



19. Procurement (Merchandise)

Defines the procurement of product and services of BLWD.

Office or Division:		Administrative Services Department		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business		
Who may avail:		All Business Entities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Quotation (1pc., Original)		Supply Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare a purchase request (PR) using Purchase Request Form and Request for Quotation (RFQ) and subunits this to the BAC.	None	20 minutes	Supply Officer
2. None	2. The Corporate Budget Officer reviews and certifies the availability of funds.	None	10 minutes	Budget Officer
3. None	3. For above Php 50,000.00 seven (7) days posting is required on the PHILGEPS (Philippine Government Electronic Procurement System) Site and on conspicuous place within the locality.	None	7 Days	BAC Secretariat
4. Send Quotations for the posted product or services to the Supply Officer.	4. Abstract of Quotation will be prepared after receiving at least three (3) Quotations for evaluation by the BAC members.	None	20 minutes	Supply Officer



5. None	5. Once the recommendation is approved the Purchase Order will be forwarded to the General Manager for signature.	None	10 minutes	General Manager
6. None	6. The signed Purchase Order will be forwarded to the winning supplier.	None	15 minutes	BAC Secretariat
7. The Suppliers need to deliver the product within 15-30 days to the BLWD.	7. The Supply Officer receive the products	None	30 minutes	Supply Officer
Total:		None	7 days, 1 hour and 45 minutes	