



## 20. Procurement (Office Supplies)

Defines the procurement of product and services of BLWD.

<b>Office or Division:</b>	Administrative Services Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	All Business Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Quotation (1pc., Original)		Supply Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Prepare a Purchase Request (PR) using Purchase Request Form and Request for Quotation (RFQ).	None	10 minutes	Supply Officer
2. None	2. The Division Head request for office supplies.	None	30 minutes	Supply Officer
3. None	3. The Budget Officer and Finance Department Manager reviews and certifies the availability of funds.	None	10 minutes	Budget Officer
4. None	4. The Property/Supply Officer B canvass and procure the supplies from DBM if the supplies are available, otherwise, if supplies are not available from DBM, the PSO-B solicit quotations from at least three (3) different suppliers.	None	4 hours	Purchase Officer



5. Send Quotations for the posted product or services to the Supply Officer.	5. Abstract of Quotation will be prepared after receiving at least three (3) quotations from different suppliers.	None	10 minutes	BAC Secretariat
6. The Suppliers need to deliver the product/s to the BLWD.	6. A Purchase Order is forwarded to the winning supplier.	None	30 minutes	Purchase Officer
<b>Total:</b>		None	5 hours and 20 minutes	