

B. Small Value Procurement					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request for procurement of goods/ services	A. Receipt, recording, and acknowledgement of the signed Purchase Request (P.R) in the Procurement and Financial Transaction Management System	None	5 minutes	Property and Supply Officer Property and Supply Staff	
	B. Preparation, floating, and processing of the Agency Procurement Request (APR) and Request for Quotation (RFQ)			Property and Supply Officer Property and Supply Staff	
	B.1 Procurement through DBM-PS				
	a. Forwarding of PR to DBM-PS	None	2 minutes		
	b. Receipt of the list of Available goods from DBM-PS		2 minutes		
	c. Preparation of the Agency Procurement Request (APR) based on the list of available goods provided by DBM-PS		15 minutes		
	d. Proceed to Process D and I		refer to process D and I		
	e. Proceed to Process G and H		refer to process G and H		
	B.2 Procurement through Suppliers				
	a. Preparation, printing, and signing of the Request for Quotations (RFQ)	None	10 minutes	Property and Supply Officer Property and Supply Staff	
	b. Posting of advertisement at PhilGEPs website		30 minutes	Property and Supply Officer	
	c. Floating of the RFQ/canvass		1 day	Property and Supply Officer Property and Supply Staff Canvassers	
	d. Receipt and recording of the accomplished RFQ		3 minutes	Property and Supply Officer Property and Supply Staff	
	C. Bid Evaluation			Bids and Awards Committee Members, TWG, Secretariat, End-user	
	C. 1. Opening and Evaluation of Bids	None	35 minutes		
	C. 2. Checking and evaluation of eligibility; and signing of Supplier Evaluation Sheet		20 minutes	Property and Supply Officer Property and Supply Staff Assistant Regional Director for Finance and Administrative Services	
	C. 3. Encoding/ inclusion of the bidders in the List of		10 minutes	Property and Supply Officer Property and Supply Staff	

	Accredited suppliers/ Supplier's Directory			
	C. 5 Abstract Preparation and finalization		30 minutes	Property and Supply Officer Property and Supply Staff
	C. 6 Signing of Abstract of Bids		10 minutes	Bids and Awards Committee Members, End-user
	D. Preparation, signing, and forwarding of ORS to Budget Unit		10 minutes	Property and Supply Officer Property and Supply Staff End-user
	E. Processing of Obligation Request and Status (ORS)		30 to 40 minutes (please refer to the Budget unit's citizens' charter)	Budget Officer Budget Staff
F. Preparation, signing, issuance, and posting of Purchase Order(PO)/ Job Order (JO)				
	F. 1 Preparation, and signing of P.O/J.O	None	15 minutes	Property and Supply Officer Property and Supply Staff Accountant Regional Director End-user
	F. 2 Issuance P.O/J.O to supplier and auditor		1day	Property and Supply Officer Property and Supply Staff End-user
	F. 3 Posting of the awarded P.O/ J.O, and Abstract in the PhilGEPS		3 hours	BAC Secretariat
G. Delivery, Inspection and Acceptance				
	G.1 Inspection and test-run of delivered goods	None	10 minutes	Inspectors
	G.2 Acceptance		5 minutes	Property and Supply Officer
	G.3 Preparation and signing of Inspection and Acceptance Report and recording in the Monitoring Report		5 minutes	Property and Supply Officer Property and Supply Staff Inspectors
	H. Issuance of delivered goods/services; preparation, and signing of the Property Acknowledgement Receipt(PAR)/Invent ory Custodian Slip(ICS)/Requisition and Issue Slip(RIS)		45 minutes	Property and Supply Officer Property and Supply Staff End-user
	I. Preparation, signing, and forwarding of the Disbursement Voucher to Accounting		11 minutes	Property and Supply Officer Property and Supply Staff Accountant Regional Director End-user

	J. Processing of Disbursement Vouchers (DVs)		40 - 60 minutes depending on the nature of the transaction (please refer to the citizen's charter of accounting unit)	Accountant Accounting Staff
	K. Processing of Payment			
	K.1 Processing of Payment of claims by check		2 hours	
	K.2 Processing of Payment by List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)		2 hours, 40 minutes	Cashier Cashiering Staff
Total estimated time frame for small value procurement (procurement to payment)			3 days, 5 hours, 58 minutes	