



2. Procurement Procedure (Merchandise)

Defines the procurement of product and services of BLWD.

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| 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 Order Form (1 pc., Original) 2. Request for Quotation Form (3pcs., Original) 3. Purchase Request (1 pc., Original) 4. Abstract of Quotation (1 pc., Original) 5. BAC Resolution (1 pc., Original) | | Property/Supply Officer Property/Supply Officer Property/Supply Officer Property/Supply Officer BAC Secretariat | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. None | 1. Check and monitor warning levels of materials in the inventory. | None | 5 minutes | <i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer |
| 2. None | 2. Prepare a purchase request (PR) using Purchase Request Form and Request for Quotation (RFQ) and submits this to the suppliers. | None | 20 minutes | <i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer |
| 3. None | 3. The Corporate Budget Officer reviews and certifies the availability of funds. | None | 10 minutes | <i>Budget Officer</i> Francess Dianna B. Ponce – Senior Corporate Budget Analyst |
| 4. None | 4. For below P50,000.00, at least three (3) price quotations must be obtained. For above P50,000.00, seven (7) days posting is required on the PHILGEPS | None | 7 Days | <i>BAC Secretariat</i> Ireen P. Reyes – Senior Audio-Visual Systems Technician <i>Alternate BAC Secretariat</i> Justine B. Santos – Senior Water Maintenance Man B |



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| | (Philippine Government Electronic Procurement System) Site and on conspicuous place within the locality. | | | |
| 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 for evaluation by the BAC members. | None | 20 minutes | <i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer |
| 6. None | 6. BAC Resolution will be prepared for recommending approval of the Head of the Procuring Entity (HOPE). | None | 20 minutes | <i>BAC Secretariat</i> Ireen P. Reyes – Senior Audio-Visual Systems Technician <i>Alternate BAC Secretariat</i> Justine B. Santos – Senior Water Maintenance Man B |
| 7. None | 7. Once the recommendation is approved the Purchase Order will be forwarded to the General Manager for signature. | None | 10 minutes | <i>General Manager</i> Engr. Charlito G. Rodriguez – General Manager |
| 8. None | 8. The signed Purchase Order will be forwarded to the winning supplier. | None | 15 minutes | <i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer |
| 9. The Suppliers need to deliver the product within 15-30 days to the BLWD. | 9. The Supply Officer receive the products | None | 30 minutes | <i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer <i>Supplier</i> |
| Total: | | None | 7 days, 2 hours and 10 minutes | |