



Internal/External

1. SERVICENAME: PROCUREMENT SERVICES

Description of the Service: This provides quick and efficient procurement of low-value goods or services while still ensuring transparency and accountability.

Office or Division:	City General Services Office				
Classification:	Complex				
Type of Transaction:	G2C – Government to Client				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Legal Documents (if any)			Other Local and National Agencies (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill out R.I.S./P.R	The requesting office shall proceed to CGSO to get and fill out the Requisition Slip or Purchase Request Form.	None	2-3 Minutes	Amilyn Q. Bulan Carolina G. Borromeo Rachel C. Edralin	
2. Approval of R.I.S/ P.R	The requesting office shall sign and submit the R.I.S/P.R to the Mayor’s office for the signing and approval of the city mayor	None	30 minutes to 1 hour	Requesting Office Valerie Santiago	



	(Executive) and/or city vice mayor (legislative)			Barbara Moral
3. Check availability of fund	<p>The requesting office shall submit the R.I.S/P.R. for Budget Allotment to the CBO.</p> <p>Note: For Office supplies and medicines, GSO assigned staff shall give the estimated cost.</p>	None	30 minutes	Requesting office CBO Personnel
4. Budget Appropriation	The CBO shall affix signature, certify as to the existence of the Budget Appropriations.	None	30 minutes to 1 hour	City Budget Office Personnel
5. Receiving	The GSO Staff/Head shall receive/accept the approved R.I.S/P.R.	None	10 minutes to 20 minutes	Andrew Tamargo Maribel Quintano Rio Liao Marites Borromeo
6. Publication	The GSO shall submit approved P.R./R.I.S. to the BAC for publishing.	None	1 day to seven days	Crae Ann Saccuan



	<p>Philgeps publishing shall be in accordance with BAC procedure.</p> <p>Note: If the PR total amount is 1M pesos and above 7days posting (Philgeps)</p>			
7. Preparation of BAC Resolution	<p>The BAC Secretariat shall prepare BAC Resolution in the PR amount is more than Php. 1M.</p>	None	1 Day	BAC Personnel
8. Evaluation	<p>The GSO Personnel shall prepare the necessary canvassing document of requested supplies/materials, equipment using the List of Accredited Supplier (Refer: Supplier Accreditation and Performance Evaluation Procedure-BAC)</p> <p>Note:</p> <ul style="list-style-type: none">-Below 1M- Request for Quotation of Prices-Above 1M- supplier quotation-Canvassing period 1-3days	None	1 day to 3 days	<p>Marites Borromeo</p> <p>Rio Liao</p> <p>Adrew Tamargo</p> <p>BAC personnel</p>



9. Preparation of Canvass	The GSO shall prepare Abstract of Quotation for SVP-Shopping (less than 1M.) (1day)	None	1 hour to 2 hours	Marites Borromeo
10. AOQ	<p>BAC shall prepare Abstract of Quotation – more than Php. 1M. (1day)</p> <p>Note: For Reimbursement, the requesting Officer shall prepare all the necessary documents (PR, PO, DV, Canvass, IAR and other)</p>			
11. Approval of AOQ	<p>The GSO Officer/ City Mayor/ City Vice Mayor/ BAC Committee shall approve the Abstract of Quotation.</p> <p>Note: If the total amount of PR is 1M and above the BAC Committee and the Requesting Officer shall sign the AOQ. Below 1M only the CGSO and the City Mayor/ City Vice Mayor shall sign the AOQ.</p>	None	1 hour	GSO



12. Notice Award	of	Issuance of Notice of Award to the supplier who submitted the lowest complying quotation.	None	1 Day	BAC
13. Approval Notice Award	of of	The City Mayor (Executive) City Vice Mayor (Legislative) Supplier shall approve the Notice of Award	None	1 Day	City Mayor
14. Approval		The GSO shall prepare / fill-up the purchase Order and endorse to City Mayor (Executive) and the Vice Mayor (Legislative) for approval, and to the City Accountant for the availability of fund.	None	1 day	Marites Borromeo Barbara Moral Valerie Santiago City Mayor
15. Approval P.O.	of	The City Mayor shall approve the Purchase Order. Note: Period of delivery – depend on the item/s, services being purchase.	None	1 Day	City Mayor
16. Submission of the approved documents to CBO		The GSO shall submit the approved RS/PR/RQP/AQ and BAC Resolution to the City Budget Office for Obligation Slip	None	10 to 15 minutes	Marites Borromeo Maribel Quintano



				Andrew Tamargo Rio Liao CBO
17. Accomplish IAAR/Inspection and Acceptance	The GSO Staff shall fill-up / accomplish the IAAR.	None	1 hour to 2 hours	Amilyn Bulan Kenneth Umalla Jennifer Gabbuat
18. Recording and Filing	The GSO Staff shall record with stamp (Date and Signature of the recording Officer) all the approved and signed purchasing documents and control all P.R., P.O., I.A.R., and record in the following logbook: <ol style="list-style-type: none">1. P.R Monitoring Logbook2. P.R. Monitoring Logbook per Department3. P.O Monitoring Logbook4. I.A.R. Monitoring Logbook	None	1 hour	Marshaline Del Rosario



19. Inspection and Acceptance	<p>The inspection officer shall inspect the delivered goods, items, or service based on the P.O., sales invoice and specification required.</p> <p>The requesting office shall accept the delivered goods, items, or service and sign the Inspection and Acceptance report.</p> <p>Note:</p> <p>1. Copy Distribution</p> <ul style="list-style-type: none">• Original Copy – Accounting (DV)• Duplicate Copy – GSO• Triplicate Copy – Supplier <p>If the item/s delivered like Office and Communication Equipment/ Furniture and Fixture/IT Equipment/Medical, Dental and Laboratory Equipment/Firefighting Equipment Etc., the GSO staff shall fill-</p>	None	3 hours	Amilyn Bulan Kenneth Umalla Jennifer Gabbuat



	<p>up/accomplish the Acknowledgement Receipt for Equipment (ARE) to be sign by Inspection Officer, CGSO, End User and Dept. Head.</p> <p>2. For Reimbursements, the Requesting Officer's designated Inspector shall sign over printed name the IAR and shall be initial signed by the Inspector Officer.</p>			
20. Recording of ARE/ICS	Recording of equipment, furniture and fixture shall be in accordance with infrastructure Control Procedure.	None	3 minutes to 5 minutes	Crea Ann Saccuan Nymfa yasto Veronica Cristobal Lanie Noora
21. Disbursement Voucher	The GSO Staff shall submit the RS/PR/PO/ Inspection and Acceptance Report, ARE, Abstract of Quotation, BAC Resolution, and Request for Quotation	None	1 hour to 3 hours	Marites Borromeo Maribel Quintano



	<p>of Prices to the Accounting Dept. for disbursement.</p> <p>The GSO Staff shall file the duplicate copies of PR/PO/ARE/AOQ/BAC Res.</p>			<p>Andrew Tamargo</p> <p>Rio Liao</p> <p>Accounting Office Personnel</p>
	<p>TOTAL</p>	<p>None</p>	<p>More or Less 15 days and 14 hours 22minutes (depending on request)</p>	



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