



2. 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		
1. Purchase Request (1 pc., Original) 2. Request for Quotation (3pcs., Original) 3. Abstract (1 pc., Original) 4. BAC Resolution (1 pc., Original) 5. Purchase Order (1 pc., Original) 6. Inspection & Acceptance Report (1 pc., 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 submit 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 (if PhilGeps website is unavailable, post to TS Page) and on conspicuous	None	7 Days	BAC Secretariat



	place within the locality.			
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	Bac Resolution will be prepared once the Abstract of Quotation have been evaluated.	None	20 minutes	BAC Secretariat
6. None	5. Once the recommendation is approved the Purchase Order will be forwarded to the General Manager for signature.	None	10 minutes	General Manager
7. None	6. The signed Purchase Order will be forwarded to the winning supplier.	None	15 minutes	Supply Officer
8. 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, 2 hours and 5 minutes	