POLICY GUIDELINES ON THE PURCHASE OF SERVICES

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1. INTRODUCTION

The DSWD is faced with the challenge to meet the demands for more innovative and effective delivery of social welfare and development programs/services. It is in this light that the Department recognizes and seeks to engage the knowledge, expertise and resources of organizations/ individuals in support of this endeavor.

One of the major groups that may be utilized in providing assistance to the Department's implementation of its programs, are the non-governmental, community-based, or sectoral organizations. For the past years, it is noted that there has been a marked increase in their active participation in the promotion of the welfare of the nation. The partnership with these organizations is encouraged in Section 23, Article II of the 1987 Philippine Constitution and institutionalized further in RA 7160 or the Local Government Code. To further encourage and strengthen this partnership, their services may be purchased in enhancing further the Department's work for the welfare and development of the nation.

2. GENERAL GUIDELINES

The following are the general guidelines for the purchase of services for social welfare and development purposes:

2.1. Prerequisites For Allowing the Purchase of Services. The purchase of services shall be done for projects included in the Work and Financial Plan of the Department under any of the following circumstances:

2.1.1. It is more cost effective and/or efficient to purchase services;

2.1.2. The job to be undertaken or service needed is not within the area of the competence/specialization of the agency but is necessary to respond to the needs of the Department, e.g., construction of buildings, professional services of lawyer, psychiatrist, etc.;

2.1.3. The bureau/office may have the necessary competence or the special skills required, but may be inadequate to cover the total requirements;

2.1.4. To augment existing delivery of social services;

2.1.5. There exists a situation where material time and/or manpower to perform the job is insufficient to meet the deadline, e.g., researches;

2.2 Assessment Process. The unit requesting the purchase of service shall prepare the Terms of Reference which shall be the basis of the project proposal, and shall follow standard operating procedures, observing the COA and other government Rules and Regulations.

2.3 Minimum Standard Requirements. The minimum requirements/ criteria for the selection of the organization/s or individual/s are the following:

2.3.1 NGOs must be duly licensed and accredited by DSWD. Other private organizations must be registered

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with the Securities and Exchange Commission (SEC). For individuals, he/she must be a licensed/accredited practitioner of his/her profession, e.g. lawyer, psychiatrist, researcher;

2.3.2 Must have good track record, adequate manpower, resources and/or technical expertise to implement the projects;

2.3.3. Must comply strictly to the Terms of Reference (TOR) or Memorandum of Agreement (MOA) as agreed by both the NGO individual and the Department;

2.4 Memorandum of Agreement. Once the organization/individual has been identified, the transaction should be consummated through a Memorandum of Agreement (MOA) which should indicate expectations and responsibilities of each party, period covered and submission of required output and monitoring reports, costs and other pertinent provisions.

2.5 Fund Releases. Fund releases for the purchase of services shall be in accordance with the provisions of the Memorandum of Agreement and the COA Rules and Regulations:

2.6 Project Completion. Upon completion of the project, a joint evaluation and completion report of the service/project/program shall be conducted by the Unit/Bureau/Office concerned and the organization/individual.

This Order shall take effect immediately.

Adopted: 16 Sept. 1997

(SGD.) LINA B. LAIGO
Secretary

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