



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



PRI Office Order No. 23, series of 2022

TO : ALL CONCERNED PERSONNEL OF THE PHILIPPINE RAILWAY INSTITUTE (PRI)

FROM : UNDERSECRETARY AND OFFICER-IN-CHARGE, PRI

SUBJECT : CONSTITUTION OF THE PROCUREMENT MANAGEMENT COMMITTEE OF THE PRI

DATE : 29 DECEMBER 2022

In the exigency and best interest of service, and in consonance with the Bids and Awards Committee Resolution No. CBAC-DELEGATION-2022-01 dated 17 October 2022 wherein the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement, and Lease of Real Property and Venue were delegated to the PRI pursuant to Item IV.J under Annex "H" Consolidated Guidelines for the Alternate Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, this Order is hereby issued constituting the Procurement Management Committee of the PRI composed of the following personnel:

Designation	Person In Charge	Responsibilities
Head	Chief, Training Division	<ul style="list-style-type: none">• Recommend resolution for approval• Oversee the pre- and post-procurement processes• Perform other tasks as may be instructed
Vice-Head	Supervising Transportation Development Officer (Planning and Research Section)	<ul style="list-style-type: none">• Acts as an alternate signatory whenever the Head is unable to sign documents• Perform all tasks of the committee head in the exigency of service or as may be instructed
Members	<ul style="list-style-type: none">• Primary Coordinator - Administrative Officer V (Administrative and Finance Section)• Alternate Coordinator - Administrative Officer I (Administrative and Finance Section)	<ul style="list-style-type: none">• Draft memorandum requesting for the conduct of procurement activities• Finalize terms of reference or technical specifications• Conduct market study• Coordinate with prospective suppliers• Facilitate signing of Purchase Order or Contract

	<ul style="list-style-type: none"> • Supervising Transportation Development Officer (Safety and Security Section) • Senior Transportation Development Officer (Safety and Security Section) • Engineer IV (Civil, Architecture, and Tracks Section) • Training Specialist III (Civil, Architecture, and Tracks Section) • Supervising Transportation Development Officer (Railway Operations Section) • Senior Transportation Development Officer (Railway Operations Section) • Engineer IV (Rolling Stock and Electrical Facilities Section) • Training Specialist III (Rolling Stock and Electrical Facilities Section) • Senior Transportation Development Officer (Institutional and Human Skills Section) • Senior Transportation Development Officer (Planning and Research Section) • Attorney IV (Certification and Accreditation Division) 	<ul style="list-style-type: none"> • Turnover documents for payment to budget officer upon completion of delivery or service • Prepare the following forms as may be necessary depending on the mode of procurement: <ul style="list-style-type: none"> ◦ Resolution and Evaluation Report ◦ Project Procurement Management Plan ◦ Procurement Checklist of Requirements ◦ Abstract of Quotations ◦ Purchase Request ◦ Request for Quotation ◦ Technical Specifications - Pro Forma ◦ Cost-Benefit Analysis ◦ External Service Provider Evaluation Form ◦ Terms of Reference/ Technical Specifications ◦ Certification of Market Study conducted ◦ Request for Inspection ◦ Obligation Request and Status • Perform all other tasks as may be necessary or as may be instructed by the Committee Head.
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	<ul style="list-style-type: none"> • Attorney III (Certification and Accreditation Division) 	
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The above-mentioned personnel shall discharge the duties and responsibilities attached to their respective designations pursuant to this Order, in addition to their existing duties and responsibilities in the PRI.

Any other orders or issuances that are inconsistent herewith are accordingly superseded, amended and/or revoked.

This Order shall take effect immediately.


 ANNEL R. LONTOC, CESO I
PMB

