

GUIDELINES IN THE USE OF THE REQUEST FOR PROCUREMENT OF SERVICES AND MATERIALS (RPSM)

RATIONALE

The Request for Procurement of Services and Materials (RPSM) has replaced the former Materials Request Form (MRF) effective October 16, 2017. The change in the form was made necessary to include the request for services. Furthermore, the change in form will include other critical information that will enable the Procurement Office to facilitate requests for services and materials more efficiently.

GUIDELINES

1. The Procurement Office shall make the RPSM available in the DLSU Intranet in downloadable and fillable format. The Requesting Unit shall print duplicate copies of the RPSM. The RPSM may be printed on reused paper.
2. The RPSM shall serve as document for all purchase requisitions.
3. The RPSM shall serve as the trigger at the Procurement Office to facilitate the canvassing of requested services and materials.
4. The RPSM shall contain the following information which are requisites in facilitating any request for purchase:
 - a. Complete contact information
 - b. Complete delivery information
 - c. Funding source
 - d. Signature of the fund owner
 - e. Detailed specifications
 - f. Signature of all necessary approvers following the Payment Requisition Slip (PRS) hierarchy of approval.
5. The Fund Owner shall be the REQUESTING UNIT in the RPSM.
6. The Requesting Unit must use one (1) RPSM per category of items. For example, office supplies must be requested through a separate RPSM and not together with other categories such as chemicals or laboratory equipment.
7. The Requesting Unit shall state detailed specifications of the item to be requested. The detailed specifications for the purchase of materials refer to descriptors such as size, shape, color, material and origin of provider. A photo, price tag, SKU, or web link may be attached for additional information.

The detailed specifications for contracting services must indicate the scope of work. A Terms of Reference (TOR) may be attached for additional information.

Requests for construction and renovation projects must include a design or layout bearing the signature of all significant end-users and next in rank administrator as an indication of their approval also referred to as the signed-off design/layout.

8. In case a preferred brand, supplier, or service provider is specified in the RPSM, the Requesting Unit must attach a letter of justification addressed to the Bids Committee (for Php300,000 and above) and to the Associate Vice Chancellor for Campus Services (for below Php300,000) stating the reason for the preference and must be duly approved by all administrators following the PRS hierarchy of approval.
9. If the request requires technical evaluation, the Requesting Unit shall seek technical recommendation/approval from the Technical Evaluators. The list of items requiring technical evaluation maybe downloaded from the Procurement Office webpage and the Technical Clearance Form may be downloaded from the Intranet.
10. The Requesting Unit must provide an estimated amount for each item requested to be used as basis for budget encumbrance. The Requesting Unit may refer to the following references to determine the estimated amount:
 - a. Approved line item budget
 - b. Office's / Department's estimated budget for operating expenses prior to its submission to FAO for budget approval
 - c. Awarded price from the unit's previous purchases
11. The Assistant Controller for Budget shall certify the Budget Encumbrance amount on the RPSM as an indication that there is an approved budget for the item/services to be requested. The certified budget encumbrance serves as a go-signal for the Procurement Office to proceed with the purchase of the requests.
12. The Accounting Office shall earmark the estimated budget to ensure fund availability upon preparation of payment.
13. In the event the canvassed amount exceeds the estimated budget approved, the Procurement Office shall return the RPSM to the Requesting Unit. The Requesting Unit shall secure approval for additional fund (if OPEX), assuming there is still available fund, and to request realignment for CAPEX/ABB (if applicable).
14. The RPSM must have the signature of approvers based on the signatory requirement of the PRS based on the total estimated amount of the items to be purchased. By signing the RPSM following the PRS hierarchy of approvals, the Procurement Office shall be given the authority to purchase the items as stated within the budget allocated.
 - a. For Php10,000.00 and below (Chair, Director, Associate Principal)
 - b. For Php10,0001.00 to Php100,000.00 (AVC,AVP,Dean, Principal)
 - c. For Php100,001.00 to P500,000.00 (Vice President, Vice Chancellor)
 - d. For Php500,001.00 to Php1,000,000.00 (Chancellor)
 - e. For Php1,000,001 and above (President)
15. The Procurement Office reserves the right to return the RPSM to the Requesting Unit due to lack of information, incomplete specifications, or erasures.
16. The Procurement Office shall assign RPSM number once received.

17. The Procurement Office shall require a new RPSM should there be any revision in the specification of items being requested.

PROCESS FLOW IN ACCOMPLISHING THE RPSM

