



3. Procurement (Office Supplies)

Defines the procurement of Office Supplies 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. Request for Quotation (3 pcs., Original)		Property/Supply Officer		
2. Purchase Order Form (1 pc., Original)		Property/Supply Officer		
3. Purchase Request (1 pc., Original)		Property/Supply Officer		
4. Abstract of Quotation (1 pc., Original)		Property/Supply Officer / BAC		
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).	None	10 minutes	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
2. None	2. The Division Head request for office supplies.	None	30 minutes	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
3. None	3. The Budget Officer and Finance Department Manager reviews and certifies the availability of funds.	None	10 minutes	<i>Budget Officer</i> Francess Dianna B. Ponce – Senior Corporate Budget Analyst Jeanne M. Carpio – Department Manager B (Finance Services Department)
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	None	4 hours	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer



	at least three (3) different suppliers.			
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	<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
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	<i>Purchase Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
Total:		None	5 hours and 20 minutes	