

	REGULAR GOODS AND SERVICES POLICY AND PROCEDURES	
	Document Reference:EOMS-PUR-POL-003	Revision Number:R002
	Confidentiality Level: Internal use	Approval Date:10-11-2024
	Review Cycle: Every three (3) School Year	Effectivity Date:10-11-2024

I. Purpose

To ensure that the procurement of goods and services are centralized to the Purchasing Office except those granted with Delegated Authority or as may be exempted due to emergency reasons as approved by the President.

II. Scope

This procedure covers the purchase of all regular goods and services up to the amount of P999,999.99

The basis of the amount for the purpose of this policy shall be the lowest canvassed quotation. These goods may be purchased through the following means: Purchase Order (PO), Cash Advance, Revolving Fund, and Corporate Credit Card.

III. Definition of Terms

1. Purchase Requisition Slip (PRS)	the purchasing form used in requesting goods and services.
2. Request for Quotation (RFQ)	a process initiated by the Purchasing Office where quotations are requested from suppliers/contractors/service providers
3. Purchase Order	a document issued by the Purchasing Office to a supplier/contractor/service provider indicating the intention of the University to purchase goods and services
4. Cash Advance	fund requested by the requestor from the Accounting and Treasury Office for a specific purpose, project, or activity that must be liquidated
5. Revolving Fund	the fund issued by the University to the Purchasing Office for the procurement of regular goods and services. This shall be used for procurement of small items from suppliers which do not offer credit line, credit card transactions, and other unique procurement not covered by any of the provisions of this policy.
6. Re-order	the term used for instances where canvassing may be waived. The previous purchase order will serve as the basis of the price

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	should the similar item is purchased within a period of one School Year for expense items and one term for items under Capital Expenditures (CAPEX). This definition also covers in-stock or storable/inventoriable items in Warehouse Central Inventory which include stocks/ supplies related to automotive, construction, electricals and related parts, plumbing, aircon, school and office supplies. Previous purchase order (PO) needs to be attached in the request.
	Re-order process is also allowed if the supplier is an exclusive/sole distributor of the goods or services as evidenced by a valid certification stating the same.
7. Delegation of Purchasing Authority	This is an authority granted to offices to purchase goods and services based on guidelines herewith attached
8. Request for Payment (RFP)	A document from Enterprise Resource Planning (ERP) system necessary to request payment for the supplier/service provider.
9. Proof of Purchase	Documentation verifying that a purchase has been made, which may include receipts, invoices, or other relevant documentation.
10. Canvassing	The process of soliciting proposals or quotes from multiple suppliers to ensure competitive pricing and quality of services.
11. Services	referred to the supply of services including but not limited to labor on fabrications, repairs, renovations, constructions, IT related works up to the amount of P999,999.99
12. Temporary Delegated Buying Authority	The temporary authority vested to an employee to purchase goods and services in behalf of the Purchasing Office subject to limitations as provided in this policy. The temporary authority vested to department/office/unit to purchase goods and services on behalf of the Purchasing Office is subject to limitations as provided in this policy.

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13. Legitimate Stores	Suppliers that are registered and can provide valid sales invoices for the transactions.	
14. Acknowledgment Receipt	A document confirming the receipt of goods or services when a formal sales invoice cannot be provided.	
15. Emergency	a request is considered emergency if the procurement of goods and services is intended to address negative effects of force majeure (acts of nature or acts of man) or circumstances that are detrimental to the operations of the University.	
16. Emergency Procurement Form	A document used for emergency procurement.	

IV. General Policy

All procurement of goods and services is centralized to the Purchasing Office except those granted with Delegated Authority or those that may be exempted due to emergency as approved by the President.

No employee has the authority to make any purchase commitment, place an order, or enter into a contract or agreement with any supplier except as provided in this policy

V. Specific Policies

1. All procurements for the purchase of goods and services must be requested through the use of the Purchase Requisition Slip (PRS) in the ERP system. PRS is required for the budget allocation. PRS should be filed one to two months before the actual need of goods and or services.
2. The normal purchasing cycle is fifteen (15) working days after the submission other PRS thru Odoo and budget approval. The copy of the PRS with approved budget must be submitted to the Purchasing Office immediately for the procurement to commence. This excludes fabrication, construction, and other complicated procurement.
3. The requesting unit/office shall provide the appropriate identification or description of the goods and services being requested. For hazardous chemical procurements, Material Safety Data Sheet (MSDS) of the chemical being purchased is required for evaluation of Campus Sustainability Office (CSO)

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before the issuance of PO.

4. The requestor shall seek assistance from line office/s (e.g., Information and Communications Technology Center (ICTC), General Services Office (GSO), Buildings and Facilities Management Office (BFMO), and Campus Sustainability Office etc.) considered specialized in the particular field in the preparation of the technical requirements of the procurement.
5. For all capital expenditures, the employee accountable for capital expenditures (CAPEX) shall be indicated and with the signature of the accountable employee. This is for the purpose of property accountability.
6. All requests for materials for fabrications, repairs, renovations, constructions, and IT infrastructures shall be supported by an approved Job Request Form (JRF), technical specifications, designs, drawing, the scope of work, and budget allocation.
7. All construction-related projects shall require a notarized Service Agreement. On the other hand, purchases amounting Php500,000 up to Php999,999.99 shall be covered by a Purchase Agreement. Other purchases shall be covered by the Purchase Order which binds the supplier/contractor/service provider and the University. Legal instruments for the purpose of these procurements shall be prepared by the Purchasing Office.
8. The emergency procurement is the purchase of goods and services to resolve an exigency, the nature of which is essential to the functions of the University or a particular department or office, in which delay of delivery of goods or services is detrimental to the University's operations. Such exigency may also result to actual loss of life and damage to property. The exigency of the request must be justified by the requestor endorsed by the Chief Administrative Officer/Basic Education Principal/Provost/Chief Lasallian Mission Officer (as the case may be depending on whose division the procurement falls under) for approval of the President.
9. When fast-moving items in the inventory have reached the threshold of less than 50% and less than 30% for slow-moving items, the Warehouse Office shall process the request for purchase.
10. The minimum number of quotations to be sought for every procurement request

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is three (3).

11. The ideal turnaround time for the Purchasing Office to garner the minimum number quotations is three (3) working days. However, after the lapse of the three (3) working days, no second round of request for quotations shall be done by the Purchasing Office. If and when this happens, the Purchasing Office shall proceed to the ensuing process subject to price or cost analysis as mentioned in the proceeding provisions.
12. In the case of cancellation of request, the requestor shall notify the Purchasing Office at least two (2) weeks prior to the intended use or necessity of the request.
13. All employees of the University and their relatives up to the third civil degree by consanguinity or affinity are barred from participating in the procurement process as suppliers, contractors and service providers.
14. As a general rule, the supplier/contractor/service providers with the lowest cost shall be awarded the procurement. However, for valid grounds, this may be released in favor of better quality of goods and/or services, competitive payment terms, extended warranty among others.

VI. Methods to Justify Price Fairness and Reasonableness

1. An analysis of price or cost must be done when no competition is received. Typically, this occurs when the minimum requirement of three quotations has not been met after three (3) working days have lapsed. If, after analysis, the price is not convincingly fair and reasonable, the Purchasing Head shall negotiate a lower price with the supplier/contractor/service provider.
2. For regular procurement, the following are the bases in substantiating price reasonableness.
 - 2.1 Comparison of quotes
 - 2.2 Comparison with prices under existing contracts
 - 2.3 Market research, and/or catalog or established price list (sales to the general public), copy of the catalog or price list.
3. All capital expenditures supported with in-house estimate may be used as basis to assess reasonableness of quotation/s from contractors.

VII. Procedure

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1. PRS preparation

1.1 The Requestor shall submit the PRS through ERP containing the following information:

- 1.1.1 Unit/Office information with the corresponding endorsement from the Immediate Head where the budget shall be charged (This are automatically filled up through the ERP system through the individual account of the requisitioner.)
- 1.1.2 Specifications or description of the goods and services to be requested, including quantity and unit
- 1.1.3 Accountable employee for CAPEX shall be reflected in the ERP system
- 1.1.4 Particular budget the goods/services are to be charged
- 1.1.5 Delivery date
- 1.1.6 Purpose/ Activity

1.2 The requesting party shall attach in the PRS and approved JRF, the technical specifications, designs, drawing, and the scope of work, in-house estimates, if applicable.

1.3 Purchasing staff receives the PRS and confirms the PRS in ERP. The Purchasing Head determines the method/s of purchase: Purchase Order, Cash Advance, Revolving Fund, or Corporate Credit Card. In general, all procurements shall be through Purchase Order compliant with the University payment terms. For outright purchases requiring cash payments, the following shall be processed through Cash Advance, Revolving Fund, or Corporate Credit Card.

1.4 For cash advance and revolving fund, the requesting unit/office shall approve the post- canvass, then the requestor returns the PRS to the Purchasing Office. When the budget is lower or higher than the approved budget, ERP shall automatically revert to the threshold approver (Budget Officer) for consideration.

1.5 Purchasing staff files a copy to the master file (per unit/office) all necessary documents pertaining to the procurement.

1.6 Purchasing staff processes the Purchase Order, Cash Advance, Revolving Fund, or Corporate Credit Card whichever may be the case.

1.7 Reorder procurements may be permitted when the price/item remains the same and is purchased within a specific timeframe: one school year for expense items and one term for items classified under Capital Expenditures (CAPEX). This policy also applies to in-stock or storable/inventoriable items in the Warehouse Central Inventory, which includes supplies related to automotive, construction, electrical parts, plumbing, air

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conditioning, as well as school and office supplies. A copy of the previous purchase order (PO) must be attached to the request. Additionally, the reorder process is allowed if the supplier is the exclusive or sole distributor of the goods or services, which must be evidenced by a valid certification.

2. Canvassing, Budget and Post Canvass Procedure

2.1 The purchasing staff shall create the Request for Quotation (RFQ) in ERP.

2.2 Purchasing Staff contacts at least three (3) suppliers for quotation and transmits the RFQ through email. A maximum of three (3) working days shall be allotted to the supplier/contractor/service provider to transmit their quotes. The turnaround time for the Purchasing Office to garner quotations is three (3) working days. However, after the lapse of the three (3) working days, no more second round of request for quotations shall be done by the Purchasing Office in the interest of time. If and when this happens, the Purchasing Office shall proceed to price or cost analysis as mentioned in Article VI of this policy.

2.3 The purchasing staff summarizes all submitted quotations and prepares in ERP the canvassing report according to the submitted quotations from the suppliers/contractor/service providers. The canvass report shall be forwarded to the requestor for their verification and approval through the ERP system. If the budget is lower or higher than the approved budget, the ERP system shall automatically revert the same to the threshold approver (Budget Officer) for consideration.

2.4 The following are exempted from canvassing:

2.4.1 Procurements falling under delegated purchasing authority.

2.4.2 Procurement of airline tickets, hotel accommodation, and external event venues preferred by the requestor and approved by the Basic Education Principal/Provost/ Chief Lasallian Mission Officer/Chief Administrative Officer/President as the case may be depending in whose division the procurement falls under.

2.4.3 Requests falling under emergency procurement as defined in this policy.

2.4.4 Sole source procurement; Sole source procurement shall be considered if;

- a. only a single vendor is capable of providing the goods and/or services
- b. when a vendor is the exclusive distributor of the goods and/or services in the area that covers the University

Note: Consultancy services are governed by the provisions of the Consultancy Policy under the Human Resource Management Office and are not within the ambit of this policy.

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3. Purchase order procedure

3.1 The purchasing staff contacts the suppliers for quotation and transmits the RFQ through email. A maximum of three (3) working days shall be allotted to the supplier to transmit their quotes through email.

3.2 The purchasing staff summarizes all submitted quotations to be included in the canvass report of the PRS.

3.3 The purchasing staff recommends minimum of three (3) suppliers/contractors/service providers for approval of the Purchasing Head. The Purchasing Head ensures that the qualified suppliers offer the fairest and most reasonable price.

3.4 The Purchasing staff shall prepare in ERP the canvassing report according to the submitted quotations from the suppliers/contractors/service providers. The canvass report shall be forwarded to the requestor for their verification and approval through the ERP system. If the budget is lower or higher than the approved budget, the ERP system shall automatically revert the same to the threshold approver (Budget Officer) for consideration. It is the responsibility of the end-user to submit justification.

3.5 The Purchasing staff shall prepare PO and endorse the same to Purchasing Head for verification. The Purchasing staff shall prepare all necessary documents to be forwarded to the following as basis for approval in ERP.

3.5.1 Purchasing Head

3.5.2 GSO Director

3.5.3 Vice President for Administrative Services

3.5.4 Chief Administrative Officer

3.5.5 Chief Lasallian Mission Officer

3.5.6 and President

Note: All POs are approved in the ERP System. Approval of such may vary through the specified amount of procurements.

a. Vice President for Administrative Services (Php250,000 and below)

b. Chief Administrative Officer (Php250,000 and above)

c. Chief Lasallian Mission Officer (Php250,000 and above)

d. and President (Php1M and above)

3.6 Purchasing staff sends approved PO through email to the selected

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supplier/contractor/service provider and endorses the system-generated copy of PO to the Warehouse Office for reference purposes in delivery.

4. Revolving fund or corporate credit card procedure

4.1 The Purchasing staff shall purchase the goods and services from suppliers/contractors/service providers. If the requested goods and services are identified as urgent and cannot be scheduled by the Purchasing Office, the requestor needs to justify the nature of procurement before the Purchasing Office can issue to the requestor the Temporary Delegated Buying Authority. The maximum allowable urgent purchase is Php20,000.00. The requestor shall present the sales invoice after purchase.

4.2 Items to be purchased from department stores and the likes amounting to One Hundred Thousand Pesos, through the use of revolving fund or credit card need not be canvassed as the price is fixed and cannot be negotiated. For a purchase that needs the presence of the requestor, proper scheduling shall be done by the Purchasing Office. The requestor shall file an official business. If the requestor is accompanied by a student, filing of Parental Consent Form (PCF) is required.

4.3 The RF is generally used only for procurements amounting to Php3,000. However, RF can also be used for those suppliers/contractors/service providers which do not offer credit lines to the University.

4.4 The Purchasing staff endorses the items purchased and receipts to Warehouse Office.

5. Cash advance purchasing procedure

5.1 The requestor shall seek the approval of the Accounting and Treasury Office before the request of the Cash Advance.

5.2 For a purchase that needs the presence of the requestor, proper scheduling shall be done by the Purchasing Office. The requestor shall file an official business. If the requestor is accompanied by a student, filing of Parental Consent Form (PCF) is required.

5.3 The Purchasing staff endorses the items purchased and receipts to Warehouse Office

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VIII. Temporary Delegated Authority

1.2 Responsibilities

Individuals granted temporary delegated authority hold the following responsibilities:

- 1.2.1 Initiate and submit a PRS request for budget approval, ensuring that all requested amounts are within the established limits.
- 1.2.2 All receipts or invoices related to purchases must be submitted to the Purchasing Office within seven days of the transaction. This ensures proper documentation and accountability.
- 1.2.3 Provide a summary of each purchase made under the delegated authority, detailing the items acquired, costs, and the purpose of the purchase.
- 1.2.4 Ensure that purchases are made from legitimate stores that can provide an official sales invoice. This is crucial for financial transparency and compliance.

1.3 Exemptions

- 1.3.1 In cases where purchases can only be made from small stores that do not issue receipts or sales invoices, an acknowledgment receipt must be obtained.(eg. This document will serve as proof of purchase in lieu of a formal invoice.

IX. Delegated purchasing authority

1. Responsibilities

Unit/Office with delegated authority are expected to fulfill the following responsibilities:

- 1.1 Provide and submit a copy of the RFP to Purchasing Office, ensuring it is accompanied by the necessary approval of the budget.
- 1.2 Maintain and submit a photocopy of the proof of purchase (quotations from suppliers/contractors/service providers) for all transactions conducted under their delegated authority.
- 1.3 Conduct canvassing to obtain proposals from at least three suppliers/contractors/service providers, in accordance with the university's procurement policy.
- 1.4 The offices with delegated authority shall document the aforementioned process and submit a copy of such to the Purchasing Office within fifteen (15) working days after issuance of PO/activity.

2. The following offices are granted delegated purchasing authority under this policy:

- 2.1 **Office of the President** - for memorandum of agreement/contract entered into with external parties or institutions. (This is also exempted from competitive bidding process).
- 2.2 **Aklatang Emilio Aguinaldo** – for books, library collection materials,

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periodicals/services and the likes. (This is also exempted from competitive bidding process.)

2.3 **Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)**, for rental services of lights and sound system, chairs, tables, tents and photobooth.

2.4 **General Services Office**, for contracts entered into pertaining to transportation services, Emergency Medical Response Team (EMRT), gasoline stations, and courier services.

2.5 **University Research Office**, for receiving funds, and the procurement of materials relative to research.

2.6 **Entities which have separate juridical personality (De La Salle Dasmariñas Alumni Association, Inc, (DLSDAAI) and the Parents Organization of De La Salle University-Dasmariñas (POLCA)**, for the procurement of their materials, equipment and services relative to its functions, being corporations which have legal personality separate and distinct from that of the University. Their procurement procedures are subject to their own respective policies.

3. Guidelines on delegated purchasing authority

3.1 While the necessity of delegated purchasing authority for these procurements is evident, it is incumbent on these offices to come up with guidelines on how to prudently exercise this privilege. Copies of the guidelines for offices bestowed with delegated purchasing authority shall be attached in this policy.

X. REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. As a general rule, when a regulation is beneficial the same shall be retroactive otherwise the same shall be prospective.

XI. RELATED DOCUMENTS

1. Policy on Competitive Bids and Awards
2. Stock Management Policy
3. Accreditation Policy

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ANNEX A EMERGENCY PROCUREMENT FORM

EMERGENCY PROCUREMENT FORM	
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PROJECT: _____

EMERGENCY PROCUREMENT FORM

Requisitioner/ End-user (Signature over printed name): _____

PRS No.: _____

Justification for Emergency Procurement:

(Explain in detail the reasons for selecting the identified circumstances of above. Justify why standard procurement processes are not applicable. Attach supporting documents if necessary.)

Endorsed:

Signature: _____

Chief Admin Officer

Date: _____

Signature: _____

Chief Legal/Institution Officer

Date: _____

Signature: _____

Vice President for Administrative Services

Date: _____

Signature: _____

Provost

Date: _____

Signature: _____

Principal

Date: _____

Approved by

President: _____

Date: _____

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ANNEX B1 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 1 of 9

I. INTRODUCTION

In building a well-balanced library collection, the Aklatang Emilio Aguinaldo – Information Resource Center (AEA-IRC) selects library resources in various format thru: 1) book fair, 2) catalogs and proposals from reputable publishers, and 3) online library material request.

This document highlights the policy and procedure on selecting library resources (e.g. print, electronic, audiovisual materials...) taking into consideration the acceptable selection modes as mentioned above. And importantly, it presents key persons who ensure quality selection for achieving optimum library resources in all subject areas.

The selection policy stated herein is based from the existing 1) AEA-IRC Collection Development Plan/Manual, and 2) Implementing Guidelines for Selection and Acquisition of Library Resources (approved in the Academic Council: August 25, 2010).

II. OBJECTIVES

- To present the acceptable selection modes of AEA-IRC
- To identify the responsible persons in selecting library resources

III. OWNER

Aklatang Emilio Aguinaldo – Information Resource Center – Technical Services Unit – Acquisition Section

IV. SCOPE

It covers selection policy and procedure of library resources (print, electronic and audiovisual) before the processing of payment.

V. GENERAL POLICY

1. The acceptable selection of library resources shall come from book fair, faculty request, publisher's catalogs, reference from the syllabus, and international selection.
2. The principal selectors of library resources shall be the a) Members of Collegiate

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

Revision Number: R002

Confidentiality Level: Internal use

Approval Date: 10-11-2024

Review Cycle: Every three (3) years

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ANNEX B2 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

Title: SELECTION OF LIBRARY RESOURCES		
Version: 2	Document Code: AEA-IRC-TSUacq.030.v2.OP	Effectivity Date: November 29, 2018
Creator: TSU	Creation Date: May 4, 2017	Approved Date: November 20, 2018
Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 2 of 9

Library Development Committee b) Members of University Library Development Committee, c) Students d) Library Director, e) Acquisition Librarian and f) Librarians/College Representatives.

3. Selection of library resources must be based from the following criteria:
 - a. Significance and permanent value to the existing collection
 - b. Qualifications of author
 - c. Suitability of subject and style for intended audience
 - d. Quality of format
 - e. Timeliness (*if applicable*)
 - f. Demand
 - g. Price
4. Sole/Exclusive distributor will not undergo canvassing provided they present the Certificate of Sole/Exclusive Distributorship.
5. Amazon.com and gobi.ebsco.com are accredited sources for canvassing of books and audiovisual materials in DLSP libraries.
6. Selection for local publication shall be made directly from the publisher without undergoing canvassing.
7. Request for a library resource shall be coursed through the online "Library Resource Request". The AL has the right to disapprove a request due to superseded edition, cost with budget implication, format and content.
8. Availability of requested library resource must be checked from the Online Public Access Catalog (OPAC) and Resource Acquisition Management System (RAMS) taking into account the required number of copies per title.
9. Selection must be based from the annual collection assessment of library resources.

Specific Policy

1. The initial selection for Filipiniana materials should be 2 copies for each title.
2. Library resource selected during book fair must be accompanied with Library Materials Evaluation Form (LMEF).

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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Effectivity Date:10-11-2024

ANNEX B3 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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Creator: TSU	Creation Date: May 4, 2017	Approved Date: November 20, 2018
Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 3 of 9

3. Selection of printed resource should not exceed to five (5) copies per title.
4. Selection for the Faculty Publication and Lasalliana Collection must be 2 copies (1 copy for Archives and 1 copy for Reader's Services Unit).

VI. PROCEDURES

A. Book Fair Selection

1. Principal selectors select a library resource.
2. Principal selectors fill-out the LMEF and insert it to the library resource.
3. Book dealers deliver the selected library resources.
4. TSULA checks the delivery list and the LMEF.

If the library resource has LMEF, proceed to step 5.
If the library resource does not have LMEF, proceed to step 7.
5. TSULA checks the OPAC and RAMS for the availability.

If the library resource has not exceeded the maximum number of copies, proceed to step 6.

If the library resource has reached the maximum number of copies, proceed to step 7.
6. TSULA checks the physical condition of delivered library resource.

If the library resource is in good condition, proceed to step 8.
If the library resource is damaged, proceed to step 7.
7. TSULA returns the library resource to the book dealer.
8. TSULA prepares the Library Materials Requisition Form (LMRF).

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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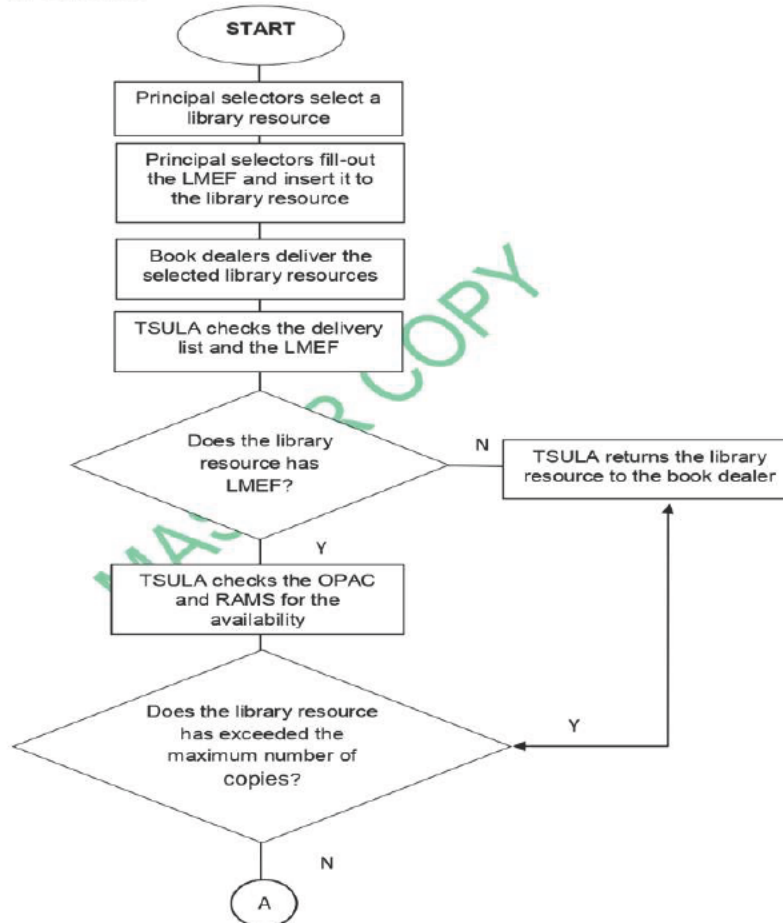
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ANNEX B4 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

Title: SELECTION OF LIBRARY RESOURCES		
Version: 2	Document Code: AEA-IRC.T5Uacq.030.v2.OP	Effectivity Date: November 29, 2018
Creator: TSU	Creation Date: May 4, 2017	Approved Date: November 20, 2018
Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 5 of 9

FLOWCHART

A. Book Fair Selection



Prepared:	Reviewed:	Approved:
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(SGD) FREDERICK GODINEZ Director, General Services Office	(SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	(SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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ANNEX B5 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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B. Selection from Publishers' Proposal and Catalogs / Online Request

1. AL receives the requests.
2. AL checks the OPAC and RAMS for the availability.

If the library resource has not exceeded the maximum number of copies, proceed to step 3.

If the library resource has reached the maximum number of copies, proceed to step 4.
3. AL contacts the AEA-IRC accredited vendors for canvassing.
4. AL communicates with the selector regarding the status of their request.
5. AL checks the lowest bidder and communicates the order.
6. AL receives the requested library resource.
7. AL checks the physical condition of the library resource.

If the library resource is in good condition, proceed to step 9.

If the library resource is damaged, proceed to step 8.
8. AL returns the library resource to the book dealer.
9. AL forwards the library resource to TSULA for LMRF preparation.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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Confidentiality Level: Internal use

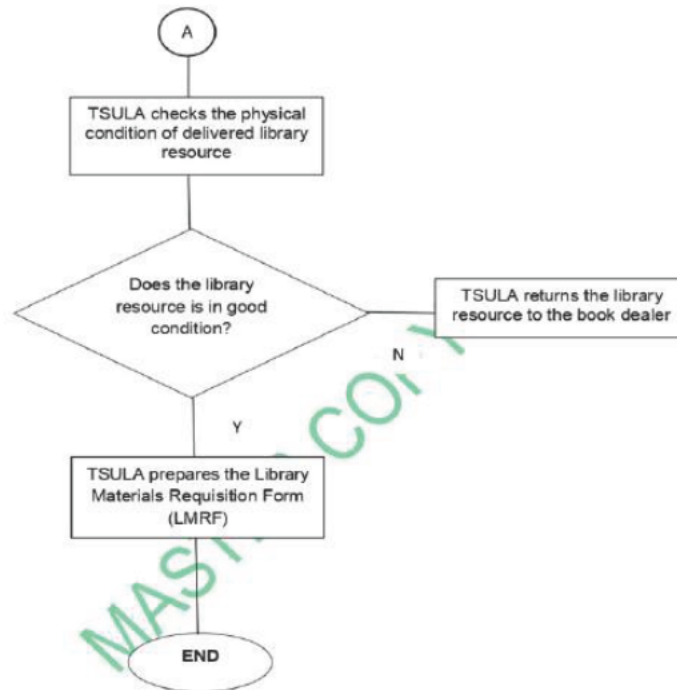
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ANNEX B6 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 6 of 9



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Document Reference: EOMS-PUR-POL-003

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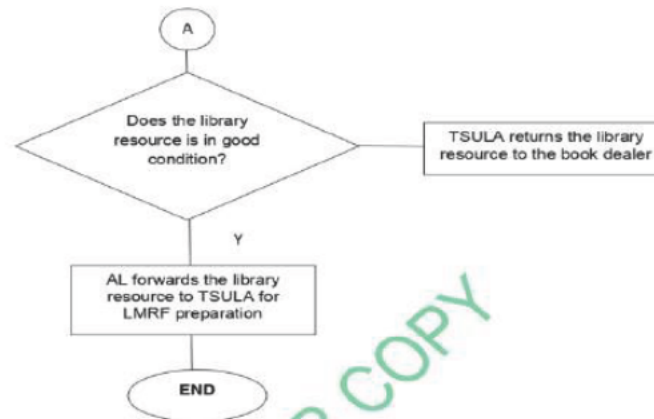
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Effectivity Date:10-11-2024

ANNEX B7 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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Creator: TSU	Creation Date: May 4, 2017	Approved Date: November 20, 2018
Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 8 of 9



VII. RELATED DOCUMENTS

1. Implementing Guidelines for Selection and Acquisition of Library Resources (Approved in the Academic Council : August 25, 2010)
2. AEA-IRC Collection Management Plan
3. University Library Development Committee
4. Functions of Librarians as College Representative
5. Library Materials Evaluation Form (LMEF)
6. Library Materials Requisition Form (LMRF)

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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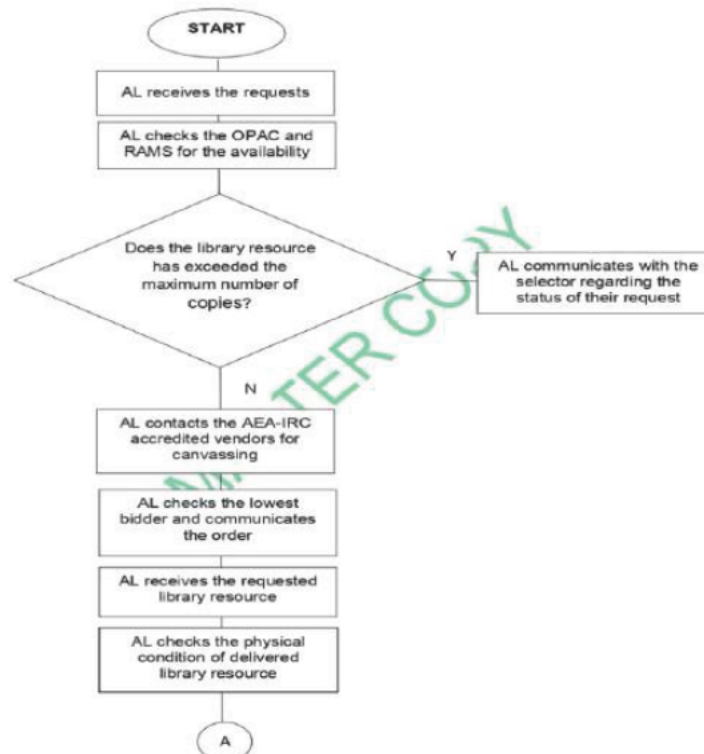
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ANNEX B8 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 7 of 9

B. Selection from Publishers' Proposal and Catalogs / Online Request



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ANNEX B9 DELEGATED AUTHORITY GUIDELINES Aklatang Emilio Aguinaldo

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Location: AEA-IRC	Approving Body: Library Management Committee	Number of Pages: 9 of 9

NOTE:

November 20, 2018

- Two items were added in the General Policy (No. 4 and 5).
- Revised the policy No. 6

May 31, 2017

- This document is superseded the "Selection and Acquisition of Library Resources" with document code AEA-IRC.TSUacq.001.v3.OP.

Signed by LMC Members:

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX C1

DELEGATED AUTHORITY GUIDELINES

General Services Office – Fuel from Accredited Gasoline Station

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE TO PROCURE FUEL FROM ACCREDITED GASOLINE STATIONS			
Version: 1	Revision: 0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FG/NSG		Creation Date: 10-15-24	Approved Date: 10-15-2024
Location: DLSU-D		Approving Body: Office of the President	Number of Pages: 1 of 3

I. PURPOSE:

To ensure the streamlined and efficient procurement of fuel for university vehicles and equipment, the General Services Office (GSO) of De La Salle University-Dasmariñas (DLSU-D) is granted the delegated authority to manage the accreditation and procurement of fuel exclusively from accredited gasoline stations. These guidelines also ensure compliance with relevant government regulations governing the sale of fuel, ensuring environmental and legal adherence.

II. SCOPE

These guidelines cover all fuel procurement processes required for university operations, including vehicles and equipment, regardless of the quantity or type of fuel. Only accredited gasoline stations will be permitted to supply fuel to the university, and all payments will be made on a postpaid basis as stipulated in the Memorandum of Agreement (MOA).

III. DEFINITION OF TERMS

For purposes of these policies and procedures, the following terms shall mean:

- Fuel Procurement:** The acquisition of fuel (such as gasoline or diesel) required for the operation of university vehicles and equipment.
- Accredited Gasoline Stations:** Gasoline stations that have been evaluated and approved based on compliance with university standards and government regulations, including fuel quality, pricing, and environmental compliance.
- General Services Office (GSO):** The office responsible for accrediting and procuring fuel from gasoline stations for DLSU-D.
- Memorandum of Agreement (MOA):** The legally binding agreement between DLSU-D and the accredited gasoline stations, outlining payment terms, service conditions, and compliance requirements.
- Payment:** Payment for fuel that will be made after the fuel has been issued, as specified in the MOA.

IV. DELEGATION OF AUTHORITY

The General Services Office (GSO) is authorized to:

- Accredit Gasoline Stations:** Evaluate and approve fuel suppliers based on their compliance with government regulations, service reliability, pricing, and environmental sustainability.
- Procure Fuel Services:** Manage the solicitation, evaluation, and selection of fuel from accredited gasoline stations, ensuring that all procurement activities comply with university and government standards.
- Monitor and Evaluate Fuel Providers:** Conduct regular reviews of accredited gasoline stations to ensure ongoing compliance with performance standards and government regulations.

V. ACCREDITATION PROCESS

- Accept the document for accreditation and accept the same to the Purchasing Office. The Purchasing Office is not prohibited from accepting application for accreditation from suppliers/contractors/service providers.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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Effectivity Date:10-11-2024

ANNEX C2 DELEGATED AUTHORITY GUIDELINES General Services Office – Fuel from Accredited Gasoline Station

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE TO PROCURE FUEL FROM ACCREDITED GASOLINE STATIONS			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FG/NSG		Creation Date: 10-15-24	Approved Date: 10-15-2024
Location: DLSU-D		Approving Body: Office of the President	Number of Pages:2 of 3

VI. GOVERNMENT REGULATIONS

The procurement of fuel must adhere to the following government regulations governing the sale of fuel:

- Department of Energy (DOE) Regulations:** The gasoline station must comply with DOE guidelines for the sale and storage of petroleum products, including but not limited to:
- Licensing and Permit Compliance:** All gasoline stations must have valid licenses and permits issued by the DOE.
- Environmental Safety:** Gasoline stations must comply with environmental regulations concerning the handling, storage, and disposal of fuel and related products.
- Bureau of Internal Revenue (BIR):** Gasoline stations must comply with all tax regulations, including issuing official receipts that comply with the BIR's requirements.
- Consumer Protection Laws:** Gasoline stations must comply with all laws related to fuel pricing, ensuring transparency and fairness in all transactions with DLSU-D.
- Local Government Permits:** Gasoline stations must obtain all necessary permits from local government units, including environmental clearances.

VI. PROCUREMENT PROCESS

- Fuel Request:** University departments requiring fuel must submit the gas slip form to the GSO.
- Selection of Fuel Provider:** The requestor may avail of the fuel supply in any of the accredited gasoline stations.
- Payment Terms:** All payments will be made on a postpaid basis as outlined in the MOA. The GSO will monitor fuel deliveries and ensure that payments are made within the agreed timeframe after the fuel has been consumed.
- Price Monitoring:** The GSO will regularly compare the prices offered by accredited gasoline stations to ensure cost-effectiveness and adherence to the prevailing market price.

VI. MONITORING AND REPORTING

- Service Delivery Review:** The GSO will periodically review the performance of accredited gasoline stations to ensure the timely and consistent delivery of fuel, adherence to environmental regulations, and the accuracy of postpaid billing.
- Non-compliance:** Gasoline stations that fail to meet the requirements set by the university or government agencies may face corrective actions, including but not limited to disqualification from future procurement processes.

VII. GROUNDS FOR RECOMMENDATION FOR CANCELLATION OF ACCREDITATION

The following conditions will result in the cancellation of accreditation for gasoline stations:

- Failure to Comply with Legal or Environmental Regulations:** Any violation of DOE, BIR, or local government regulations will result in immediate disqualification.
- Service Delivery Failures:** Repeated failures to deliver fuel on time or discrepancies in billing and pricing.
- Financial Insolvency:** Gasoline stations that are unable to provide fuel on a postpaid basis due to financial instability will be removed from the list of accredited providers.

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX C3 DELEGATED AUTHORITY GUIDELINES General Services Office – Fuel from Accredited Gasoline Station

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE TO PROCURE FUEL FROM ACCREDITED GASOLINE STATIONS			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FG/NSG		Creation Date: 10-15-24	Approved Date: 10-15-2024
Location: DLSU-D		Approving Body: Office of the President	Number of Pages:3 of 3

- Fraud or Misrepresentation:** Misrepresentation of qualifications, regulatory compliance, or service capabilities will lead to immediate disqualification.
- Failure to Meet Service Standards:** Providers who consistently fail to meet DLSU-D's standards for emergency medical services will be disqualified.
- Annual Review:** The GSO shall conduct an annual review of accredited service providers to assess their performance based on delivery accuracy, customer service, and compliance with the MOA.
- Reaccreditation:** Providers demonstrating consistent performance may be recommended for reaccreditation for another term, while underperforming providers may face disqualification.

VIII REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. As a general rule, when a regulation is beneficial the same shall be retroactive otherwise the same shall be prospective.

Prepared/Revised by:

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Director, General Services Office

Reviewed by:
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Vice President for Administrative Services

Approved by:

DR. SONIA M. GEMENTIZA
Chief Administrative Officer

BR. FRANCISCO V. DELA ROSA VI, FSC
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ANNEX D1 DELEGATED AUTHORITY GUIDELINES General Services Office – Transportation Services

Title: GUIDELINES FOR THE DELIGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF TRANSPORTATION SERVICES			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FS/FG/NSG		Creation Date: 10-15-24	Approved Date: 10-15-2024
Location: DLSU-D		Approving Body: Office of the President	Number of Pages:1 of 4

I. PURPOSE:

To ensure the efficient and compliant procurement of transportation services for De La Salle University-Dasmariñas (DLSU-D). The General Services Office (GSO) is granted delegated authority to procure transportation services, including vehicle rentals, school shuttles, and other transport-related services, ensuring that all aspects of the procurement process are anchored in transparency, accountability, and fairness.

II. SCOPE

These guidelines apply to the procurement of transportation services, including vehicle rentals and shuttle services, for university activities. The General Services Office is responsible for managing this procurement process in compliance with government regulations, including those of the LTFRB, LTO, and driver qualifications.

III. DEFINITION OF TERMS

- Transportation Services:** Services provided by third-party vendors for vehicle rentals, shuttle services, and other forms of transport for university-related activities.
- General Services Office (GSO):** The office responsible for managing and overseeing the procurement of transportation services at DLSU-D.
- Accreditation:** The process by which transportation service providers are evaluated and certified to meet the University's and government standards.
- Request for Quotation (RFQ):** A formal request issued by the GSO to gather price quotations from transportation service providers.
- LTFRB (Land Transportation Franchising and Regulatory Board):** The government agency that regulates public transport services and ensures compliance with franchise laws.
- LTO (Land Transportation Office):** The government agency responsible for vehicle registration and licensing of drivers.
- TESDA Certification:** Certification from the Technical Education and Skills Development Authority for professional drivers, ensuring competency in driving and vehicle operation.

IV. DELEGATION OF AUTHORITY

The **General Services Office (GSO)** is authorized to:

- Accredit Transportation Service Providers:** Evaluate and approve service providers based on compliance with LTFRB, LTO, and driver qualification standards, including TESDA certification where applicable.
- Procure Transportation Services:** Manage the solicitation, evaluation, and contracting of transportation services for university needs.
- Monitor and Evaluate Providers:** Regularly review the performance of accredited service providers to ensure service quality, safety standards, and adherence to government regulations.

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

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Confidentiality Level: Internal use

Approval Date:10-11-2024

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ANNEX D2 DELEGATED AUTHORITY GUIDELINES General Services Office – Transportation Services

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF TRANSPORTATION SERVICES			
Version: 1	Revision: 0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: PS/PG/NSG	Creation Date: 10-15-24	Approved Date: 10-15-2024	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages: 2 of 4	

V. ACCREDITATION PROCESS

1. Accept the document for accreditation and accept the same to the Purchasing Office. The Purchasing Office is not prohibited from accepting application for accreditation from suppliers/contractors/service providers.

VI. RESERVATION PROCESS

1. **Vehicle Reservation:** The requestor shall submit a vehicle reservation form with approved budget to GSO.
2. **Scheduling of Trip:** The GSO shall award the trip to the accredited provider based on vehicle and driver availability.
3. **Price:** The GSO shall set a fixed amount rate per kilometer for all providers. The amount of which shall be reflected in the MOA. The parking and toll fees shall be charged to the requestor.

VII. MONITORING AND REPORTING

1. **Service Delivery Review:** The GSO will periodically review transportation services to ensure compliance with LTFRB, LTO, and driver qualification standards, timely delivery, and customer satisfaction.
2. **Non-compliance:** Providers who fail to meet safety, legal, or service standards as required by LTFRB, LTO, or the university, including driver qualification requirements, may face corrective action, including but not limited to disqualification from future procurements.

VIII. GROUNDS FOR RECOMMENDATION FOR CANCELLATION OF ACCREDITATION

The following will result in the cancellation of accreditation:

1. **Fraud or Misrepresentation:** Misrepresentation of qualifications, regulatory compliance, or service capabilities will lead to immediate disqualification.
2. **Failure to Meet Service Standards:** Providers who consistently fail to meet DLSU-D's standards for emergency medical services will be disqualified.
3. **Annual Review:** The GSO shall conduct an annual review of accredited service providers to assess their performance based on delivery accuracy, customer service, and compliance with the MOA.
4. **Reaccreditation:** Providers demonstrating consistent performance may be recommended for reaccreditation for another term, while underperforming providers may face disqualification.

IX. REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. As a general rule, when a regulation is beneficial the same shall be retroactive otherwise the same shall be prospective.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX D3 DELEGATED AUTHORITY GUIDELINES General Services Office – Transportation Services

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX E1 DELEGATED AUTHORITY GUIDELINES General Services Office – Courier Services

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF COURIER SERVICES			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FG/NSG	Creation Date: 10-15-24		Approved Date: 10-15-2024
Location: DLSU-D	Approving Body: Office of the President		Number of Pages:1 to 2

I. PURPOSE

To ensure that the procurement of courier services for outgoing shipments of documents, packages, and other materials is streamlined and efficient.

II. SCOPE

These guidelines cover the procurement of all courier services required for outgoing shipments from De La Salle University-Dasmariñas, regardless of the size or type of shipment. The General Services Office is granted delegated authority to manage this procurement.

III. DEFINITION OF TERMS

For purposes of these policies and procedures, the following terms shall mean:

- Courier Services:** Services provided by accredited third-party vendors for the delivery of documents, packages, and other materials.
- General Services Office (GSO)** – The office responsible for procuring courier services for DLSU-D.
- Mailing Form** – The form used by the requestor to avail mailing services.
- Memorandum of Agreement:** The binding agreement between the service provider and the University.

IV. DELEGATION OF AUTHORITY

The **General Services Office (GSO)** is authorized to:

- Accredit Courier Service Providers:** Evaluate and approve service providers based on their financial capability, service reliability, and compliance with legal and regulatory requirements.
- Procure Courier Services:** Manage the end-to-end process of soliciting, evaluating, and selecting courier services for outgoing shipments.
- Monitor and Evaluate Service Providers:** Conduct regular performance reviews of accredited providers to ensure continuous service quality and compliance with university policies.

V. MAILING PROCESS

- Mailing request:** The requestor shall submit a mailing form with approved budget to GSO.
- Scheduling of Mailing:** The GSO shall schedule mailing at twice a week. The GSO will assess and select the courier services based on pricing and cost-effectiveness.
- Price:** The amount shall be based on the prevailing rate provided by the courier.

VI. MONITORING AND REPORTING

- Service Delivery Review:** The GSO will periodically review mailing services to ensure timeliness of delivery and cost competitiveness of the service.
- Non-compliance:** Providers who fail to meet the requirements of the University and government requirements may face corrective actions, including but not limited to disqualification from future procurements.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX E1 DELEGATED AUTHORITY GUIDELINES General Services Office – Courier Services

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF COURIER SERVICES			
Version: 1	Revision: 0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FG/NSG		Creation Date: 10-15-24	Approved Date: 10-15-2024
Location: DLSU-D		Approving Body: Office of the President	Number of Pages: 2 to 2

VII. GROUNDS FOR RECOMMENDATION FOR CANCELLATION OF ACCREDITATION

The following will result in the cancellation of accreditation:

1. **Fraud or Misrepresentation:** Misrepresentation of qualifications, regulatory compliance, or service capabilities will lead to immediate disqualification.
2. **Failure to Meet Service Standards:** Providers who consistently fail to meet DLSU-D's standards for emergency medical services will be disqualified.
3. **Annual Review:** The GSO shall conduct an annual review of accredited service providers to assess their performance based on delivery accuracy, customer service, and compliance with the MOA.
4. **Reaccreditation:** Providers demonstrating consistent performance may be recommended for reaccreditation for another term, while underperforming providers may face disqualification.

VIII. REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. As a general rule, when a regulation is beneficial the same shall be retroactive otherwise the same shall be prospective.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX F1 DELEGATED AUTHORITY GUIDELINES General Services Office – Emergency Medical Response Team (EMRT)

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF EMERGENCY MEDICAL RESPONSE TEAM (EMRT)			
Version: 1	Revision: 0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FS/FG/NSG	Creation Date: 10-15-24	Approved Date: 10-15-2024	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages: 1 of 5	

I. PURPOSE:

To ensure the efficient and compliant procurement of services for the Emergency Medical Response Team (EMRT) for De La Salle University-Dasmariñas (DLSU-D). The General Services Office (GSO) is granted delegated authority to manage the procurement process for EMRT services, including ambulance services and emergency medical personnel. These guidelines emphasize transparency, accountability, and adherence to Department of Health (DOH), Land Transportation Office (LTO), and Land Transportation Franchising and Regulatory Board (LTFRB) regulations for ambulances.

II. SCOPE

These guidelines apply to the procurement of EMRT services, including medical personnel, ambulances, and emergency medical equipment, for the university's use in case of medical emergencies. The General Services Office is responsible for ensuring that these services are procured and maintained in compliance with government standards.

III. DEFINITION OF TERMS

- Emergency Medical Response Team (EMRT):** A team that provides emergency medical services, including ambulance transport and on-site emergency care.
- General Services Office (GSO):** The office responsible for the procurement and management of EMRT services at DLSU-D.
- Request for Quotation (RFQ):** A formal request issued by the GSO to gather price quotations from EMRT service providers.
- Request for Payment (RFP):** A document that formalizes the procurement of EMRT services from a selected provider.
- DOH:** Department of Health, which sets the standards for medical equipment, staffing, and ambulance operation.
- LTO:** Land Transportation Office, responsible for vehicle registration and licensing for ambulances.
- LTFRB:** Land Transportation Franchising and Regulatory Board, which oversees the franchising and regulation of public utility vehicles, including ambulances.

IV. DELEGATION OF AUTHORITY

The **General Services Office (GSO)** is authorized to:

- Procure EMRT Services:** Manage the solicitation, evaluation, and contracting of EMRT services for the university.
- Monitor and Evaluate Providers:** Regularly review the performance of accredited service providers to ensure service quality and adherence to health and safety standards.

V. ACCREDITATION PROCESS

- Accept the documents for accreditation and forward the same to the Purchasing Office. The Purchasing Office may also directly accept application for accreditation from suppliers/contractors/service providers.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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Effectivity Date:10-11-2024

ANNEX F2 DELEGATED AUTHORITY GUIDELINES General Services Office – Emergency Medical Response Team (EMRT)

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF EMERGENCY MEDICAL RESPONSE TEAM (EMRT)			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date: 10-15-2024
Creator: FS/FG/NSG	Creation Date: 10-15-24	Approved Date: 10-15-2024	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages:2 of 5	

VI. PROCUREMENT PROCESS

- Solicitation of Proposals:** The GSO will issue an RFQ to at least three (3) accredited EMRT service providers.
- Evaluation of Proposals:** The GSO will assess the proposals based on pricing and cost-effectiveness.
- Awarding of Service:** The service provider offering the best value will be selected.
- RFP:** The GSO shall inform the end user to file RFP in Odoo. All transactions and documents, including the RFP, will be maintained for transparency.
- The GSO will notify the service provider to formalize the arrangement for the EMRT services.

VII. MONITORING AND REPORTING

- Service Delivery Review:** The GSO will conduct periodic reviews of EMRT services to ensure compliance with **DOH, LTO,** and **LTFRB** standards, timely response, and customer satisfaction.
- Non-compliance:** Providers who fail to meet DOH, LTO, or LTFRB requirements, or who fail to deliver timely and effective emergency services, may face corrective actions, including but not limited to disqualification from future procurements and revocation of accreditation.

VIII. METHODS TO ENSURE TRANSPARENCY AND ACCOUNTABILITY

- Canvassing:** The GSO shall solicit quotations from at least three service providers, ensuring competitive pricing and service quality.
- Documentation:** All procurement steps, including RFQs, RFPs, and performance reviews, will be documented and maintained for audit and transparency purposes.
- Review and Compliance:** Regular reviews will ensure that service providers comply with university standards, **DOH, LTO,** and **LTFRB** regulations.

IX. GROUNDS FOR RECOMMENDING CANCELLATION OF ACCREDITATION

The following will result in the cancellation of accreditation:

- Failure to Comply with DOH, LTO, or LTFRB Requirements:** Providers must maintain valid accreditation, licenses, and registrations at all times.
- Failure to Provide Qualified Medical Personnel:** Service providers must ensure that all medical personnel meet DOH licensing standards.
- Fraud or Misrepresentation:** Misrepresentation of qualifications, regulatory compliance, or service capabilities will lead to immediate disqualification.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX F3

DELEGATED AUTHORITY GUIDELINES

General Services Office – Emergency Medical Response Team (EMRT)

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF GENERAL SERVICES OFFICE FOR THE PROCUREMENT OF EMERGENCY MEDICAL RESPONSE TEAM (EMRT)			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date: 10-15-2024
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Location: DLSU-D	Approving Body: Office of the President		Number of Pages:3 of 5

4. **Failure to Meet Service Standards:** Providers who consistently fail to meet DLSU-D's standards for emergency medical services will be disqualified.
5. **Annual Review:** The GSO shall conduct an annual review of accredited service providers to assess their performance based on delivery accuracy, customer service, and compliance with the MOA.
6. **Reaccreditation:** Providers demonstrating consistent performance may be recommended for ~~reaccreditation~~ for another term, while underperforming providers may face disqualification.

X. REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. As a general rule, when a regulation is beneficial the same shall be retroactive otherwise the same shall be prospective.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX G1 DELEGATED AUTHORITY GUIDELINES Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)

	Title: RENTAL SERVICES GUIDELINES
Doc. No. 004	Rev. No. 0
Effective:	Classification: Governance Page 1 of 6

I. RATIONALE:

The DLSU-D strongly supports its school and students' social events. These are the backbone of different student organizations, councils, governments, different units, school reputation and pride. Due to the numerous, multifaceted, and diverse requirements of all events being organized by the students, organizations, and offices the school opted to secure services of the suppliers of items/services which are not available at the events venue of both RCC and SRC.

This process is the school response in dealing with the uniqueness of the services needed for an event which cannot solve by the usual procurement process. In order to ensure supplier's quality service as well as the event's requirement is met these guidelines are set forth.

II. GENERAL OBJECTIVES:

These guidelines are issued to set standards and protocol in renting items needed in a particular school's or student's event. Particularly:

1. Renting of photobooth
2. Renting of sound system
3. Renting of chairs, tables, tents, air coolers, and the like
4. Set standardized guidelines, penalties, and other related rules and regulations

III. DEFINITION OF TERMS:

For purposes of these guidelines the following terms shall mean:

Rental Services Form (RSF)	Refers to a document to be accomplished by the client in securing suppliers services in advance which will be secured from the Retreat & Conference Center/Sports Recreation Complex. It requires client's information such as: name of requisitioner, office/college/unit, date filed, date and time of event, venue, number of guests, name and type of event, email address and contact number.
RCC/SRC	Refers to Retreat and Conference Center/Sports Recreation Complex where to secure the rental services form and in charge in processing the payment requisition form (PRF) of the suppliers.
Payable Section	Refers to the office in-charge of checking, and approving of

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ANNEX G2

DELEGATED AUTHORITY GUIDELINES

Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)

 De La Salle University D A S M A R I Ñ A S	Title: RENTAL SERVICES GUIDELINES	
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Accounting Office	the client's budget.
AAMO	Refers to the Ancillary and Asset Management Office as one of the signatories of rental services form.
Quotation/Billing Statement	Refers to a document from the supplier indicating the amount of the rented service/items. This document is signed by the owner and with conforme by the client and is to be attached in the RSF.
Certificate of Completion	Refers to a document from the supplier stating that the service is completed. This is signed by the owner and with conforme of the end-user.
Service Agreement	Refers to a document agreed upon by the end-user and the Supplier.
Client/End-user	Refers to DLSU-D's employees, and students.
Suppliers	Refers to the list of suppliers who are already accredited through the Purchasing Office/MEMC. These suppliers provided a copy of official receipt and other related business documents.
Payment Requisition Form (PRF)	Refers to a form being used in filing a payment for the rented services.

IV. SCOPE AND EXCEPTIONS

This policy covers internal clientele only. Internal clientele are student organizations, colleges, offices, and units of DLSUD. This does not cover external client's guests who also renting DLSUD venues.

V. REQUIREMENTS

1. Accomplished rental services form with budget check
2. Service Agreement
3. Quotation and Billing Statement
4. Certificate of Completion

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ANNEX G3

DELEGATED AUTHORITY GUIDELINES

Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)

 De La Salle University DASMARIÑAS	Title: RENTAL SERVICES GUIDELINES		
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5. Client's letter of justification (if necessary)

VI. GENERAL GUIDELINES

1. The client must secure the rental services form (RSF) from the Retreat & Conference Center.
2. The client must follow the following steps:
 - 2.1 For the sound system, photobooth, chairs, tables and the like**
 - 2.1.1 The client must file a Rental Services Form (RSF) together with the details of the item's specifications at least one (1) month before the event.
 - 2.1.2 The RCC/SRC shall contact the suppliers and get at least three (3) quotations based on the specifications given by the client; one supplier is to one (1:1) quotation.
 - 2.1.3 The suppliers are only given the following grace period to submit their quotations:
 - 2.1.3.1 At least three (3) days, if the RSF is filed one (1) month before the event
 - 2.1.3.2 One (1) day, if the RSF is filed only two (2) weeks before the event
 - 2.1.4 The received quotation (*whether 1, 2, or 3 quotations*) shall be presented to the client.
 - 2.1.5 The client may choose the quotation based on the following reasons:
 - 2.1.5.1 lowest quotation
 - 2.1.5.2 only one quotation received within the given grace period
 - 2.1.5.3 not the lowest quotation but the client must submit a justification letter signed by their concerned adviser/dean/VP/VC.
 - 2.1.5.4 only one supplier who is a sole owner of an item, accredited, and amenable of the "payment after service" basis.
 - 2.1.6 If 2.1.5.3 is applied, the client must inform the RCC/SRC through a letter or email who is their preferred supplier. The RCC/SRC shall be the one to inform the winning supplier as soon as the confirmation from the client is received.
 - 2.1.7 The client must secure a **budget check** from the Accounting Office together with the **preferred quotation with the client's conforme, accomplished rental services form, and justification letter** (*in case the decision was based on 2.1.5.3*).
 - 2.1.8 The client must return the accomplished rental services form with budget check together with the necessary attachments to RCC/SRC at least one (2) weeks before the event. For the late request, this form must be submitted at least one week before the event.
 - 2.1.9 The winning supplier must submit a **service agreement** with signature. This shall be sent to the client by the RCC/SRC for conforme.
 - 2.1.10 The client shall submit the signed/conformed service agreement to the

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX G4

DELEGATED AUTHORITY GUIDELINES

Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)

 De La Salle University D A S M A R I N A S	Title: RENTAL SERVICES GUIDELINES		
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RCC/SRC.

- 2.1.11 After the event, the client and the supplier must submit the **certificate of completion**, and the **billing statement** which are both signed by the supplier and conformed by the client. Additional item requested during the event must be already included in the billing statement.
- 2.1.12 The RCC/SRC must file the Payment Requisition Form (PRF) once all documents needed are already complete.
- 2.1.12 The client is the one in-charge in filing a "guest permit to enter" of their selected supplier(s).

VII. CANCELLATION AND PENALTIES

1. Reservation shall be automatically cancelled during typhoon, earthquake, other natural calamities, and school emergencies that compromise everyone's safety.
2. Cancellation of the rental must be done immediately by the client with the selected supplier. This is the fastest way to inform the supplier ahead of time.
3. Damaged school property due to the supplier's negligence will be charged accordingly.
4. Violation of any guidelines must be dealt properly.

VIII. UNIVERSITY RULES AND OCCUPATIONAL SAFETY AND HEALTH PROTOCOLS

The following are the University rules and safety protocols but not limited to:

A. University rules

1. The requisitioner is responsible to remind his/her visitors/guests on the following University rules:
 - 1.1 Smoke-belching vehicles, smoking, use or bringing in of styrofoam, plastic bags, and plastic straws are strictly prohibited in the campus.
 - 1.2 Littering, loitering, bringing/drinking alcoholic beverages, carrying of guns or deadly weapons, bringing in of pets, gambling, playing cards, peddling, picking of fruits and flowers are strictly prohibited in the campus.
 - 1.3 Observe the following traffic rules and regulations:
 - 1.3.1 The guard on duty is authorized to inspect the vehicle compartments.
 - 1.3.2 Drivers should park the vehicles at the designated parking areas only.
 - 1.4 Road signs should be strictly followed.
 - 1.4.1 Vehicles should observe speed limit of the campus.
 - 1.4.2 Parked vehicles are not allowed to have idle engines for more than three (3) minutes.

Prepared:	Reviewed:	Approved:
(SGD) ARNI G. LLANETA Head, Purchasing Office	Administrative Service Council as Represented by:	(SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer
(SGD) FREDERICK GODINEZ Director, General Services Office	(SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	(SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
(SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies		



REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

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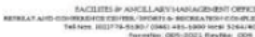
ANNEX G5

DELEGATED AUTHORITY GUIDELINES

Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)

	Title: RENTAL SERVICES GUIDELINES		
	Doc. No. 004	Rev. No. 0	Classification: Governance
	Effective:		Page 1 of 6

RENTAL SERVICES FORM – FRONT

			
RENTAL SERVICES FORM – INSIDE USERS			
Date Filed & Received:		Email Addr:	
Requestor:		Tel./Fax No.:	
College/Department/Organization/Company:		Title:	
Date of Activity:		No. of Participants:	
Type/Type of Activity:		Event's Venue:	
Services:		QUANTITY	PRICE
Table(s) round(8') without cover			1,000.00
Table(s) round(8') with cover			1,400.00
Table(s) round(8') without cover			1,500.00
Table(s) round(8') with cover			1,900.00
Table(s) rectangle(6') without cover			1,200.00
Table(s) rectangle(6') with cover			1,600.00
Table(s) rectangle(8') without cover			1,300.00
Table(s) rectangle(8') with cover			1,700.00
Table(s) rectangle(10') without cover			1,800.00
Table(s) rectangle(10') with cover			2,200.00
Table(s) rectangle(12') without cover			2,300.00
Table(s) rectangle(12') with cover			2,700.00
Table(s) rectangle(14') without cover			2,800.00
Table(s) rectangle(14') with cover			3,200.00
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Table(s) rectangle(16') with cover			3,700.00
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Table(s) rectangle(20') without cover			4,300.00
Table(s) rectangle(20') with cover			4,700.00
Table(s) rectangle(22') without cover			4,800.00
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Table(s) rectangle(26') with cover			6,200.00
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Table(s) rectangle(30') without cover			6,800.00
Table(s) rectangle(30') with cover			7,200.00
Table(s) rectangle(32') without cover			7,300.00
Table(s) rectangle(32') with cover			7,700.00
Table(s) rectangle(34') without cover			7,800.00
Table(s) rectangle(34') with cover			8,200.00
Table(s) rectangle(36') without cover			8,300.00
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Table(s) rectangle(64') without cover			15,300.00
Table(s) rectangle(64') with cover			15,700.00
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Table(s) rectangle(66') with cover			16,200.00
Table(s) rectangle(68') without cover			16,300.00
Table(s) rectangle(68') with cover			16,700.00
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Table(s) rectangle(226') with cover			56,200.00
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Table(s) rectangle(228') with cover			56,700.00
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Table(s) rectangle(230') with cover			57,200.00
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Table(s) rectangle(236') without cover			58,300.00
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Table(s) rectangle(238') with cover			59,200.00
Table(s) rectangle(240') without cover			59,300.00
Table(s) rectangle(240') with cover			59,700.00
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Table(s) rectangle(248') with cover			61,700.00
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Table(s) rectangle(250') with cover			62,200.00
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Table(s) rectangle(254') with cover			63,200.00
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Table(s) rectangle(258') with cover			64,200.00
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Table(s) rectangle(276') with cover			68,700.00
Table(s) rectangle(278') without cover			68,800.00
Table(s) rectangle(278') with cover			69,200.00
Table(s) rectangle(280') without cover			69,300.00
Table(s) rectangle(280') with cover			69,700.00
Table(s) rectangle(282') without cover			69,800.00
Table(s) rectangle(282') with cover		</	



REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

Revision Number: R002

Confidentiality Level: Internal use

Approval Date:10-11-2024

Review Cycle: Every three (3) years

Effectivity Date:10-11-2024

ANNEX H1 DELEGATED AUTHORITY GUIDELINES University Research Office

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date:
Creator: WAOC/JARR/JAC		Creation Date: 11-28-24	Approved Date:
Location: DLSU-D		Approving Body: Office of the President	Number of Pages: 1 of 4

GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES

I. PURPOSE

To ensure the efficient and compliant procurement of unique and urgent needs of faculty researchers of De La Salle University-Dasmariñas (DLSU-D), the University Research Office (URO) is granted delegated authority to procure research-related materials and services, such as transportation, accommodation, specialized trophies, and tokens, and other items and services, ensuring that all aspects of the procurement process are anchored in transparency, accountability, and fairness.

II. SCOPE

These guidelines apply to the procurement of the unique or urgent needs of approved research-related activities including plane tickets, accommodation, specific materials for an approved research, mementos for Professorial Chair donors and holders, trophies and plaques as awards for researchers as well as special tokens for funders and partners. This is to ensure a more cost-effective and efficient way to secure these requirements which are dependent on time.

This authority is limited only to the items included in this document as other procurements need to go through the Purchasing Office. The URO is responsible for managing this procurement process in compliance with university guidelines and government regulations.

III. DEFINITION OF TERMS

- Accreditation: The process by which suppliers/providers are evaluated and certified to meet the university's and government standards.
- Purchase Order (PO): A document that formalizes the purchase of transportation services from a selected provider.

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

Revision Number: R002

Confidentiality Level: Internal use

Approval Date:10-11-2024

Review Cycle: Every three (3) years

Effectivity Date:10-11-2024

ANNEX H2 DELEGATED AUTHORITY GUIDELINES University Research Office

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date:
Creator: WAOC/JARR/JAC	Creation Date: 11-28-24	Approved Date:	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages: 2 of 4	

- Request for Quotation (RFQ): A formal request issued by URO to gather price quotations from suppliers and service providers.
- Specific materials and services: These are materials and services listed under the MOOE of an approved research project.
- Transportation and Accommodation: This refers to the immediate booking of plane tickets and lodgings of faculty researchers at a lower cost due to time element.
- Unique needs: Specialized items such as mementos for Professorial Chair donors and holders, trophies and plaques as awards for researchers as well as special tokens for funders and partners. These are items that are not available from university suppliers and may require services from artists and individuals.
- University Research Office (URO): The office responsible for managing and overseeing the procurement for research-related activities of DLSU-D.

IV. DELEGATION OF AUTHORITY

The URO is authorized to:

1. Accredited Suppliers and Service Providers: Evaluate and approve service providers based on compliance with Bureau of Internal Revenue (BIR) and university standards. This includes providing an official receipt to the university before receiving their payment.
2. Procure Products and Services: Manage the solicitation, evaluation, and contracting of suppliers for university needs.
3. Monitor and Evaluate Providers: Regularly review the performance of accredited service providers to ensure service quality, safety standards, and adherence to government regulations.

These delegated activities shall be monitored by the URO director under the supervision of the Deputy Provost for Research.

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

Revision Number: R002

Confidentiality Level: Internal use

Approval Date:10-11-2024

Review Cycle: Every three (3) years

Effectivity Date:10-11-2024

ANNEX H3 DELEGATED AUTHORITY GUIDELINES University Research Office

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES

Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date:
Creator: WAOC/JARR/JAC	Creation Date: 11-28-24	Approved Date:	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages: 3 of 4	

V. ACCREDITATION PROCESS

1. Application: Interested suppliers are required to submit the following:

For company:

- BIR Registration
- Company Background including location map
- DTI/SEC Registration
- List of Major Customers, if any (Company Name/Address/Tel. No.)
- Necessary Business Permit
- Other documents required by the Purchasing and Accounting offices.

For individual suppliers:

- Portfolio
- BIR issued Official Receipt
- Other documents required by the Purchasing and Accounting offices.

2. Evaluation: The URO will evaluate service providers based on:

- Compliance with BIR and DTI regulations.
- Agreement with DLSU-D's terms of payment.
- Track record and business reviews.
- Capacity to provide reliable, and timely delivery of needed supplies.

3. Criteria for selection of service provider

- Complete documentation
- Submission of formal quotation
- Proof of ability to deliver the requirement (special tool, skill, machinery)

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

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Review Cycle: Every three (3) years

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ANNEX H4 DELEGATED AUTHORITY GUIDELINES University Research Office

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES			
Version: 1	Revision: 0	Department Code: 001-2024	Effectivity Date:
Creator: WAOC/JARR/JAC	Creation Date: 11-28-24	Approved Date:	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages: 4 of 4	

4. Approval: Upon successful evaluation, the provider will be accredited and added to the list of approved service providers for DLSU-D.
5. Duration: The duration of accreditation shall be for three (3) years subject to submission of documentary requirements set forth by the government and periodic inspection of the ambulance.

VI. PROCUREMENT PROCESS

1. Solicitation of Proposals: The URO will issue RFQs to at least three potential suppliers for the items needed. If they are able to meet the requirements, they will be asked to submit documentation for accreditation.

In the case of plane tickets and accommodations, screenshots of pricing for three airlines will be required and compared to the ideal departure and return of the researchers. In lieu of the RFQ, this will provide the university an overview of the costs and scheduling of the airlines and accommodations.

2. Evaluation of Proposals: The URO will assess the proposals based on:
 - o Pricing and cost-effectiveness.
 - o Service reliability, including vehicle availability and timeliness.
3. Awarding of Contract: The service provider offering the best value will be selected, and a formal Purchase Order (PO) will be issued to the provider.
4. Issuance of Purchase Order (PO): The URO will issue a PO to formalize the arrangement.
5. Special Cases. In the event that less than three suppliers submit quotations within the given time, the URO must provide the prevailing market price for the item as a basis for engaging the lone supplier.

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

Document Reference: EOMS-PUR-POL-003

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Effectivity Date:10-11-2024

ANNEX H5 DELEGATED AUTHORITY GUIDELINES University Research Office

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES

Version: 1

Revision:0

Department Code: 001-2024

Effectivity Date:

Creator: WAOC/JARR/JAC

Creation Date: 11-28-24

Approved Date:

Location: DLSU-D

Approving Body: Office of the President

Number of Pages: 5 of 4

VII. MONITORING AND REPORTING

1. Service Delivery Review: The URO will periodically review services delivered by the companies to ensure compliance with BIR, DTI, and other requirements by the university. This report will be shared with the Purchasing Office.
2. Non-compliance: Providers who fail to meet the requirements of the URO and the university, may face corrective action, including disqualification from future procurements.

VIII. METHODS TO ENSURE TRANSPARENCY AND ACCOUNTABILITY

1. Canvassing: The URO shall solicit quotations from at least three service providers, ensuring competitive pricing and service quality.
2. Documentation: All procurement steps, including RFQs, POs, and performance reviews, will be documented and maintained for audit and transparency purposes.
3. Review and Compliance: Regular reviews will ensure service providers comply with university standards, BIR/DTI regulations, and other qualifications.

IX. GROUNDS FOR CANCELLATION OF ACCREDITATION

The following shall be grounds for revocation of accreditation:

1. Failure to Deliver. Failure to deliver products and services required by the URO under the delegated authority shall be grounds for cancellation of accreditation.
2. Breach of Contract. Violations to the terms of the agreement shall render the accreditation void.
3. Annual Review: The URO shall conduct an annual review of accredited service providers to assess their performance based on delivery accuracy, customer service, and compliance with the service agreement.

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REGULAR GOODS AND SERVICES POLICY AND PROCEDURES

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ANNEX H6 DELEGATED AUTHORITY GUIDELINES University Research Office

Title: GUIDELINES FOR THE DELEGATED AUTHORITY OF UNIVERSITY RESEARCH OFFICE FOR THE PROCUREMENT OF RESEARCH-RELATED MATERIALS AND SERVICES			
Version: 1	Revision:0	Department Code: 001-2024	Effectivity Date:
Creator: WAOC/JARR/JAC	Creation Date: 11-28-24	Approved Date:	
Location: DLSU-D	Approving Body: Office of the President	Number of Pages: 6 of 4	

4. Reaccreditation: Providers demonstrating consistent performance may be reaccredited for another term, while underperforming providers may face disqualification.

X. REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. As a general rule, when a regulation is beneficial the same shall be retroactive otherwise the same shall be prospective.

Prepared/Revised:

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Research Training, Events and
Network Coordinator, URO

JOSE AIMS R. ROCINA, PhD
Director, URO

Reviewed:

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ANNEX II PROCUREMENT PROCESS



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	REGULAR GOODS AND SERVICES POLICY AND PROCEDURES	
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ANNEX I2 PROCUREMENT PROCESS



De La Salle University
DLSU - MARICAN

IMPORTANT THINGS to CONSIDER

Normal purchasing cycle is 15 working days.

This excludes fabrication, construction, and other complicated procurement.

Please refrain from using Shopee, Lazada, or any other e-commerce platforms as your reference for pricing and/or considering buying items/products.

Note: PRS should be filed one to two months before the actual usage of items/product.

CATEGORIES

- Appliances
- Awards and Recognitions (medals & plaques)
- Construction and Hardware Supplies
- Customized items
- Furniture and Fixtures
- Fabrications
- IT related items and equipment
- Laboratory Supplies and Equipment
- Merchandise (religious and consumer goods)
- Medical Supplies/Medicine
- Multimedia equipment
- Online Purchase and Subscription
- Printed Materials
- Repairs and maintenance
- Signs and markers
- Sports supplies and equipment
- Travel airfare and accommodations
- Warehouse Stocks



"Unofficial and direct procurements from requestors to suppliers/contractors/service providers are STRICTLY prohibited."

Feel free to contact us for more inquiries

 purchasing@dlsud.edu.ph
 481-1900 (3063)

PURCHASING OFFICE

Prepared: (SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies	Reviewed: Administrative Service Council as Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved: (SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President
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