



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 4223031  
**Procuring Entity** DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM  
**Title** REQUEST FOR EXPRESSION OF INTEREST ONE (1) SUPPLY AND PROPERTY OFFICER  
**Area of Delivery** Cotabato

<b>Solicitation Number:</b>	PRDP RPCO-ARMM 2016-11-010	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	WB Guidelines on the use of Consultants	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	29-Nov-2016
<b>Estimated Budget for the Contract:</b>	PHP 150,000.00	<b>Last Updated / Time</b>	29-Nov-2016 00:00 AM
<b>Delivery Period:</b>	6 Month/s	<b>Closing Date / Time</b>	06-Dec-2016 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Noraisa Guiama Sangki Administrative Aide IV ARMM Compound, Cotabato City Sultan Kudarat Maguindanao Philippines 9600 63-64-4211234 63-64-4211234 raisasangki22@gmail.com		

#### Description

Republic of the Philippines  
 Autonomous Region in Muslim Mindanao  
 DEPARTMENT OF AGRICULTURE  
 PHILIPPINE RURAL DEVELOPMENT PROJECT  
 Regional Project Coordination Office  
 ORG Compound, Cotabato City  
 Tel. No. (064) 552-0438; Tel.Fax No. (064) 421-1234

REQUEST FOR EXPRESSION OF INTEREST  
 ONE (1) SUPPLY AND PROPERTY OFFICER

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of One (1) SUPPLY AND PROPERTY OFFICER.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by

improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

#### Scope of Work

##### One (1) Supply and Property Officer

The Supply and Property Officer will provide services, inputs, and support to the Project's implementation and capacity –strengthening activities for the PRDP. He/She will be stationed in the Regional Project Coordinating Office (RPCO) based in Cotabato City. He/She will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Regional Project Director in close coordination with the Deputy Project Director.

Specifically, the tasks of the Supply and Property Officer will include but not limited to the following:

- Coordinate with various Components/Units for the monthly supply requirement;
  - Ensure that Suppliers meet the Office budget requirement;
  - Keep track of deliveries and ensure these are inspected and recorded properly;
  - Ensure supplies and materials are of good quality;
  - Take charge of the requisitioning, issuing and recording of supplies and equipment;
  - Check contract papers and proposals;
  - Coordinate regularly with the Procurement Unit for procurement activities;
  - May direct and supervise the work of other staff in various supply activities such as buying, inspection, deliveries, storekeeping and property control;
  - Prepares monthly, quarterly, semi-annual and annual reports; and
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- Perform other tasks as deemed necessary in relation to the deliverables and/or as required by the management.

#### Qualifications

- Education: Any Bachelor's Degree holder.

#### Experience:

- At least 2 years' experience in Supply and Property management or any related operations;
- Knowledge in the supply and property policies and procedures; and
- Preferably with experience in Foreign Assisted Projects (FAPs). It is an advantage.

#### Knowledge, Skills, and Abilities:

- Knowledgeable in the preparation of budget estimates required by the Office;
- Able to work independently as well as in a team;
- Computer literate (MS Word, Excel and Power point);
- Good in oral and written communications; and,
- Ability to work with initiative and minimum supervision.

#### Reporting Responsibilities:

The Supply and Property Officer will be directly reporting to the RPCO Finance Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Only applications received on or before December 6, 2016 at 10:00 AM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter, Comprehensive CV with 2 x 2 ID picture, Certified True Copy of School Transcript of Records, Certificate of Previous Employment and other Credentials to the address below or email to [armm.rpco.prdp@gmail.com](mailto:armm.rpco.prdp@gmail.com). Kindly indicate the position that the applicants are applying for as the subject.

ALEXANDER G. ALONTO, JR., Regional Project Director  
PHILIPPINE RURAL DEVELOPMENT PROJECT  
Regional Project Coordinating Office  
ORG Compound, Cotabato City  
Tel. Fax No.: (064) 421-1234  
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**Created by** Noraisa Guiama Sangki  
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