



City Procurement Office Internal Services



1. Request for Procurement of Goods and Services

The client, LGU-departments, units, offices and other government agency may request goods/services as may be approved by the Office of the Mayor.

Office or Division:		City Procurement Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government G2C – Government to Client G2C – Government to Business		
Who may avail:		End-user or Implementing Department/Offices / Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Requisition Request or request letter.		Office of the Mayor		
2. Purchase Request		<ul style="list-style-type: none"> End-user City Procurement Office 		
3. Project Procurement Management Plan		<ul style="list-style-type: none"> End-user 		
4. Obligation Request		<ul style="list-style-type: none"> City Procurement Office City Budget Office 		
5. Annual Procurement Plan (APP)		<ul style="list-style-type: none"> City Procurement Office 		
6. Additional documents if Alternative Method of Procurement:		<ul style="list-style-type: none"> End-user 		
a. Market Study/Three (3) Market Canvass, or				
b. Justification				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the Office of the Mayor	1. Receive the approved request letter/Purchase Request (PR) with additional documents requirement attached as applicable	None	10 minutes	<i>Procurement Receiving Clerk</i> (Job Order) CPO
2. Wait for the processing of request	2. Validate request submitted 2.1 Categorize project and assign project evaluator 2.2 Evaluate technical specification including	None	1 to 2 days (subject to variation based on procurement specifications, requirements, and request	<i>Staff</i> CPO



	<p>design, and soft copy of the layout, etc., as well as budget availability and alignment with the Approved Procurement Plan (APP). Prepare a canvass per item as needed or assess price/s based on submitted canvass.</p> <p>2.3 Prepare Purchase Request (PR) and Requisition Issue Slip (RIS) in triplicate copy.</p> <p>2.4 Route PR and RIS for signature to the authorized signatory</p> <p>2.5 Receive Approved PR and post to PhilGEPS website and to the three conspicuous places</p> <p><i>*If the specification is incomplete, not aligned with the APP, exceeds the budget, or does not fit the procurement timeline, return it to the client immediately using the acknowledgment in the logbook or the return slip form.</i></p>		<p>volume).</p> <p>1 to 2 days</p> <p>1 day</p>	
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2. Posting of Bid Notices and Requests for Quotations and Receipt and Evaluation thereof

The process of posting bid notices and requests for quotations, along with the receipt and evaluation of submissions, is essential for ensuring transparency, competition, and compliance with procurement laws and regulations. This procedure allows potential suppliers and contractors to participate in government procurement by submitting their bids or quotations.

Office or Division:	City Procurement Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B - Government to Business
Who may avail:	Bidders and Suppliers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Quotations (RFQ) or Invitation to Bid (ITB), APP 2. Bidding Documents or Abstract for Canvass 3. BAC Recommendation through BAC Resolutions	<ul style="list-style-type: none"> • Procurement Office / BAC Secretariat Head • PhilGEPS website • 3 conspicuous places • Technical Working Group (TWG)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the PhilGEPS website and 3 conspicuous places for the posted ITB/RFQ for a duration of 3 to 7 calendar days.	1. Publish the Invitation to Bid or Request for Quotation on the PhilGEPS website and in the designated 3 conspicuous places	NONE	10 minutes <i>- If the ABC is below Phh50,000.00, no posting is required</i>	Staff CPO
2. Submit quotation /proposal (RFQ/P)	2.0 Receive, open, and evaluate submissions, then rank the offers and forward the results to the Bids and Awards Committee (BAC) for recommendation on the award and mode of procurement. Conduct an evaluation, as necessary, to assess the supplier's legal, technical, and financial capability.	None	30 minutes	Staff CPO



3. Document the Award, Contract/Purchase Order (P.O.) implementation, and facilitate the payment process

Office or Division:	City Procurement Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B - Government to Business
Who may avail:	Winning Bidder/Supplier / Agency
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Abstract for Canvass 2. BAC Resolution Resolutions 3. Approved Purchase Request / Purchase Letter 4. Approved Purchase Order 5. Mayor's/Business Permit 6. PhilGEPS Registration 7. Income and Business Tax Returns with proof of payment 8. Omnibus Sworn Statement	<ul style="list-style-type: none"> • BAC Secretariat Head • City Procurement Office • Local Government Unit • PhilGEPS • Bureau of Internal Revenue

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approved BAC Resolution & Abstract of Canvass	1. BAC Resolution for the Recommendation to HOPE and Abstract of Canvass	None	3 days	<i>BAC Members</i> BAC
	1.1 Prepare the Purchase Order (P.O.) for the winning bidder.	None	10 minutes	<i>Staff</i> CPO
	1.2 Approval of P.O / Contract	None	1 to 3 days	Office of the Mayor
2. Receive a copy of the approved Purchase Order (P.O.) and inform the delivery schedule	2. Transmit a copy of the P.O along with all required documents to Commission of Audit (COA)	None	10 minutes	<i>Staff</i> CPO
3. Notify the Procurement Office of the schedule date and time of delivery.	3. Prepare and transmit Notice of Deliver (NOD) to General Services Office (GSO) and Inspectorate Committee	None	5 minutes	<i>Staff</i> CPO
	3.1 Prepare and Issue Notice of Deliver (NOD) to General Services Office (GSO)	None	5 minutes	<i>Staff</i> CPO



	and Inspectorate Committee			
	3.2 Conduct an on-site inspection and sign the Joint Acceptance and Inspection Report (AIR) for common used supplies, services and equipment during and after the inspection process.		10 minutes to 20 minutes (subject to variation based on the volume and nature of delivered goods and/or services)	<i>Staff CPO</i>
4. Receive Acceptance and Inspection Report (AIR) & RIS	4. Receive duly signed AIR and the corresponding Sales Invoice/DR if any.	None	10 minutes	<i>Staff CPO</i>
	4.1 Collate, review, and scan all required documents for payment processing.	None	20 minutes	<i>Staff CPO</i>
	4.2 Transmit all required documents to the Accounting Office for payment processing.	None	10 minutes	<i>Staff CPO</i>