



Republic of the Philippine  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Mindanao Project Support Office  
2F-4F Alvarez Bldg., Mamay Road, Lanang, Davao City  
Tel. No. (082) 235-8664; Fax 235-8665

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## **REQUEST FOR EXPRESSIONS OF INTEREST** **ONE (1) PROCUREMENT 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) PROCUREMENT 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 project 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:**

The Procurement Officer shall provide his/her expertise in assisting various procurements under PRDP (works, goods & consulting services) for the successful delivery of specified milestones of the Project. He / She will be stationed in the Project Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the Procurement Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the tasks of the Procurement Officer shall include but not limited to the following:

- Provides assistance in the preparation of Philippine Bidding Documents and other relevant documents for the issuance of NOL 1;
- Manages the Contracts, Equipment, and Key Personnel Database in relation to all the contracted works under PRDP;
- Updates Procurement-related entries and documents on the regular PSO Procurement Unit Tracking Database.
- Provides necessary assistance in the conduct of Procurement-related Trainings;
- Attends and observes pre-bid conferences and bid openings to be undertaken by the LGUs;

- Assists the Bid Evaluation Reports and Awards Recommendation forwarded by the RPCOs which were submitted by the LGUs;
- Drafts review findings of the submitted BERs;
- Involves and participates in the procurement activities of the PSO Mindanao;
- Assists the PSO BAC in all its procurement activities, provides administrative support, and prepares minutes of meetings and resolutions; and,
- Performs other responsibilities as may be designated by the Procurement Unit Head, Deputy Project Director, and Project Director.

**Expected Outputs and Deliverables:**

The provision of technical support to the Procurement team at all levels is expected to generate the following output:

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines;
- Majority of LGUs be trained and oriented regarding the WB Harmonized Procurement Guidelines;
- Compliance with an updated Contracts, Equipment and Key Personnel Database; and,
- Compliance and submission of monthly consolidated Procurement Unit's Tracking Report & Database.

**Qualification Standards:**

- A graduate of Bachelor's Degree in Engineering or any related course;
- At least three (3) years of adept experience in World Bank Procurement of Works, Goods, or Consulting services; and
- Has undertaken at least Procurement-related trainings in works, goods, or consulting services.

**In addition, the applicant should have:**

- Competence in analyzing and interpreting Detailed Engineering Design (DED) drawings, specifications and other technical aspects of the projects;
- Sound Analytical Skill
- Excellent writing and communication skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills in dealing co-workers; Project partners. Private sectors, and others entities who are involved in the Project; and,
- Knowledgeable and Proficient in Microsoft Excel, PowerPoint, and Word.

**Reporting Responsibilities:**

The Procurement Officer will be directly reporting to the Procurement Unit Head and ensure close coordination with the I-BUILD, I-REAP, & I-PLAN Components and other units.

Only applications received on or before **February 19, 2016 at 10:00 AM** will be considered.

Please submit **Application letter with 2x2 picture, Comprehensive Curriculum Vitae (CV), Transcript of Records, and Training/Workshop certificates** to the address below or email to [prdp.psomin@gmail.com](mailto:prdp.psomin@gmail.com). Kindly indicate the position that the applicants are applying for as the subject.

**LEALYN A. RAMOS, Project Director**

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