



ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Preparation of Purchase Requests	End-user	To request purchase of items not available on stock	Bloated estimates	Low. Bec only number of items are indicated. No prices included	Low	Requests are within approved APP; Approved APP	
Request for Bidding for Items that are for Public Bidding or request for resolution for items using alternative modes of procurement	Contracting Office/Procurement Center	To request for conduct of public bidding or to justify the use of other modes of procurement thru a resolution				APB and APP; resolutions are presented before the AFP BAC and endorsed by the BAC for approval of the CSAFP; RA 9184, PC 06-12, GPPB Resolutions, Bid Documents	
Posting of invitation to submit canvass bid/quotation	PC/CO		Overpricing of items	Low	High	Canvass forms (at least 3 suppliers) posted in conspicuous areas	



ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Canvassing (at least 3 proponents)	Canvass Comm of CO		Collusion of Bidders and Conflict of Interest (CO)	Medium. Its just between CO and suppliers	High	Posting of Canvass forms	
Preparation of PO	CO		Splitting of purchase (to 250K so shopping can be justified)	Medium	High	Contracting and Auditing Procedures	
Conduct of bidding/issuance of resolution	AFP BAC	To bid out goods, infra projects and services/ To allow the use of alternative modes of procurement				Bidding directive prepared by the BAC Secretariat; Resolution for approval of the CSAFP	
Conduct of Pre-procurement conference with concerned TWG and End-User in attendance	Concerned BAC	To finalize the tech plans, specs, bid docs and ITAEB				Public bidding procedures stipulated under RA 9184	
Preparation/Finalization of TOR, specs and other requests for bidding	Concerned TWG	To finalize the tech plans, specs, bid docs and ITAEB	Tailor fitting of specs to favor specific suppliers	Low	Medium	TWG (5 mem)/Committee Deliberations	



ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Posting of Invitation to Apply for Eligibility and to Bid (ITAEB/ITB)	Concerned BAC	To provide information to prospective bidders about the procurement procedures	Non-posting of invitation	Low	High bec possibility of favoring a single bidder	9184 provides a checklist of procedures	
Conduct of Pre-Bid Conference	Concerned BAC	To clarify or explain any of the requirements, terms and conditions and specs provided in the bid docs				RA 9184 mandated procedures	
Receipt and Opening of Bids	Concerned BAC	To evaluate the eligibility, technical and financial docs of bidders				RA 9184 mandated procedures; Presence of bidders are present during opening of bids	



ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Evaluation of Bids (LCB/HRB)	Concerned BAC	To determine the LCB/HRB				RA 9184 mandated procedures; Presence of bidders are present during opening of bids	
Post Qualification	Concerned BAC	To verify, validate and ascertain all statements made and docs submitted by the bidder with the LCB/HRB	Collusion between evaluators and LCB/HRB	Medium	High	Documentation of proceedings and declaration of evaluation thru a BAC resolution	
Declaration of Winning Bidders	Concerned BAC	To declare the Lowest Calculated Responsive Bid/Highest Rated Responsive Bid				BAC resolution; copy furnished to bidders	
Issuance of Notice of Award	Concerned BAC		None. Procedural			RA 9184 mandated procedures	
Contract Preparation/Purchase Order/Work Order	TWG/PC/CO/Supplier	To define in detail the terms and conditions of the delivery of goods, services or infra projects	None. Procedural			Contracting and auditing procedures	



ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Contract Signing	PC/CO/Supplier		None. Procedural			PC 06-12 contracting and auditing procedures	
Funding of Contract/PO/WO	MFO (may already be at the end-user level)	To ensure that funds are available				MFO Policies	
Contract/PO/WO Approval	Legal (NJAG)/Authorized Signatory (copy p16 of PC 06-12)						
Issuance of Notice to Proceed	PC/CO	To effect the contract between the procuring entity and the successful bidder				RA 9184 mandated procedures	
Delivery of Items	Supplier		Non-delivery, non-conformity to specs, underdelivery	Low. Bec TIAC is there and there are SAO procedures	High	PC 06-12	



ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Inspection/Acceptance of Items	Technical Inspection and Acceptance Committee	To ensure that delivered items conform with the terms and condition set in the contract	Collusion between TIAC and suppliers	Low	High	PC 06-12; Quality and Reliability Acceptance Office	
	Inventory Control Point - NLC since there is no bodegas at COs yet		Pilferage	Low	High	AFP counter- intelligence regulations; monthly/quarterly recurring reports and spot inventories	
Payment							
DV Preparation	PC/CO						
DV Processing	Accounting/MFO						
Preparation of Check and AC/C	Finance Ctr/PC/CO						
Payment	Finance Ctr/PC/CO						
Reporting of Procurement Transaction (periodic)	PC/CO					PC 06-12 mandated	