



## PROCUREMENT PROCESS OF GOODS AND SERVICE BY SHOPPING (SMALL VALUE)

This service pertains to the method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotation for readily available off shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualification.

<b>Office/Division:</b>	Bids and Awards Committee (BAC) Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business Entity
<b>Who may avail:</b>	Business entities and other government agencies
<b>CHECKLIST OF REQUIREMENTS:</b>	
<b>WHERE TO SECURE:</b>	
1. Purchase Request	End user
2. BAC Resolution as to Mode of Procurement	BAC
3. Request for Quotation/Canvass	BAC
4. Bids of Awards (Abstract)	BAC
5. BAC Resolution as to Lowest Calculated Responsive Bid	BAC
6. Purchase Order	BAC
7. Obligation Request and Disbursement Voucher	BAC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Purchase Request	1. Receive and attach PPMP/APP/AIP		10 minutes	<i>BAC Secretariat and Staff</i>
	2. Conduct meeting and prepare BAC resolution as to Mode of Procurement		1 day	<i>BAC Members and Secretariat</i>
	3. Prepare and conduct quotation/canvass		3 days	<i>BAC Secretariat/End User</i>
	4. Prepare Bids of Awards (Abstract)		1 hour	<i>BAC Secretariat</i>
	5. Prepare BAC Resolution as to Lowest Calculated Responsive Bid		1 day	<i>BAC Secretariat</i>
	6. Prepare Purchase Order and submit to COA copy of PO		1 day	<i>BAC Secretariat</i>
2. Receive goods	7. Deliver goods to GSO for recording and inspection		1 day	<i>BAC Secretariat/GSO and Municipal Inspector</i>
	8. Facilitate submission of Obligation Request and Disbursement Voucher to MBO, MAO and MTO		30 minutes	<i>BAC Secretariat/Municipal Budget Officer/Municipal Accountant/Municipal Treasurer</i>
<b>TOTAL:</b>			<b>7 days, 1 hour and 40 minutes</b>	