1. Procurement Process on Project Procurement Management Plan for Goods and Services

Submission of End-user's Project Procurement Management Plan to the City Budget Department to be forwarded to the Procurement Department for procurement process

Office or Division:	Procurement Department			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Procuring Entity			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Project Procurement Management Plan (PPMP)		Procuring Entity submitted to City Budget Department		
Advice of Allotment (AA)		City Budget Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submission of all the requirements	Receives and records	None	One (1) day	Receiving Clerk
	Route PPMP to the Department Head for instruction	None	One (1) day	Immediate Staff
	Evaluation, categorization and assignment of Project No.	None	Five (5) days	Technical Services Division Staff
	Consolidate PPMP into APP and validate from the available Appropriation	None	-Three (3) days for simple items -Five (5) days for bulk or highly technical items	Database Management Division Staff
	PPMP's price validation *(Sec. 7.3.4, RA 9184)*	None	-Three (3) days for simple items -Five (5) days for bulk or highly technical items	Price Standardization and Monitoring Division Staff
	Evaluation of prices based on canvass, recommendation for Approved Budget for the Contract and determination of mode of procurement	None	Three (3) days	Technical Services Division Staff
	Preparation and Issuance of Notices to respective End-Users, BAC Members and TWG for the pre-procurement conference for above 2 Million projects *(Sec. 20, RA 9184)*	None	One (1) day	Immediate Staff
Physical / Virtual Participation in the scheduled activity	Conducts pre-procurement conference for above 2 Million projects *(Sec. 20, RA 9184)*	None	Two (2) hours	Bids and Awards Committee, BAC Secretariat, Technical Working Group
TOTAL			**-Seventeen (17) Days & Two (2) Hours for simple items or -Twenty-One (21) Days & Two (2) Hours for bulk and highly technical items**	