

**Name of Agency:** Supply and Property Management Office

**Name of Division/Section:** Procurement Section/BAC Secretariat

**Frontline Service:** Response/Action to Various Request for Review/Decision of the Bids and Awards Committee

Step No.	End-user/ Supplier/Client	Service Provided	Duration of Activity	Person in Charge	Form	Fees	Next Office
1	End-user/Supplier/ Client Submit Request (e.g. , extension of delivery, non-imposition of liquidated damages, replacement offer, late posting of performance bonds, etc.)	Verification of completeness of documents attached and timeliness of submission of the request	3 minutes	frontline staff	none	none	Bids and Awards Committee (BAC)
2		Received request to be forwarded to appropriate/ concerned end-user and/or technical working group (TWG) for review/comment/ recommendation/ appropriate action.	2 days	BAC Secretariat	none	none	End-user/TWG
3		Serve/issue the decision of the Bids and Awards Committee (BAC) to the request submitted by the End-user/Client/Supplier	5 minutes	frontline staff	none	none	none

**Name of Division/Section:**

**Procurement Section**

**Frontline Service:**

**Processing of Refund of Bidder's Bond & Performance Bond**

1	Supplier submits request for refund of bidder's bond or performance bond	Review and receive request for refund	5 minutes	frontline staff	None	None	none
2		Verification and processing of request for refund	5 minutes	assigned analyst	None	None	none
3		Prepare Disbursement Voucher for signature of authorized signatories	10 minutes	frontline staff	None	None	none
4		Submit Disbursement Voucher (DV) to Accounting Office for processing	within 8 hours	frontline staff	None	None	none

**Name of Division/Section:**

**Procurement Section/BAC Secretariat**

**Frontline Service:**

**Response/Action to Motion for Reconsideration (MR)**

1	Client/Supplier Submit Motion for Reconsideration	Verify completeness of documents attached and timeliness of submission of the MR	3 minutes	frontline staff	none	none	Bids and Awards Committee (BAC)
2		MR forwarded to appropriate/ concerned end-user and/or technical working group (TWG) for review/comment/recommendation/appropriate action.	2 days	BAC Secretariat	none	none	End-user/TWG

3		Serve/issue the decision of the Bids and Awards Committee (BAC) to the MR filed by the Client/Supplier	5 minutes	frontline staff	none	none	none
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**Name of Division/Section:** Procurement Section/BAC Secretariat  
**Frontline Service:** Sale of Bidding Documents

1	Suppliers participating in the bidding	Issue referral slip/payment slip (All Payment/s are accepted at the Cashier's Office)	5 minutes	frontline staff	Referral slip/payment slip	The cost of bidding documents shall correspond to the Approved Budget Ceiling (ABC) range as indicated in the table below. This shall		Cash Office
						Approved Budget for the Contract	Maximum Cost of the Bidding	
						500,000.00	Php500.00	
						500,001.00	Php750.00	
						up to		
						750,001.00	Php1,000.00	
						up to 1		
						Above 1 Million up to	0.1% of ABC	
						More than 10 Million	Php25,000.00	
More than 50 Million	Php50,000.00							
More than 500 Million	Php75,000.00							
2	Supplier	Issue Bidding Documents Upon Supplier's Presentation of Official Receipt (OR)	5 minutes	frontline staff	Official Receipt (OR)	none	none	

**Public Bidding**

1	Submit dully approved and funded Purchase Request	Verify completeness of submitted PR form and attached required documents	5 minutes	frontline staff	Purchase Request Checklist	none	N/A
2		Invite supplier to participate in the procurement of the item (PhilGEPS Posting)	7 days	staff in charge of item being procured	none	none	N/A

3		Issue Referral Slip for payment of Bidding Document	3 mins	staff in charge of item being procured	Referral Slip for payment of Bidding Document	none	Accounting Office
4		Issuance of Bidding Document	3 mins	staff in charge of item being procured	1 set of Bidding Document	none	N/A
5		Receive quotation/bids from suppliers	3 mins	frontline staff	none	none	N/A
6		receive evaluated abstract of bids/quotations from twg/end-user	3 mins	frontline staff	none	none	N/A
7		issuance of NoA to Supplier	5 mins	frontline staff	none	none	N/A
8		Issue Referral Slip for payment of Performance Bond	3 mins	staff in charge of item being procured	Referral Slip for payment of Performance Bond	none	Accounting Office
9		Receiving of Performance Bond	5 mins	frontline staff	none	none	N/A
10		issuance of Purchase Order and Notice to Proceed	5 mins	frontline staff	none	none	N/A

**PROCESSING OF PURCHASE REQUEST (DIRECT CONTRACTING / LEASE OF VENUE, ETC.)**

Step No.	End-user / Client	Service Provided	Duration of Activity	Person-in-Charge	Form	Fees
1	Submit duly approved and funded Purchase Request (PR).	Verify completeness of submitted PR Form and attached required documents.	5 minutes.	Frontline Staff	PR Checklist	None
2	SPMO (As BAC Secretariat	Presents request to the BAC and prepares BAC Resolution (for Direct Contracting / Lease of Venue) and Notice of Award (for	Every Thursday of the week (BAC meeting).	Staff-in-Charge of the item (Procurement Staff).	None	None
3	SPMO (As BAC Secretariat	Serves Notice of Award (NOA) to Supplier (for Direct Contracting).	Within 3 days.	Staff-in-Charge of the item (Procurement	None	None
4	SPMO (As BAC Secretariat	Prepares Purchase Order (PO).	Within 1 day.	Staff-in-Charge of the item (Procurement	None	None
5	SPMO (As BAC Secretariat	Posts NOA at PhilGEPS.	Within 3 days.	Staff-in-Charge of the item (Procurement	None	None
6	SPMO (Realising of POs)	Call / inform end-user of the signed and received PO of	Within 1 day.	Frontline Staff	None	None

**PROCESSING OF PURCHASE REQUEST (SMALL VALUE PROCUREMENT)**

1	Submit duly approved and funded Purchase Request	Verify completeness of submitted PR form and attached required documents	5 minutes	frontline staff	Purchase Request Technical Specification APP 3 canvassed quotations	none
2		Includes PR in the BAC meeting for Agenda, Invite supplier to participate in the procurement of the item (PhilGEPS Posting)	7 days	staff in charge of item being procured	signed PR Advertisement (Notice for Posting) Technical Specification	none
3		Receive quotation/bids from suppliers	3 mins	frontline staff	none	none
4		receive evaluated abstract of bids/quotations from twg/end-user	3 - 7 days	frontline staff	abstract of quotations	none
5		Prepares Purchase Order and Notice to Proceed	1 day	staff in charge of item being procured	Purchase Order Notice to Proceed	none
6		Issuance of Signed Purchase Order and Notice to Proceed to Supplier	1 - 3 days	frontline staff	Purchase Order Notice to Proceed	none
7		Post Notice of Award to PhilGEPS and prepares final coverletter for enduser	1 day	staff in charge of item being procured	none	none

**NAME OF DIVISION/SECTION :** Property Utilization Section

**FRONTLINE SERVICE:** Issuance of Clearance

Step No.	Applicant/Client	Service Provider	Duration of Activity	Person In-Charge	Form	Fees
1	Submit University Clearance	Received accomplished Clearance form	1 minute	Grace Vales	Clearance Form	
2		Verify property accountability of client	3 minutes	Assigned Staff (Danilo Tobias) (Hilario Pagaduan) (Hilario Permejo) (Cleto Rosco)		

				(Ed Macaranas)		
3		Secure approval of authorized signatory	2 minutes	Assigned Staff Prof. Dan A. Saguil		
4	In case of non accountability	Release of University clearance	1 minute	Grace Vales		
5	In case the client has a property accountability	Provide list of property accountability of the client for transfer to another enduser	3 minutes	Assigned Staff (Danilo Tobias) (Hilario Pagaduan) (Hilario Permejo) (Cleto Rosco) (Ed Macaranas)		
6	In case of final report of accountability of the official  Official are opt to request for the depreciated value of the items to COA thru SPMO	Stamped/received the letter request	1 minute	Grace Vales		
7		Indorse letter request to COA	1 minute	Danilo Tobias		
8		Approved letter request	1 minute	Prof. Dan A. Saguil		
9		Forwards the letter request to COA	2 hours	Hilario Pagaduan		
10	Submit COA Report on the request for depreciated value	Stamped/received the documents	1 minute	Grace Vales		
11		Forwards to the accountable official the amount to be paid	1 minute	Prof. Dan A. Saguil		
12	Submit OR as proof of paid accountability	Stamped/Received the documents	1 minute	Grace Vales		
13		Process University clearance Initials on the clearance	1 minute	Assigned Staff		
14		Approves the University Clearance	1 minute	Prof. Dan A. Saguil		

**FRONTLINE SERVICE: Request of G.I. sheets/materials and other usable equipment**

1	Request of usable materials	Stamp request usable materials	1 minute	Grace Vales		
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2		Head of office recommends the request for approval by the OVCA	1 day	Prof Dan A. Saguil		
3		VCA approves the request	2 days	VCA		
4		Receive approve request from the OVCA	1 minute	Grace Vales		
5		Forwarded the request to the Acting Director	1 minute	Prof. Dan A. Saguil		
6		Inform the requisitioner the availability of the items	2 minutes	Danilo Tobias		

**FRONTLINE SERVICE: Inventory of Equipment**

1	Submit Report of Inventory of Equipment	Received Report of Inventory of equipment	1 minute	Grace Vales	Form 41A	
2		Forwarded to the assigned staff for reconciliation	5 days	Assigned Staff (Danilo Tobias) (Hilario Pagaduan) (Hilario Permejo) (Cleto Rosco) (Ed Macaranas)		
3		Generate Tentative missing report if any and prepare covering letter	1 day	Assigned Staff		
4		Chief initials on the document Acting Director signs the document	1 minute	Chief Acting Director		
5		Logs outs and forward to the office/unit	half day	Larry Pagaduan		

**FRONTLINE SERVICE: Hauling of Unserviceable Equipment**

1	Submit IIRUP together with the items	Stamped/Received IIRUP	1 minute	Grace Vales	IIRUP Form	
2		Inspect/receive unserviceable items enumerated in the IIRUP	10-20 minutes	Danilo Tobias Hilario Pagaduan		
3		Release copy of IIRUP acknowledge by both parties	1 minute	Danilo Tobias Hilario Pagaduan		

**FRONTLINE SERVICE:****Submission of Waste Material Report**

1	Submit Waste Material Report together with the items	Stamped/Received WMR	1 minute	Grace Vales	WMR Form	
2		Inspect/receive unserviceable items enumerated in the WMR Initials the WMR (3 copies)	2 minutes	Danilo Tobias Hilario Pagaduan Hilario Permejo Cleto Rosco Ed Macaranas		
3		Approved WMR	1 minute	Prof. Dan A. Saguil		
4		Release approved copy of WMR	1 minute	Grace Vales		

**FRONTLINE SERVICE:****Submission of Deed of Donation**

1	Submit Deed of Donation and Acceptance duly signed by the Donor and the Chancellor	Stamped/Received Deed of Donation and Acceptance	1 minute	Grace Vales	DDA	
2		Coordinate to unit and inspect the donated equipment	1 day	Danilo Tobias Hilario Pagaduan Hilario Permejo Cleto Rosco Ed Macaranas		
3		Prepares ARE for signature by the accountable official with covering letter	15 minutes	Assigned Staff		
4		Chief of section initials and Acting director signs the document	10 minutes	Danilo Tobias Prof. Dan A. Saguil		
5		Logs out and forwards to unit concern	10 minutes	Grace Vales		
6	Submit signed ARE	Stamped/Received ARE	1 minute	Grace Vales		