6. Procurement Process on Purchase Request for Goods and Services

Submission of End-user's Request / Project 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 / End-user			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Accomplished Purchase Request (PR) as applicable, duly signed by the Department Head		Procuring Entity / End-user		
Project Procurement Management Plan (PPMP)		City Budget Department		
Technical Specifications, Terms of Reference (TOR) as applicable, certificate of due diligence with at least (3) three Quotations as applicable		Procuring Entity / End-user		
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 PR 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
	Validates PR from the submitted PPMP and 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
	Forward to City Budget Department for funding	None	One (1) day	Documentation and Administrative Services Division Staff
	Transmit PR to HOPE for approval	None	One (1) day	Documentation and Administrative Services Division Staff
TOTAL			**-Eighteen (18) Days & Two (2) Hours for simple items -Twenty-Two (22) Days & Two (2) Hours for bulk and highly technical items**	