDL (Attn: C, SMD) the approved list of equipment included in the PNP Budget Proposal;
  - j) The PMC Chairman through its Head Secretariat, upon Issuance of the National Expenditure Program (NEP), issues conference notice for the deliberation of the Indicative PPMP of the equipment to be procured;
  - k) The PMC Head Secretariat submits to NHQ BAC Secretariat, the approved PPMP (including all documents presented during the PMC deliberation) for subsequent formulation of the APP;
  - l) The NHQ BAC Head Secretariat includes the PPMP in the NHQ BAC Meeting Agenda;
  - m) The NHQ BAC deliberates the PPMP and formulates the APP;
  - n) The NHQ BAC Head Secretariat, after signing of the APP by the NHQ BAC members, submits the APP to the HOPE through channel for his approval;
  - o) The NHQ BAC submits the APP to the PhilGEPS, as required by the RIRR of RA 9184;
  - p) The PMC, in case of additional projects to be undertaken, shall formulate the PPMP and submit to NHQ BAC through the Secretariat for the subsequent inclusion in its deliberation;

AUTHENTICATED

  
 REX T. SANTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer



- q) The NHQ BAC shall issue a resolution updating the APP for submission to the HOPE for his approval; and
  - r) The NHQ BAC submits the revised/updated APP to the PhilGEPS, as required by the RIRR of RA 9184.
- b) Procurement (Annex "E" – Procurement Flowchart):
- 1) The procurement through Competitive Bidding or Alternate Methods of Procurement shall be conducted in accordance with the respective procedures, periods/timelines and requirements indicated in the Implementing Rules and Regulations of RA No. 9184, its Annexes such as but not limited to Annex "C" and "H", and other related issuances of the GPPB, as the case may be;
  - 2) The following shall be applicable in addition to the procedures and requirements of RA No. 9184:
    - (a) The concerned TWG for the subject item for procurement shall prepare, consolidate, draft, recommend, and submit to the BAC through its Secretariat the applicable specifications and requirements needed for the item subject of procurement;
    - (b) The NHQ BAC Secretariat and the concerned TWGs shall prepare, draft, and review, the Bidding Documents, Terms of Reference, and other Requirements for the procurement, and harmonize the specifications and requirements submitted by the TWG, prior to the scheduling of Pre-Procurement Conference;
    - (c) Representatives to be designated by the Chairman, CIA and Contract Administrator, are required to observe during the procurement proceedings beginning from the Pre-Procurement Conference until the issuance of Notice of Award for a particular procurement project;
    - (d) The NHQ BAC, through the BAC Secretariat shall prepare the schedule of procurement activities for the subject items indicated in the approved Annual Procurement Plan;
    - (e) The NHQ BAC through the BAC Secretariat shall receive all communications pertaining to the conduct of procurement of a specific item, and shall act accordingly in accordance with established rules and issuances;
    - (f) The SLO, BAC Secretariat shall, when applicable, render legal advice/opinion or comment on all communications pertaining to the specific procurement project, and shall draft appropriate documents or communications as directed by the BAC;
    - (g) The concerned TWG shall, when applicable, render technical advice and comments on all matters pertaining to a subject procurement project, and shall draft appropriate documents or communications as directed by the BAC particularly on matters of technical concern;

AUTHENTICATED

  
REX T. CONTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- (h) The BAC Secretariat, SLO BAC Secretariat, and respective TWGs shall keep abreast and updated on latest issuances, requirements, and specifications on a subject item for procurement;
- (i) The BAC, its Secretariat, and TWGs shall if necessary, consult and coordinate with the appropriate offices of the PNP, Commission on Audit, GPPB, PhilGEPS, and other concerned government agencies for any concerns regarding a procurement project;
- (j) In case of controlled items, the BAC Secretariat shall prepare the necessary documents for the issuance of End-User Certificate (EUC);
- (k) In case of controlled items, the BAC Secretariat shall endorse to FEO and monitor the application of the supplier for issuance of Import Permit (IP). The FEO shall then endorse the same to the CPNP for approval and once approved, shall immediately inform the supplier. The whole process should be completed within 15 days from receipt of the endorsement from the BAC Secretariat;
- (l) The concerned TWG shall conduct the process of Post-Qualification in accordance with the Bidding Documents and Supplemental/Bid Bulletins, Terms of Reference, NAPOLCOM Specifications, and relevant PNP Circulars. The TWG shall present its Report of findings and observations, and shall not make any recommendation for a particular course of action relevant to the subject item;
- (m) The BAC Secretariat shall conduct pre-contract signing conference with the CIA Secretariat, Contract Administrator or his representative, and the supplier prior to the actual signing of the contract;
- (n) The BAC Secretariat shall prepare all the procurement documents and submit the same to the Contract Administrator (Director, LSS, Attn: Procurement Division) for further action. The BAC Secretariat and PD, LSS shall carefully coordinate with each other for the transfer of documents and shall ensure completeness and accuracy of the documents;
- (o) In the case of firearms after the issuance of the Notice of Award, the BAC Secretariat shall submit to FEO the relevant documents in the preparation for delivery, and appropriate accounting and tagging of firearms; and

AUTHENTICATED

  
 REX T. SONTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer

- (p) In the case of firearms after the issuance of the Notice of Award, the BAC Secretariat shall submit to Crime Laboratory the relevant documents in the preparation for the ballistics examination of the firearms.



- c) Contract Implementation (Annex "F" – Flowchart):
- 1) The D, LSS thru PD, LSS, receives and acts on all communications pertaining to the contract implementation of specific awarded project;
  - 2) The SLO, LSS provides legal advice/opinion to all communications related to the implementation of the specific awarded project;
  - 3) Request/s of Supplier for extension of time to deliver, rescheduling of PDI, and other delivery-related concerns shall be acted upon by PD, LSS through SLO, LSS by way of a memorandum for the HOPE with a reply letter to the Supplier for signature of the HOPE;
  - 4) Following shall be undertaken by tasked Offices and/or Committees after the NHQ BAC has awarded the project to the winning Supplier:
    - (a) The BAC thru the Secretariat shall ensure that all pertinent documents of the supplier and his project/delivery shall be forwarded to D, LSS (Attn: C, PD and C, SSDD) immediately after awarding the supplier with the Notice to Proceed;
    - (b) The D, LSS thru the C, PD/Contract Monitoring shall monitor the delivery of the items expected from the supplier, he shall likewise remind the supplier thru written communication whenever he exceeds the period given to him to deliver the procured items;
    - (c) The D, LSS/Chairman, NHQ Committee on Inspection and Acceptance (CIA) thru SSDD, LSS/Head Secretariat, NHQ CIA shall receive and act on all communications related to the delivery, inspection, and acceptance of procured equipment;
    - (d) D, LSS thru SSDD, LSS/Head Secretariat, CIA shall ensure that the supplier submits Notice of Delivery at least 9 days prior to the delivery;
    - (e) At least two weeks before delivery, D, LSS thru C, SSDD shall secure from the supplier the firearms details (hard and soft copy) and submit an advance copy to FEO (C, Storage Section) and CL (C, Firearms Identification Division) for the tagging and ballistics examination, respectively. FEO thru C, Storage Section shall likewise submit to CL the Letter of Request for Ballistics Examination;
    - (f) D, LSS shall recommend to TDL/Chairman, FTSC the members of the NHQ CIA and TWG who shall join the NHQ BAC member/s in the composition of the PDI team. He shall ensure that the supplier submits the proposed schedule of PDI at least two months before the schedule to give ample time for the processing of Foreign Travel Authority, when necessary;

AUTHENTIC COPY

  
REX T. SONTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- (g) D, LSS thru C, SSDD shall conduct a meeting with the supplier before and after the PDI, to ensure full compliance of the provisions of the contract;
- (h) TDL thru the DL Foreign Travel Screening Committee (FTSC) Head Secretariat prepares DL FTSC Resolution to be forwarded to the Foreign Travel Evaluation Board (FTEB) for the issuance of another resolution by the Board;
- (i) The PNP upon issuance of FTEB resolution and approval of the C, PNP, shall request for Foreign Travel Authority to NAPOLCOM/SILG;
- (j) The NHQ CIA shall render a Pre Departure Orientation Seminar (PDOS) to the PDI Team and supplier one week before departure, in coordination with FLD, DI;
- (k) During the PDI, the PDI Team shall conduct pre-inspection and accounting as to quantity, and Functionality Test and Evaluation on the procured equipment as a pre-requisite to its delivery;
- (l) D, LSS thru C, SMS, SSDD, LSS shall prepare the warehouse for the scheduled delivery of procured equipment;
- (m) In case the inspection/accounting as to quantity and random sampling is held at the manufacturer's plant/warehouse, the determination of date of delivery for purposes of compliance to delivery period and imposition of liquidated damages, if warranted, shall be based on the following:
  - (1) For equipment subject to Pre-Delivery Inspection, delivery shall be reckoned on the actual date of delivery to the LSS Warehouse or any designated project site in the contract; and
  - (2) For equipment not subject to Pre-Delivery Inspection, or usually those equipment from within the Philippines, delivery shall be reckoned from the date of receipt of the notice from the supplier that the equipment are ready for inspection, unless, the contract requires that for purposes of accounting and inspection, the goods shall be delivered to the LSS warehouse or any designated project site. In this case, delivery shall be reckoned on the actual date of delivery to the project site.
- (n) The C, SSDD, LSS through C, SMS shall ensure that the supplier issues a delivery receipt which indicates the actual number and the description of the items received and stored at the warehouse. The delivery receipt shall be the basis in determining complete delivery of the equipment for the

AUTHENTICATED

  
 REX M. CONTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer



purpose of imposing liquidated damages against the Supplier, when warranted. C, SMS shall likewise inform the C, SSDD/Head Secretariat, NHQ CIA of the delivery of the items for the conduct of the inspection/accounting as to quantity;

- (o) The C, SSDD/Head Secretariat NHQ CIA shall furnish all members of the NHQ CIA with the pertinent documents of the procured equipment at least 3 days prior to the conduct of the CIA conference for their reference;
- (p) D, LSS thru C, SSDD, LSS/Head Secretariat, CIA shall schedule the conduct of NHQ CIA inspection/accounting as to quantity as well as the random sampling of the items to be subjected for functional testing and evaluation. The C, SSDD, LSS/Head Secretariat, CIA shall likewise ensure attendance of NHQ CIA members, DRD/Testing Team representatives, the proponent, and other authorized representatives of offices and agencies required/invited to attend the inspection/accounting and random sampling;
- (q) The TWG together with the DRD Testing Team shall conduct functionality test and evaluation on the delivered equipment based on the approved NAPOLCOM standard, PNP specifications, additional requirements included in the Bid Documents or as reflected in the Terms of References and the PNP Test Parameters for the item;
- (r) For repeat orders, except for personnel protective gear and body armors, and all other items where test samples for testing are not part of delivery, extensive endurance test shall no longer be conducted. However, other tests provided under the test parameters that do not cause wear and tear or damaging to the samples shall still be conducted such as but not limited to visual and dimensional test, and evaluation pertaining to the product's compliance to the minimum standard and specifications approved by the NAPOLCOM;
- (s) The NHQ CIA Resolution shall be endorsed to the HOPE thru TDL, for his approval;
- (t) The NHQ CIA through the Secretariat provides the Supplier and the C, PD, LSS of the approved NHQ CIA Resolution;
- (u) In case of rejection and replacement of the delivered items, the proponent may pull out the rejected items from the LSS Warehouse other authorized storage facility only after completing the delivery of its replacement;
- (v) The replacement of the rejected items shall only be allowed once. The rejection of the replacement items shall already mean rescission of the Contract;

AUTHENTICATED

  
REX T. SANTAPAY  
Police Lieutenant Colonel  
Administrative Officer

- (w) The C, SSDD, LSS/Head Secretariat NHQ CIA shall accomplish all documents related to the supply, delivery, and other CIA activities of the procured equipment and submit an After-Acceptance Report to the C,PNP through TDL;
  - (x) The NHQ CIA through its Secretariat shall submit pertinent documents to SAO PNP-WIDE for the issuance of Acknowledgement Receipt and proper recording of the newly procured equipment in the property books, as follows:
    - (x.1) Sales Invoice (duplicate/authenticated copy);
    - (x.2) Delivery Receipt (DV) with supporting documents (authenticated copy); and
    - (x.3) NHQ CIA Resolution (authenticated copy).
  - (y) TDC through Internal Control and Inspection Section, Management Division, DC shall issue an inspection Report and then conduct Pre-Audit Examination of documentary requirements as prescribed by RA 9184 and its Revised IRR, COA Circular No. 2011-002 and 2012-001 prior payment of procured items;
  - (z) TDL through the C, SMD issues Supply Directives (SD) for the issuance of the newly procured equipment; and
  - (aa) TDL through C, SMD shall issue directives to the end users on the conduct of periodic maintenance and reporting of the regular functionality inspection of the newly issued equipment, with emphasis on noted defects as basis for the warranty application.
- 5) Payment Process (Annex "G" – Flowchart for the Payment Process):
- (a) NHQ BAC Secretariat will transmit to PD, LSS a complete set of documents to facilitate the payment. The transmittal shall contain the itemized list of documents and shall be duly certified to be complete and in order;
  - (b) After receiving the Notice to Proceed together with the complete documents from NHQ BAC Secretariat, PD, LSS will prepare the Purchase Request, Requisition Slip, and Obligation Request;
  - (c) Subject to the provisions of the bidding documents, in case the supplier signified an intention to apply for Letter of Credit, PD, LSS shall process and follow up the application until the amount requested is deposited to authorized servicing/depository bank;
  - (d) PD, LSS shall secure the warranty security in form of retention fee or bank guarantee (at least 1% of the contract price in relation to Sec 62, RA 9184) from the supplier after receipt of the following documents:
    - (d.1) NHQ CIA Approved Resolution of Acceptance;

AUTHENTICATED

  
 REX S. SANTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer



- (d.2) Delivery Receipt (DR);
  - (d.3) Sales Invoice; and
  - (d.4) DRD Test and Evaluation Report.
- (e) After obtaining the warranty security, PD, LSS shall prepare the Disbursement Voucher (DV) for signature of D, LSS prior submission to Management Division, DC together with the Property Acknowledgement Receipt and Inspection and Acceptance Report duly signed by the SAO, PNP-Wide and C, SSDD;
- (f) PD, LSS shall monitor the streamlined payment process as provided for under this MC and follow up the process of payment from receipt by CES, Management Division, DC for examination of voucher until the LDDAP or check has been duly signed by the CPNP for deposit/transfer to the supplier's account. All involved units shall strictly follow the Streamlined Payment Process (see Annex H – Flowchart for the Streamlined Payment Process and Annex I - Steps in the Payment Process and its flowchart) to ensure that suppliers are paid of the procured equipment at the least possible time. The streamlined payment shall be as follows:
- (f.1) STEPS 1-4. After the inspection and acceptance of the procured goods, the Procurement Division of the Logistics Support Service shall be responsible in the following tasks:
    - (f.1.1) Prepares the DV and examine the legality, validity, and completeness of the documentary requirements;
    - (f.1.2) Prepares the Claim DV and BIR DV and ensure that the signatures of the Chief, PD and Director LSS are affixed;
    - (f.1.3) Prepares the Cover Memorandum for signature of the Director, LSS;
    - (f.1.4) Secures RIS (Y) with price and Sales Invoice signed by Chief, SAMD and attach the documents to the DV; and
    - (f.1.5) Transmits the DV to the Directorate for Comptrollership for processing.
  - (f.2) STEPS 5-21. The following Divisions and Sections of the Directorate for Comptrollership shall undertake the following tasks upon receipt of the DV:
    - (f.2.1) Chief, CES, MD shall review and examine whether the claim is supported by lawful and sufficient

AUTHENTICATED

  
 REX T. MONTARAY  
 Police Lieutenant Colonel  
 Administrative Officer

appropriations or Program of Expenditures (POE) and approved by proper authorities. The DV is checked to determine the completeness of the attached basic supporting documents and the correctness of tax computation. Recomputation is done when necessary. And finally, proper recording/indexing is conducted to avoid double payment.

- (f.2.2) In case of Regular Fund or Letter of Credit:
  - (f.2.2.a) C, Budget Division (BD) to sign the availability of NCA/chargeability to the DV; and
  - (f.2.2.b) C, NCA to transmit the original DV to C, AD.
- (f.2.3) In case of Trust Receipts Fund: AD to sign the availability of NCA/Chargeability to the DV;
- (f.2.4) Whether Regular Fund, Letter of Credit or Trust Receipts Fund, AD to record the DV, post the ORS Number; verify NCA Chargeability; review, examine the legality, validity, and completeness of the DV and supporting documents; prepare the Journal Entry Voucher (JEV); match the ORS with the JEV; prepare the BIR Form; and review the JEV entries;
- (f.2.5) In case of Regular Fund or Letter of Credit: AD to transmit the DV to Admin Division, DC for transmittal or endorsement to the OCPNP; and
- (f.2.6) In case of Trust Receipts: AD to transmit the DV to Management Division; DC for transmittal or endorsement to OCPNP.
- (f.3) STEPS 22–24. Upon receipt of the DV, OCPNP shall undertake the following:
  - (f.3.1) Message Center shall receive and record the DV;
  - (f.3.2) SLO, OCPNP to review and secure the approval and signature of the Chief, PNP on the DV; and
  - (f.3.3) Message Center shall transmit the signed DV to FS for appropriate action.
- (f.4) STEPS 25-30. The FS shall undertake the following:
  - (f.4.1) List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA):
    - (f.4.1.a) The approved DV shall be received by the Checking Account Section, FS for preparation of LDDAP-ADA, Summary of

AUTHENTICATED

  
REX T. SANTAPAY  
Police Lieutenant Colonel  
Administrative Officer



LDDAP-ADAs Issued and Invalidated ADA Entry (SLIAE) and Bank Advice to be signed by C, CAS, FS;

- (f.4.1.b) The LDDAP-ADA and SLIAE shall be forwarded to C, AD and TDC for signature;
  - (f.4.1.c) DC shall transmit to FS for signature of D, FS; and
  - (f.4.1.d) FS shall forward to Land Bank of the Philippines (LBP) the LDDAP-ADA, SLIAE and Bank Advice for crediting to the payee's/supplier account.
- (f.4.2) Modified Disbursement Scheme (MDS) Check:
- (f.4.2.a) The approved DV shall be received by the Checking Account Section, FS for issuance of MDS Check and preparations of Bank Advice to be signed by C, CAS, FS;
  - (f.4.2.b) The MDS Check shall be endorsed to the C, PNP through TDC for signature;
  - (f.4.2.c) DC shall transmit to FS for signature of D, FS;
  - (f.4.2.d) FS shall forward to Land Bank of the Philippines (LBP) the Bank Advice; and
  - (f.4.2.e) FS shall release the MDS Check to the payee/supplier.
- (g) PD, LSS shall continue to monitor the warranty security of all PNP procured items and update NHQ BAC when necessary until its expiry date;
- (h) PD, LSS shall process the refund of retention fee thru disbursement voucher when the warranty expires and the following documentary requirements are complete:
- h.1) Request Letter from the supplier for refund;
  - h.2) Copy of the Paid DV; and
  - h.3) Authenticated Copy of Acceptance Resolution.

## 8. PENALTY CLAUSE:

Any violation of this MC shall be investigated and, if warranted by evidence, appropriate criminal, civil, and administrative charges shall be filed against those who may be responsible thereof.

REX T. SONTAPAY  
Police Lieutenant Colonel  
Administrative Officer

**9. REPEALING CLAUSE:**

Provisions of existing PNP issuances which are inconsistent with this MC, in whole or in part, are deemed repealed, set aside, amended or modified accordingly.

**10. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



*Archie Francisco F. Gamboa*  
**ARCHIE FRANCISCO F GAMBOA**  
Police General  
Chief PNP

Distribution:

Command Group  
D-Staff  
P-Staff  
RD, PROs  
D, NSUs  
IG, IAS

CPNP Ltrs '20 S081350



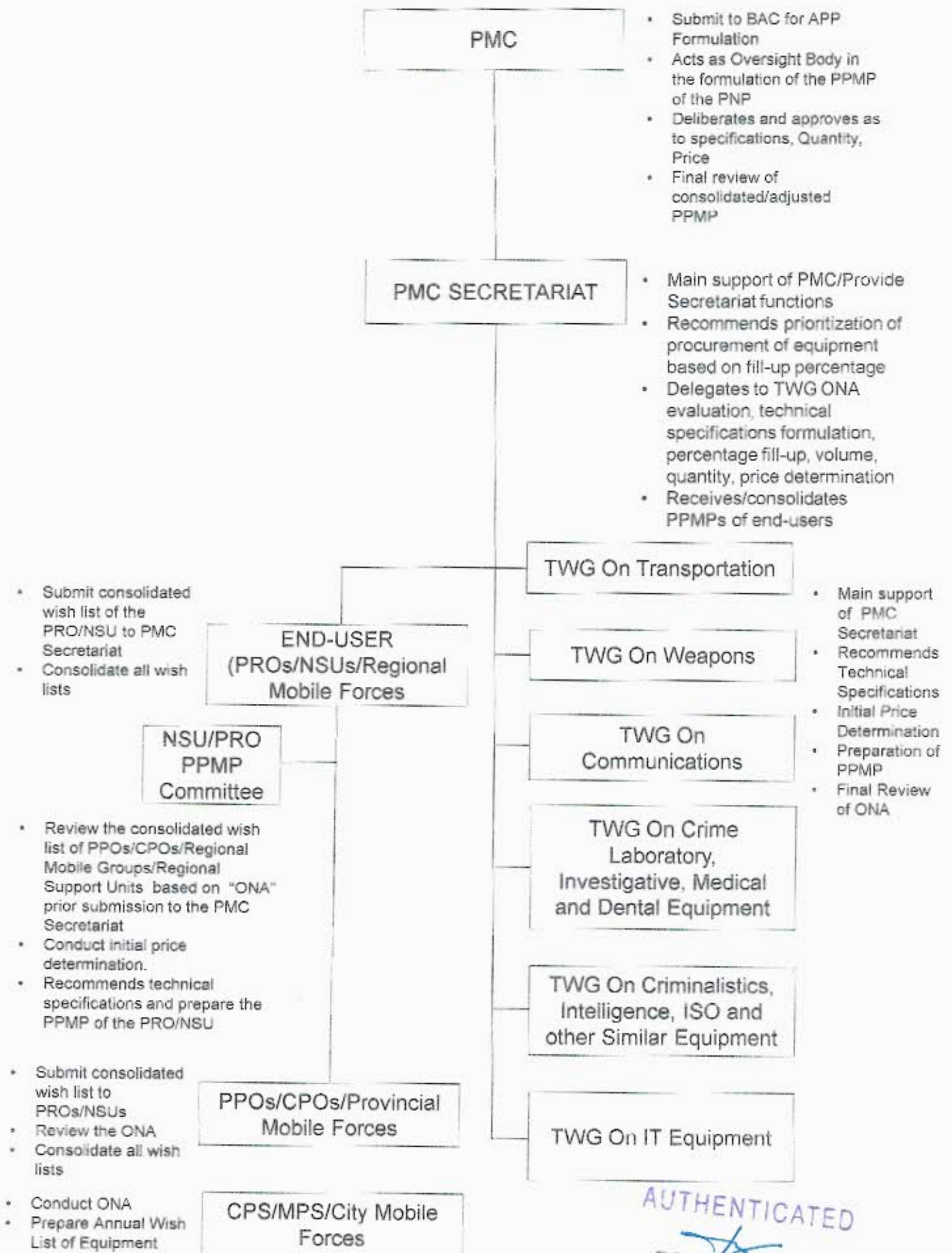
**S081350**

AUTHENTICATED

*Rex T. Santapay*  
**REX T SANTAPAY**  
Police Lieutenant Colonel  
Administrative Officer



DIAGRAM OF PLANNING STAGE



AUTHENTICATED

REX T. SONTAPAY  
Police Lieutenant Colonel  
Administrative Officer

## OPERATIONAL NEEDS ASSESSMENT FORM

UNIT: \_\_\_\_\_

SUB-UNIT: \_\_\_\_\_

Kindly check appropriately based on your assessment and provide the needed data if not specified in the form. Please answer all questions asked. Do not leave it blank.

**1. Mobility**

## a. Terrain

Cemented	Rugged Road	Mountainous	Coastal	Combination (pls specify)
----------	-------------	-------------	---------	------------------------------

✓

## b. Kind of Disaster

Flood	Earthquake	Volcano Eruption	Typhoon	Combination (pls specify)
-------	------------	------------------	---------	------------------------------

✓

Based on the terrain and kind of disaster that your area have, what other types of mobility do you need and prefer other than the one issued to your unit. Kindly justify.

Example:	Personnel Carrier	4x4	All Terrain Tires	Accessories: Search Light
----------	-------------------	-----	----------------------	------------------------------

	Motorcycle	200cc Enduro Type	Off Road Tires	
--	------------	-------------------	-------------------	--

**2. Firearms, Magazines, Ammunition, Explosives**

## a. Crime Situation

Generally Peaceful	Crime Prone	Terrorism	Presence of Threat Groups (NPA etc)	Combination (pls specify)
-----------------------	-------------	-----------	---	------------------------------

✓

## b. Risk Level

Low Risk	High Risk	Threat/Vulnerability	Give detail of Risk Ex. Presence of Threat Group
----------	-----------	----------------------	---

Based from your area location, crime situation and risk level, what other types of firepower do you need and prefer other than the one issued to your unit. What specific firearm/s that is/are most suited in your area and risk assessment? Justify.

Example:	Short Firearm	Extended Magazine	Accessories: Tactical light
	Long Firearms: Sniper Rifles	Magazine Pouch	Tactical light Holographic Sight
	Ammunition	Link/Plate	
	SMG		
	Crew served		
	Explosive		

**3. Communication Equipment**

Based on your area location, what other types of commo equipment do you need and prefer other than the one issued to your unit. What specific commo equipment is/are most suited in your area. Justify.

AUTHENTICATED

REX T. SONTAPAY  
Police Lieutenant Colonel  
Administrative Officer



Examples:				
Base Radio	Handheld Radio	Mobile Radio	Tactical Radio	Handheld Radio with throat mic

**4. ISO Equipment**

Based on your current crime situation, what other types of ISO equipment do you need and prefer other than the one issued to your unit. Justify.

Type of Equipment	Justification

**5. Anti-Terrorism Equipment**

Based on your current situation wherein there are terrorism-related incidents, what other types of Anti-Terrorism equipment do you need and prefer other than the one issued to your unit. Justify.

Type of Equipment	Justification
Ex. Ballistic Shield	
Breeching Equipment	

**6. SAR Equipment**

Based on the kind of disaster that your area have, what other types of SAR equipment do you need and prefer other than the one issued/procured/donated to your unit. Kindly justify.

Type of Equipment	Justification
Ex. Search Light	

**7. Investigative Equipment**

Based on your unit's mission, what other types of investigative equipment do you need? Justify

Type of Equipment	Justification

**8. Intel Equipment**

Based on your unit's mission, what other types of intel equipment do you need? Justify

Type of Equipment	Justification
Ex. Hearing Devices	
Signal Jammer	

**Based from the foregoing facts and assessments, what are the logistical equipment that your unit would prioritize to be procured to fully equip your unit? Elaborate and justify.**

AUTHENTICATED

  
**REX C. SANTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer

CONSOLIDATED OPERATIONAL NEEDS ASSESSMENT ON MOBILITY OF \_\_\_\_\_ (Write in the Blank the PRO/PPPO/PC/PPS/MPS)

RM/FC/PP/PO/PPS/MPS/PM/FC/SWAT	CLASS	KIND OF AREA DISASTER	TERRAIN	RISK LEVEL	MOBILITY NEEDED			
					Motor Vehicle	Motorcycle	Water Craft	Aircraft
REGIONAL POLICE OFFICE								
REGIONAL PUBLIC SAFETY BATTALION								
ILOCOS NORTE PROVINCIAL POLICE OFFICE								
ILOCOS NORTE PROVINCIAL PUBLIC SAFETY COMPANY								
SWAT								
LAOAG CITY CPS	A	Typhoon Flood	All Cemented Road Rugged Road	Low Risk				
BATAV CPS								
ADAMS MPS								
BACARRA MPS								
BADOC MPS								
BANGUI MPS								
BANNA MPS								
BURGOS MPS								
CARASI MPS								
CURRMAO MPS								
DINGRAS MPS								
DUMALNEG MPS								
MAROS MPS								
NEVA ERA MPS								
PAGUDPLUD MPS								
PAOAY MPS								
PASUQUIN MPS								
PIDDIG MPS								
PINLI MPS								
SAN NICOLAS MPS								
SARRAT MPS								
SOLSONA MPS								
VINTAR MPS								
Cemented Road								
Cemented Road with Rugged Road								
Rugged Road								
Mountainous Road								
Cemented Road with Rugged Road and Mountainous Road								
Mountainous and Rugged Road								
Coastal Area								
Mountainous, Rugged and Coastal Area								
Flood Prone								
Earthquake Prone								
Volcano Prone								
Storm Prone								
Tsunami Prone								

AUTHENTICATED

REX J. CONTAPAY

Police Lieutenant Colonel  
Administrative Officer

Land Asset  
Patrol Vehicle  
4x4  
All Terrain Tires

Personnel Carrier  
4x4

Trucks  
Motorcycle  
200 cc  
125 cc  
650 and up  
Enduro Type

Water Asset  
Motorized Banca  
Rubber Boat  
Amphibian Boat







CONSOLIDATED OPERATIONAL NEEDS ASSESSMENT ON OTHER EQUIPMENT OF \_\_\_\_\_

(Write in the Blank the PRO/PO/CP/PS/MPS)

RM/FC/PP/CP/PS/MPS/PM/FC/SWAT	CLASS	KIND OF AREA DISASTER	TERRAIN	RISK LEVEL	COMMO EQUIPMENT	ISO EQUIPMENT	ANTI-TERRORISM EQUIPMENT	SAR EQUIPMENT	INVEST EQUIPMENT	INTEL EQUIPMENT	IT EQUIPMENT
REGIONAL POLICE OFFICE											
REGIONAL PUBLIC SAFETY BATTALION											
ILOCOS NORTE PROVINCIAL POLICE OFFICE											
ILOCOS NORTE PROVINCIAL PUBLIC SAFETY COMPANY											
SWAT											
LAOAG CITY CPS	A	Typhoon Flood	All Cemented Road Rugged Road	Low Risk							
BATAC CPS											
ADAMS MPS											
BACARRA MPS											
BADOC MPS											
BANGUI MPS											
BANNA MPS											
BURGOS MPS											
CARASI MPS											
CURRIMAO MPS											
DINGRAS MPS											
DUMALNEG MPS											
MARCOS MPS											
MUEVA ERA MPS											
PAGUDPUJ MPS											
PAOAY MPS											
PASUQUIN MPS											
PIDDIG MPS											
PINILL MPS											
SAN NICOLAS MPS											
SARRAT MPS											
SOLSONA MPS											
VINTAR MPS											
Cemented Road											
Cemented Road with Rugged Road											
Rugged Road											
Mountainous Road							Thermal Imagers				
Cemented Road with Rugged Road and Mountainous Road							Drone	Tactical Vest			
Mountainous and Rugged Road								Tactical Helmet			
Coastal Area								Battering Ram			
Mountainous, Rugged and Coastal Area								EOD Robot			
								Bomb Suit			
Flood Prone											
Earthquake Prone											
Volcano Prone											
Storm Prone											
Tsunami Prone											

AUTHENTICATED

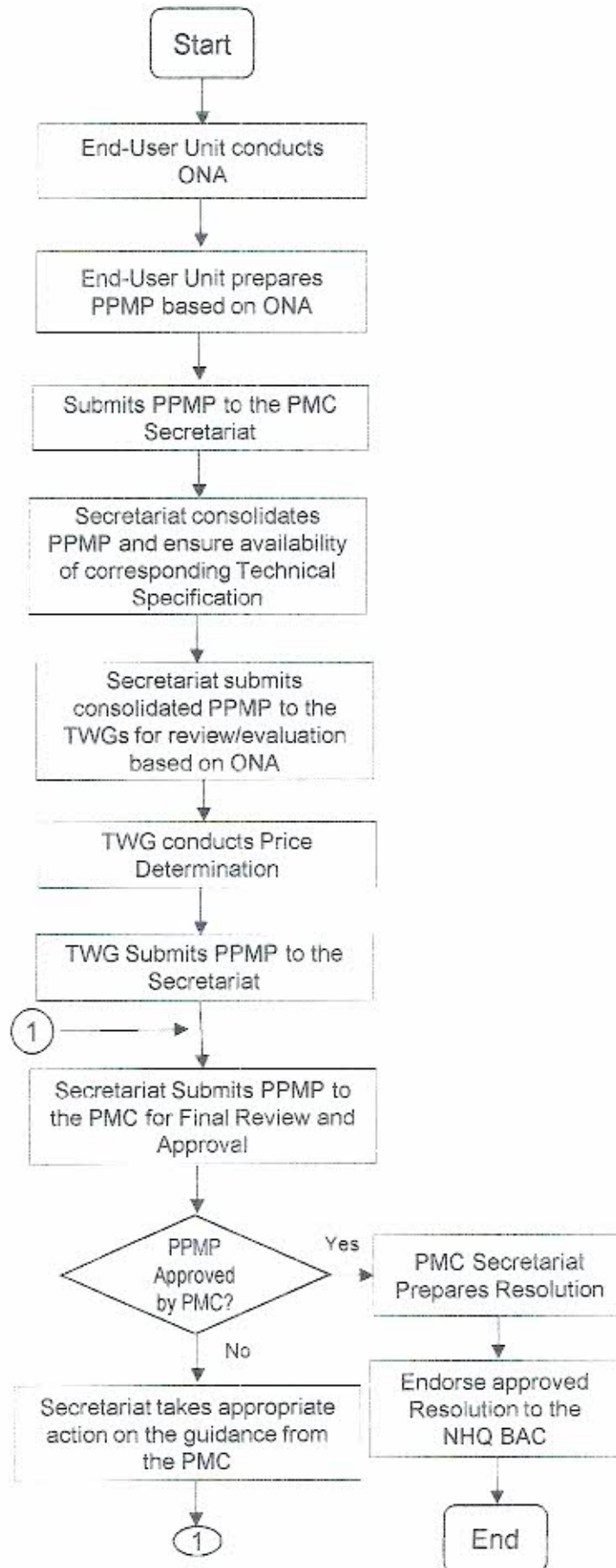
REX T. SONTAPAY

Police Lieutenant Colonel

Administrative Officer



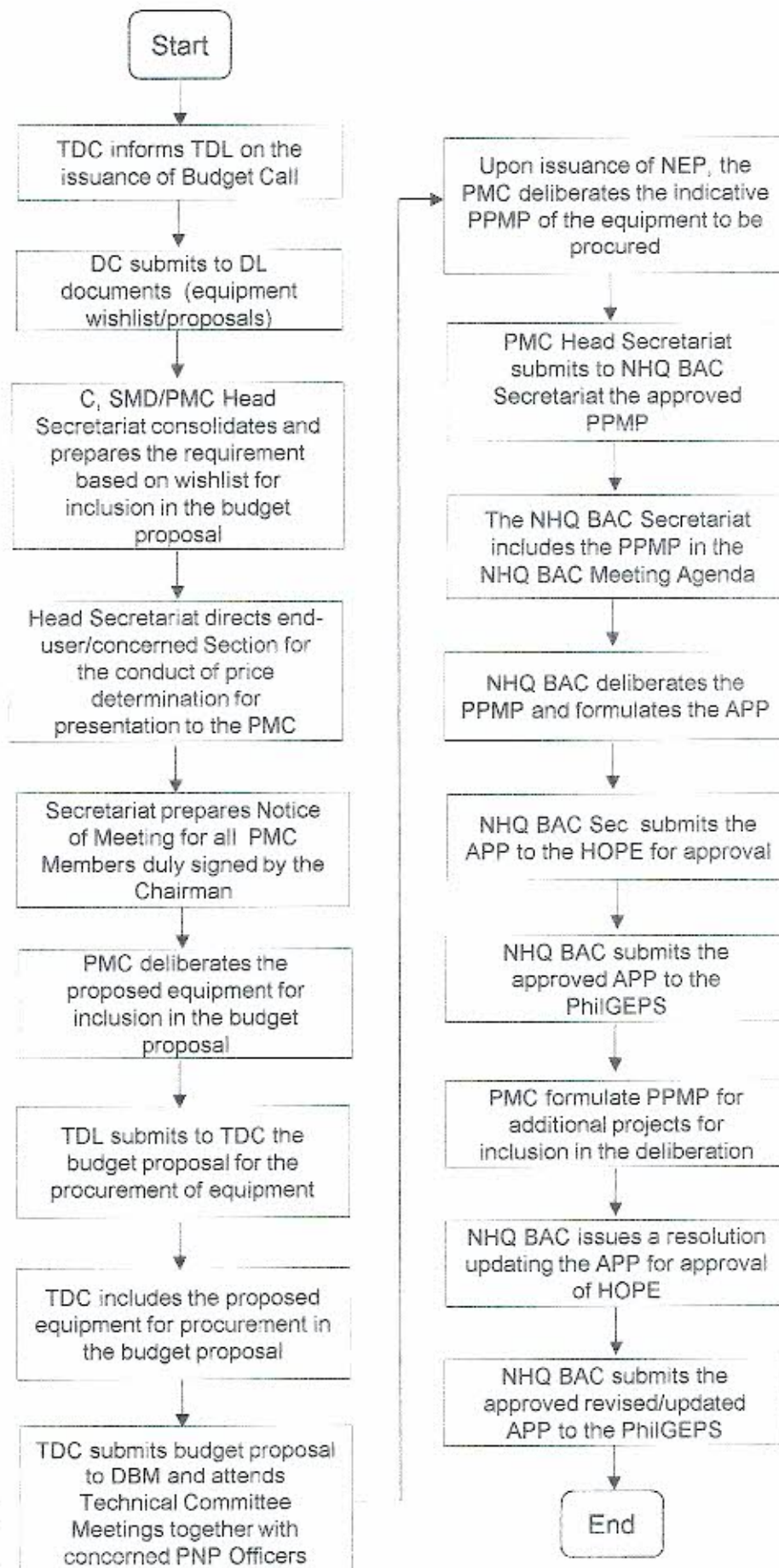
## PPMP PROCESS FLOWCHART



AUTHENTICATED

  
 REX T. SANTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer

**FLOWCHART FOR THE CONSOLIDATION OF PPMP AND CRAFTING OF APP**

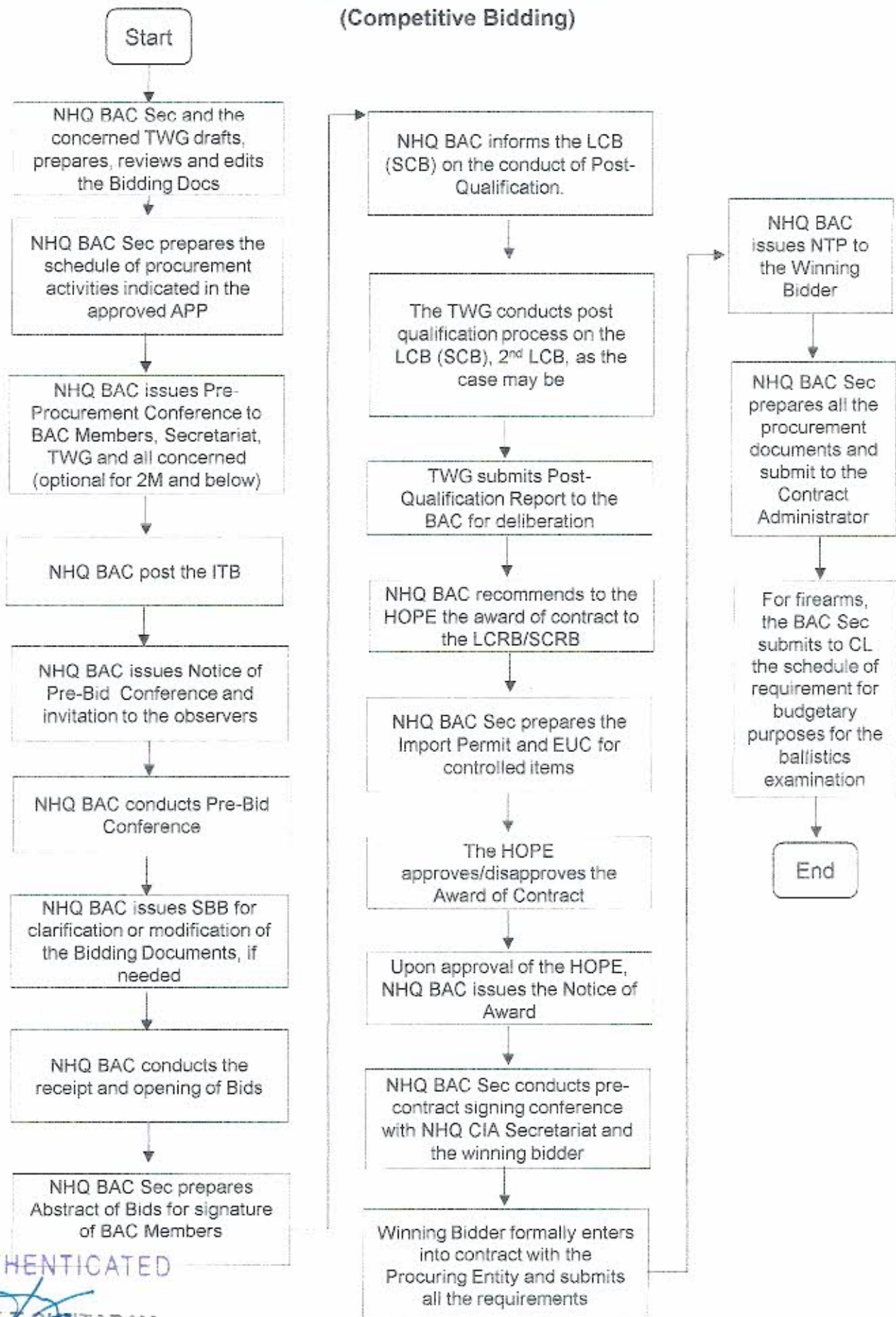


A. Q. B. C. D. E. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z.

**REX T. SONTAPAY**  
Police Lieutenant Colonel  
Administrative Officer



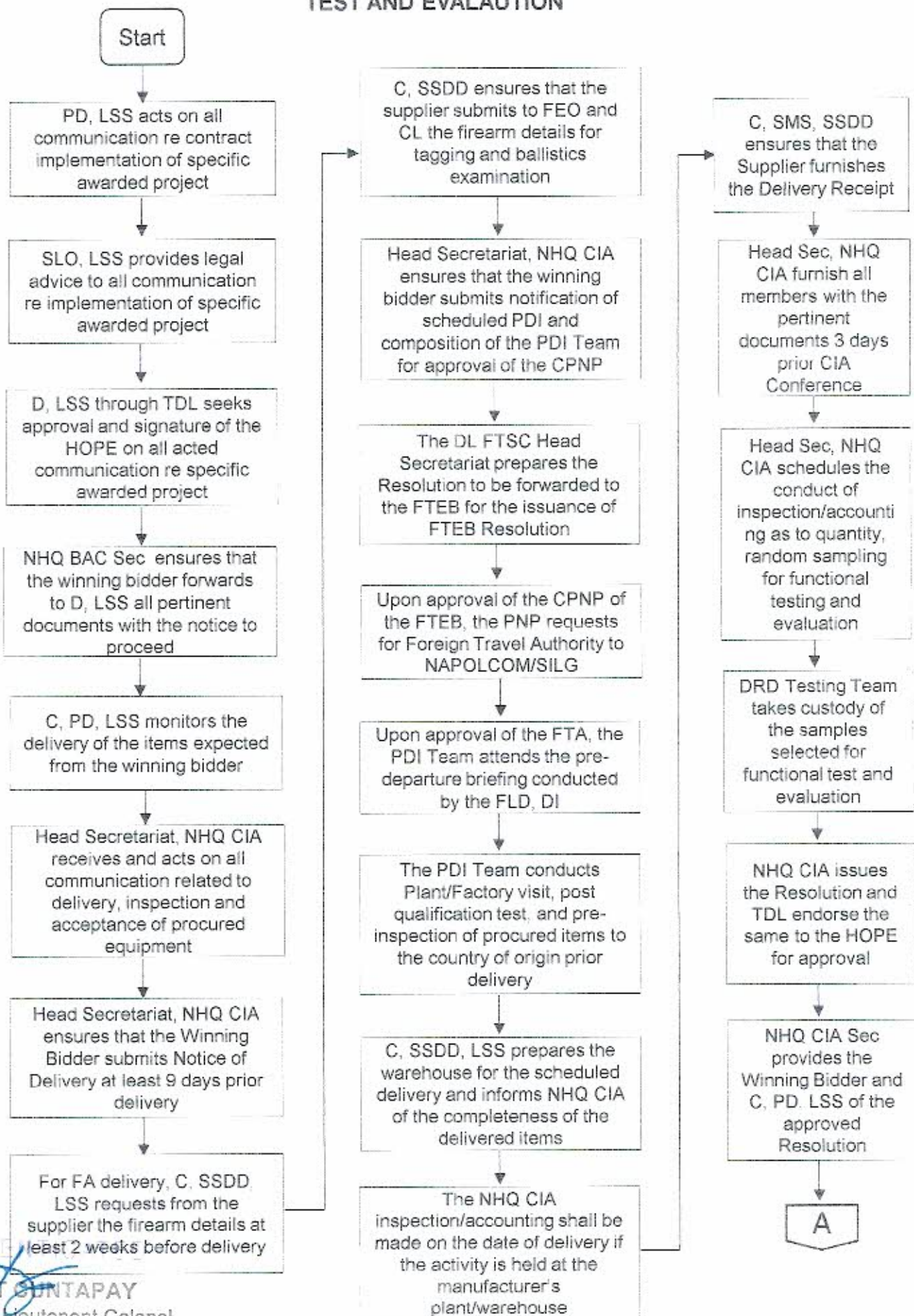
**PROCUREMENT FLOWCHART  
(Competitive Bidding)**



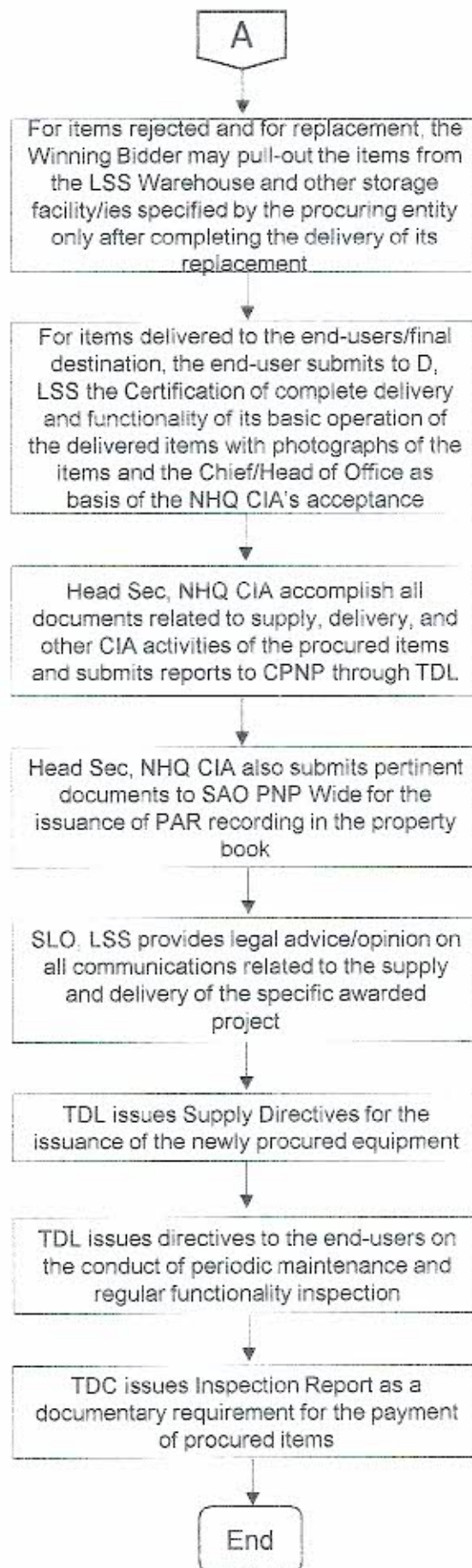
**AUTHENTICATED**

**REX T. SANTAPAY**  
Police Lieutenant Colonel  
Administrative Officer

## FLOWCHART FOR THE CONDUCT OF CONTRACT IMPLEMENTATION AND CONDUCT OF FUNCTIONALITY TEST AND EVALUATION



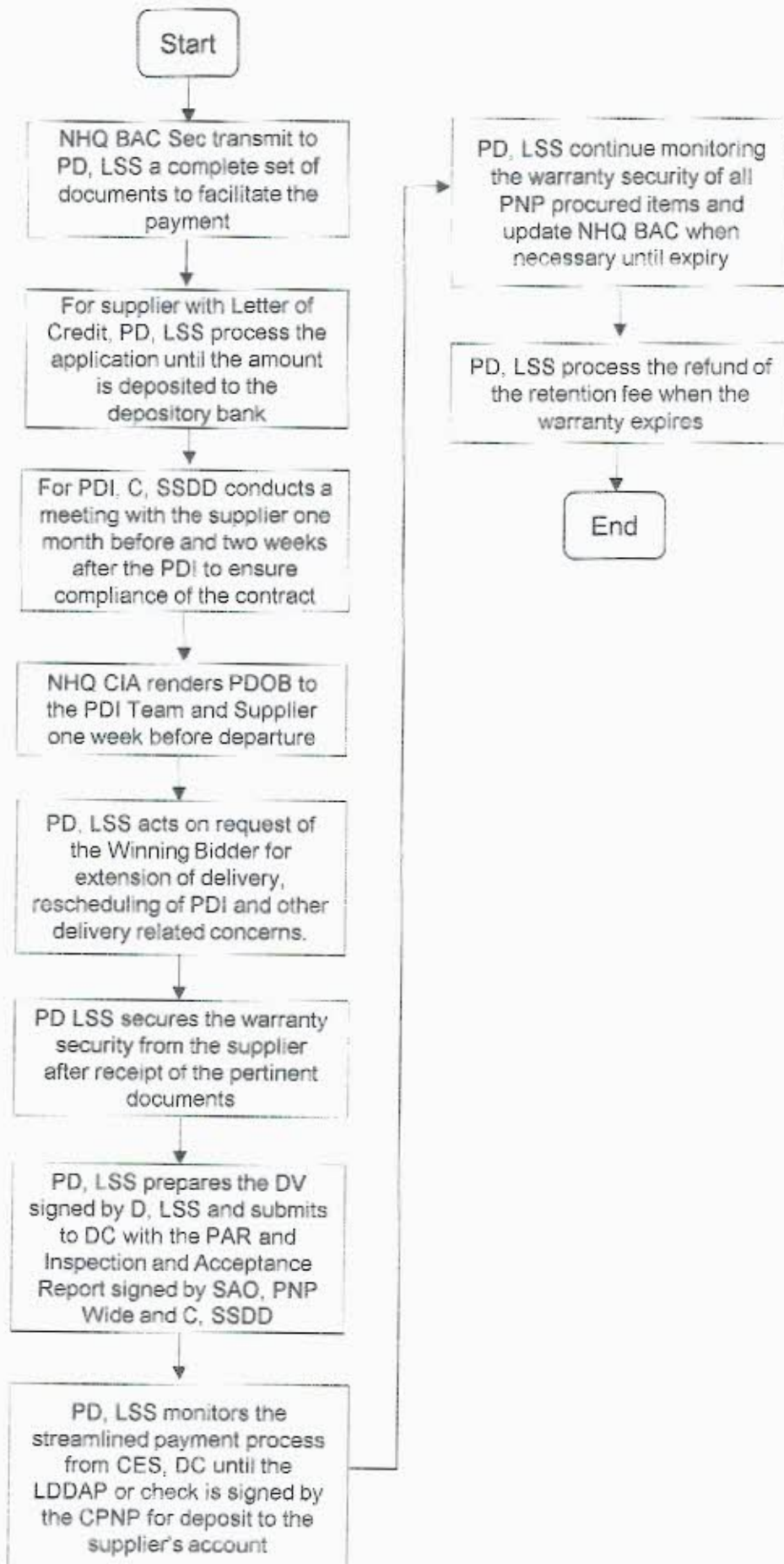


CONTINUATION OF THE FLOWCHART FOR THE CONDUCT  
OF CONTRACT IMPLEMENTATION AND CONDUCT OF  
FUNCTIONALITY TEST AND EVALUATION

AUTHENTICATED

*[Signature]*  
REX T. CANTAPAY  
Police Lieutenant Colonel  
Administrative Officer

## FLOWCHART FOR THE PAYMENT PROCESS

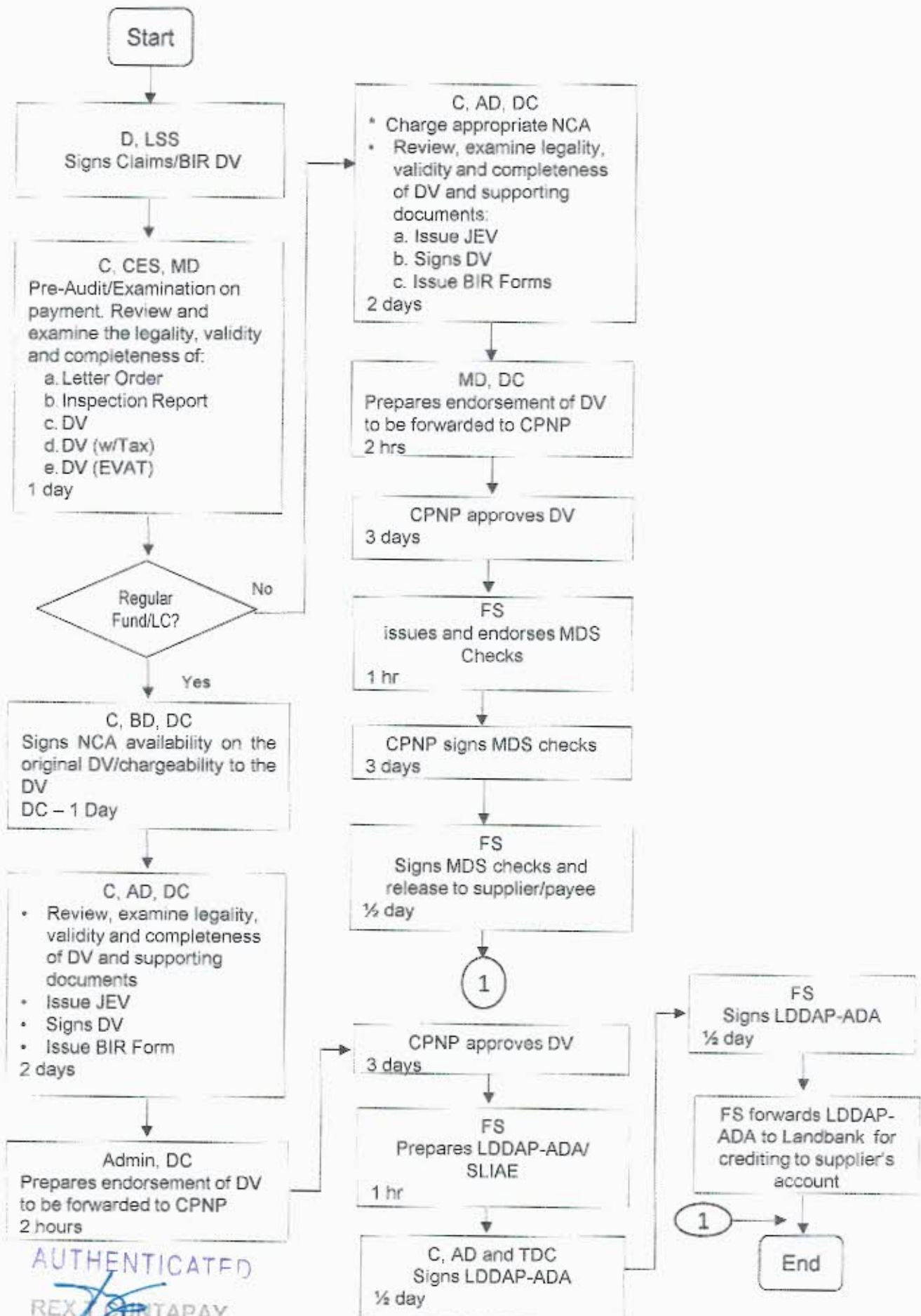


AUTHENTICATED

  
**REXI SANTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer



FLOWCHART FOR THE STREAMLINED PAYMENT PROCESS



AUTHENTICATED  
 REX SONTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer

## STEPS IN THE STREAMLINED PAYMENT PROCESS

STEP	OFFICE	OPR	RESPONSIBILITY
1	LSS	Commodity Clerk, PD	Prepare DV and cover memo with complete documentation
2		C, PD	Review, examine legality, validity and completeness of DV / Initial cover Memo / Sign BIR DV
3		C, SAMD	Signed RIS Yes, Inspection and Acceptance Report (IAR) and PAR
4		Director, LSS	Sign Cover Memo, DV and BIR DV
5	DC	Message Center	Record incoming and outgoing DV
6		ICIS Inspector	Prepare Inspection Report
7		ICIS Examiner	Check completeness of documents for Pre-Audit Examination
8		Message Center	Record incoming and outgoing DV
9		CES Examiner, MD	Check completeness of documents/ chargeability (use list of requirement) / re-computation of taxes/affix initial
10		CES Encoder, MD	Encode/Verify/Check if previously claimed/affix initial
11		C, CES, MD	Review, examine legality, validity/completeness and process DV for approval/affix signature
12		Clerk, NCAS, BD	Charging of NCAs
13		C, BD	Signed NCA Availability
14		Message Center, NCAS, BD	Transmit DV with NCA Availability to Accounting Division
15	Receiving Clerk, AD	Receive the DV with NCA	
16	Accounting Clerk, AD	Post ORS Number/ Verify NCA Chargeability	
17	DC	Processing Clerk, AD	Review, examine legally, completeness of DV & supporting documents/Prepare JEV/ Match ORS vs JEV/ Issue BIR Form
18		Asst Supervisor AD	Review JEV entries

NOTENTICATED

  
**REX BONTAPAY**  
 Police Lieutenant Colonel  
 Administrative Officer



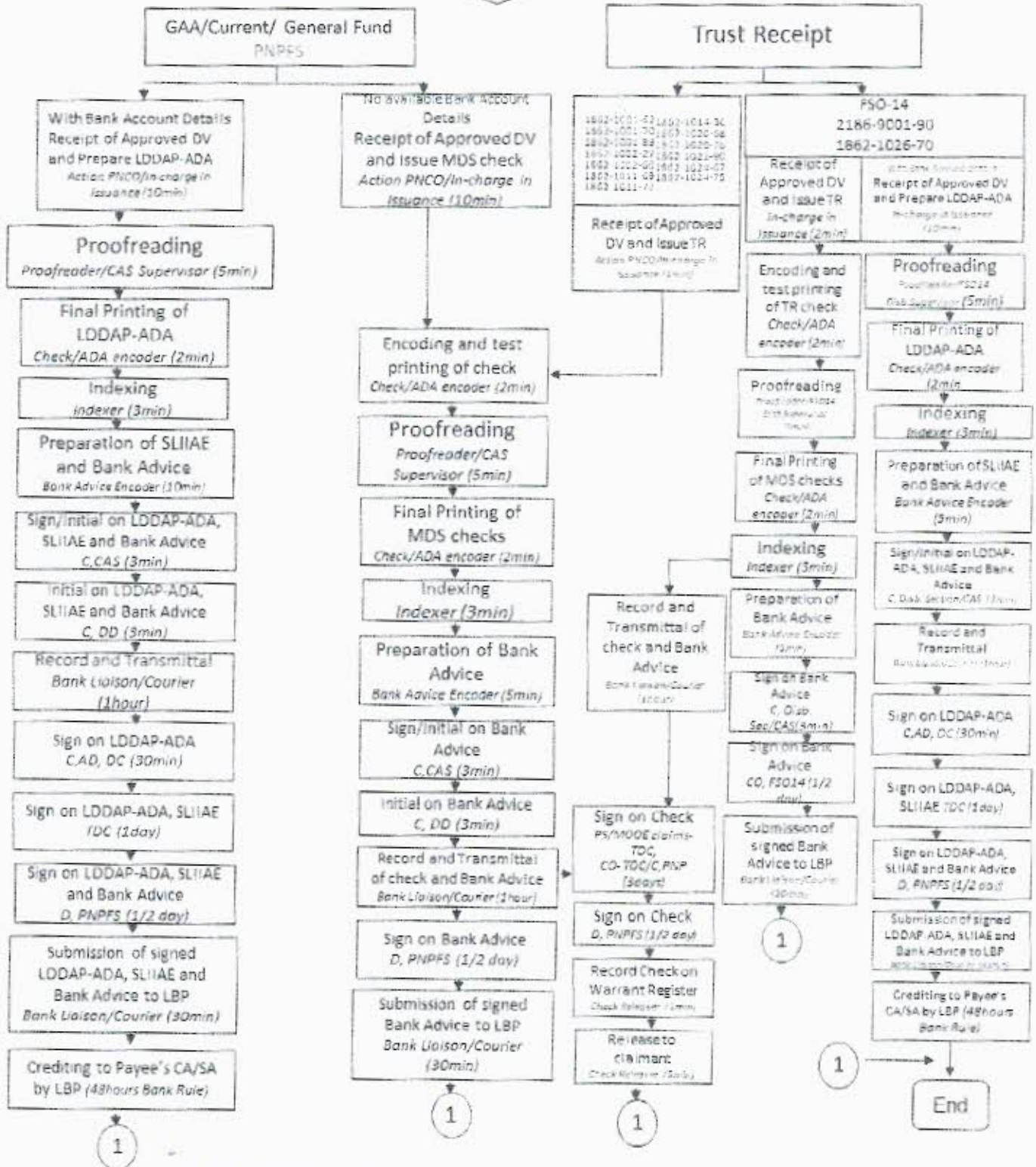
19		Supervisor, AD	Review JEV entries
20		Chief, AD	Signed DV
21		TDC	Affix Initial on Cover Memo
22	OCPNP	Message Center	Received DV
23		SLO	Review and Secure the Approval of the C, PNP
24		C, PNP	Sign and Approve DV
25	FS	Message Center	Dispatch Approved DV to CAS, FS
26		CAS, FS	Received and Record DV/ Preparation of LDDAP for Signature (Accountant, TDC and D, FS)
27		Indexer	Index and prepare Bank Advice
28		C, CAS/DD	Sign Bank Advice
29		D, FS	Sign Bank Advice and LDDAP
30		Clerk CAS, FS	Submit LDDAP and Bank Advice to LBP Crame

AUTHENTICATED

  
 REX T. MONTAPAY  
 Police Lieutenant Colonel  
 Administrative Officer

FLOWCHART OF PAYMENT PROCESS OF FS14

Accounting Division, DC



AUTHENTICATED

REX T. MONTAPAY  
Police Lieutenant Colonel  
Administrative Officer



- 2) TWG for Financial and Technical Document Evaluation (FTDE);  
and
  - 3) TWGs for Procurement and Acceptance.
- b. TWGs for Planning are headed by the concerned Section Chiefs of the Supply Management Division of DL, TWG for Financial and Technical Document Evaluation is headed by the Legal Officer of LS, and TWGs for Procurement and Acceptance are headed by the concerned Section Chiefs of DRD; and
  - c. In case the members or majority of the members of the TWG on Procurement and Acceptance are not available, the TDRD shall designate ad interim members equally capable of performing the functions and responsibilities of the permanent TWG members.
4. In this regard, respectfully submitted for your approval and signature is the proposed Memorandum Circular.



EDWIN C. ROQUE  
Police Major General



Republic of the Philippines  
 NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**DIRECTORATE FOR LOGISTICS**  
 Camp BGen Rafael T Crame, Quezon City



LPPD-2020-03-04-226

**MEMORANDUM**

FOR : CPNP

THRU : TDRD

FROM : TDL

SUBJECT : **PNP Memorandum Circular re: Guidelines and Procedures in the Procurement of PNP Equipment**

DATE : March 4, 2020

*[Handwritten signature]*  
 3-20-20

03-16-20  
 DATE  
 APPROVED / DISAPPROVED  
*[Handwritten signature]*  
 C, PNP

CPNP A Dec 20 A047970



1. References:

- a. Technical Working Group Meeting held on February 26, 2020 at the DL Conference Room (Tab "A");
- b. Memorandum from Ex-O, DL/Chairman, TWG on the MC on Procurement dated February 6, 2020 with Subject same as the above addressed to the members of the TWG (Tab "B");
- c. Memorandum from TDRD dated February 3, 2020 with Subject: Amendment of Input/Comment/Recommendation on the Proposed PNP Memorandum Circular re: Guidelines and Procedures in the Procurement of PNP Equipment (Tab "C"); and
- d. Memorandum from this Directorate dated December 16, 2019 with Subject same as the above (Tab "D").

2. This pertains to the amended inputs/comments/recommendations of the Directorate for Research and Development on the proposed PNP Memorandum Circular titled: Guidelines and Procedures in the Procurement of PNP Equipment in compliance with the HWI of the CPNP enfacod on the DL Memorandum dated December 16, 2019.

3. Please be informed that the amended inputs/recommendations of the DRD were incorporated in the proposed draft PNP MC and were distributed to all the Members of the Technical Working Group (TWG) on Procurement for review. Further, on February 26, 2020, the edited draft of the proposed MC with all the inputs and recommendations of all concerned was presented to the TWG, DRD representatives, and the Administrative Officer of the OCPNP for clarificatory discussion. Hence, as agreed by the Body during the said meeting, the final draft MC includes the following:

- a. TWGs on the following procurement stages were created/established:
  - 1) TWGs for Planning;

