



SUPPLY OFFICE

Frontline Services



Service 1. Processing of Purchase Requests (Charged to General Fund)

Receipt and processing of Purchase to be forwarded to the BAC Office for Bidding Process

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1. (Approved Purchase Request with Approved Obligation Request)	Budget Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Record and forward Copies of Approved Purchase Request with approved Obligation Request	1.1 Receive the Approved PR with OBR	None	2 minutes	Supply Office Staff
	1.2 Check the content of Purchase request, record its purpose, amount, OBR no. to its designated logbook for future reference and put control number and date to the PR.	None	3 minutes	Supply Office Staff
	1.3 Forward numbered and dated PR to Supply Officer to check if price of the item to be procured are justifiable	None	2 minutes	Supply Office Staff
	1.4 Scrutinize the PR if the price are justifiable and puts initial on the PR if found to be correct	None	3 minutes	Supply Officer
	1.5 Record the PR to outgoing logbook and forward to BAC Office	None	3 minutes	Supply Office Staff
TOTAL			13 minutes	



Service 2. Processing of Purchase Requests (Charged to Trust Fund)

Receipt and processing of Purchase to be forwarded to the BAC Office for Bidding Process

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Document 1. (Approved Purchase Request)	Mayor's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Record and forward Copies of Approved Purchase Request	1.1 Receive the Approved PR	None	2 minutes	<i>Supply Office Staff</i>
	1.2 Check the content of Purchase request, record its purpose, amount. to its designated logbook for future reference and put control number and date to the PR.	None	3 minutes	<i>Supply Office Staff</i>
	1.3 Forward numbered and dated PR to Supply Officer to check if price of the item to be procured are justifiable	None	2 minutes	<i>Supply Office Staff</i>
	1.4 Scrutinize the PR if the price are justifiable and puts initial on the PR if found to be correct	None	3 minutes	<i>Supply Officer</i>
	1.5 Record the PR to outgoing logbook and forward to BAC Office	None	3 minutes	<i>Supply Office Staff</i>
TOTAL			13 minutes	



Service 3. Processing of Notice of Award

Issuance of Notice of Award

Office or Division:	Supply Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Bidder with Lowest Calculated Bid	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
(Approved Resolution to Award)		BAC Office
(Abstract of Bids as Read and as Calculated)		BAC Office
(Bid Evaluation Result)		BAC Office
(Invitation to bid with quotation)		BAC Office
(Others bidding documents submitted during public bidding)		BAC Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved Resolution and bidding attachments to Supply Office	1.1 Encode notice to award	None	5 minutes	<i>Supply Office's Staff/encoder</i>
	1.2 Produce hard copy of NOA and forward to Mayor's Office for LCE's Approval	None	5 minutes	<i>Supply Office's Staff/encoder</i>
	1.3 Receive copy of Approved NOA from Mayor's office	None	3 minutes	<i>Supply Office's Staff/encoder</i>
	1.4 Recording, Numbering of NOA	None	2 minutes	<i>Supply Office's Staff/encoder</i>
	1.5 Filing of NOA for future reference	None	2 minutes	<i>Supply Office's Staff/encoder</i>
TOTAL			12 minutes	



Service 4. Signing of Notice of Award

Facilitate the signing of NOA

Office or Division:	Supply Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business Entity	
Who may avail:	Bidder with Lowest Calculated Bid	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal		
Government Issued ID/Company ID		Company Represented, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig
Representative		
Duly Notarized SPA		Owner of the Company represented
Government Issued ID/Company ID		Company Represented, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to Supply Office and present identification card and/or SPA and state the purpose of transaction	1.1 Facilitate the signing of Notice of award	N/A	3 minutes	<i>Supply Officer</i>
	1.2 Provide a copy of NOA to the Bidder with Lowest Calculated Bid		1 minute	<i>Supply Officer</i>
TOTAL			4 minutes	



Service 5. Posting of Performance Security

Computation, issuance of payment slip , acceptance of Performance security and production of Purchase Order

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Bidder with Lowest Calculated Bid
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Principal	
Government Issued ID/Company ID	Company Represented, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig
Cash/Check or Surety bond from an insurance institution	Company Owner/Any Reputable Bank
Representative	
Duly Notarized SPA	Owner of the Company represented
Government Issued ID/Company ID	Company Represented, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig
Cash/Check or Surety bond from an insurance institution	Company Owner/Any Reputable Bank

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Post Performance Security in Form of Cash, Check or Surety Bond	1.1 Calculate exact amount of performance security to be posted	None	3 minutes	Supply Officer
	1.2 Issue payment slip for the amount to be paid to the treasurers office	None	3 minutes	Supply Officer
Return Official Receipt of Performance security posted	2.1 Accept Receipt and provide machine copy of the receipt to the Bidder	None	3 minutes	Supply Officer
	2.2 Facilitate filing of Official Receipt for Performance Bonds	None	1 minute	Supply Officer
	2.3 Encode and produce copies of Contract of Purchase order and forward to Mayor's Office for its approval	None	10 minutes	Supply Office staff/encoder
TOTAL			20 minutes	



Service 6. Processing of Purchase Order

Includes encoding and forwarding of purchase order to Mayor's Office for LCE's Approval

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	BAC office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Abstract of Bids and Other attachments	BAC Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward Approved Abstract of Bids	1.1 Receive approved abstract of bids	None	2 minutes	<i>Supply staff</i>
	1.2 Encode Purchase Order base on the quotation in the abstract of bids	None	10 minutes	<i>Supply Office staff/Encoder</i>
	1.3 Print hard copies of Purchase Order	None	5 minutes	<i>Supply Office staff/Encoder</i>
	1.4 Record Purchase order to outgoing logbook and forward to Mayor's Office for LCE's Approval	None	5 minutes	<i>Supply Office staff/Encoder</i>
TOTAL			22 minutes	



Service 7. Acceptance and Recording of Purchase Order

Receipt and recording of Purchase Orders

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Accounting Office
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Approved Purchase Order	Accounting Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward Approved Purchase Order	1.1 Receive Purchase Order	None	1 minute	<i>Supply Office staff</i>
	1.2 Record Purchase order to its designated logbook and put control number and date to the approved PO	None	3 minutes	<i>Supply Office staff</i>
	1.3 Secure one copy of PO for future reference	None	2 minutes	<i>Supply Office Staff</i>
TOTAL			6 minutes	



Service 8. ISSUANCE OF PURCHASE ORDER TO WINNING BIDDER/CONTRACT SIGNING(INCLUDING SUBMISSION OF COPY OF SIGNED PO TO COA)

Signing of Contract/Purchase Order and submitting the same to COA

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Winning Bidder
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Principal	
Government Issued ID/Company ID	Company Represented, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig
Representative	
Duly Notarized SPA	Owner of the Company represented
Government Issued ID/Company ID	Company Represented, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to Supply Office and present identification card and/or SPA and sign the Approved PO	1.1 Facilitate the signing of Purchase Order	None	3 minutes	<i>Supply Office staff/Supply Officer</i>
	1.2 Provide a copy of Purchase Order to winning bidder	None	1 minute	<i>Supply Office staff</i>
	1.3 Submit received Purchase order to COA	None	1 hour	<i>Supply Office staff</i>
TOTAL			2 hours and 4 minutes	



Service 9. Acceptance and Inspection of Deliveries and Issuance of Acceptance and Inspection report

Inspection of deliveries of winning bidder and issuance of Acceptance and Inspection Report

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Winning Bidder
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Delivery Receipt	Company Represented
Charge Invoice	Company Represented

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Deliveries to Supply Officer/Property Custodian	1.1 Check Deliveries according to what is stated in Purchase order	None	1 hour	Supply Office staff/Supply Officer
	1.2 Sign Delivery Receipt and Charge Invoice if delivery is complete	None	1 minutes	Supply Officer
	1.3 Encode and print Acceptance and inspection report and disbursement	None	3 minutes	Supply Office staff
	1.4 Forward acceptance and inspection report to end user for signature	None	2 minutes	Supply Office staff
TOTAL			1 hour and 6 minutes	



Service 10. Acceptance and Inspection Report and payment of items delivered

Signing of Acceptance and Inspection Report and processing of disbursement voucher for payment

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All/end user
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Acceptance and Inspection Report	Supply Office
Disbursement vouchers	Supply Office
Other Attachments	Supply Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit signed acceptance and inspection report	1.1 Receive signed AIR	None	1 minute	<i>Supply Office staff</i>
	1.2 Forward to Supply Officer for signature	None	1 minute	<i>Supply Office staff</i>
	1.3 Signs the AIR and forward to staff for recording	None	2 minutes	<i>Supply Officer</i>
	1.4 Records to designated logbook and secure 1 copy for filing	None	2 minutes	<i>Supply Office staff</i>
	1.5 Submit copies of AIR and other attachments to COA	None	1 hour	<i>Supply Office staff</i>
	1.6 Record to logbook and forward disbursement vouchers to Accounting Office	None	1 minutes	<i>Supply Office staff</i>
TOTAL			1 hour and 7 minutes	



Service 11. Issuance of Acknowledgement Receipt of Equipment (ARE) and Inventory Custodian Slip (ICS)

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Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All LGU Offices and National Offices (PNP,BFP,COMELEC, etc) concerned
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Acknowledgement Receipt of Equipment	Respected Office
Inventory Custodian Slip	Respected Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Return signed ARE and/or ICS	1.1 Accept signed ARE and/or ICS	None	2 minutes	<i>Supply Office Staff</i>
	1.2 Forward to Supply Officer for signing	None	2 minutes	<i>Supply Office Staff</i>
	1.3 Signs the ARE/ICS	None	1 minutes	<i>Supply Officer</i>
	1.4 Record in outgoing logbook and forward to Mayor Office for LCE's signature	None	2 minutes	<i>Supply Office Staff</i>
Request for a copy of ARE/ICS	1.1 Provide the end user a signed copy of ARE/ICS for reference	None	1 minute	<i>Supply Office Staff</i>
TOTAL			8 minutes	



Service 12. Acceptance of Equipments/properties to be returned (Unserviceable Equipments/Properties)

Receipt of items to be returned and and issuance of Property Return Slip

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All LGU Offices and National Offices (PNP,BFP,COMELEC, etc) concerned
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Items to be returned	Respected Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present items to be returned	1.1 Accept the items to be returned	None	1 minute	Supply Office staff/Supply Officer
	1.2 Check the items to be returned (checks it serial no. if available)if it coincide to the record in the inventory	None	2 minutes	Supply Office staff/Supply Officer
	1.3 Print property return Slip	None	1 minute	Supply Office staff/Supply Officer
	1.4 Record and Issue Property Return Slip to client	None	1 minute	Supply Office staff/Supply Officer
Sign the property return slip and return to Supply Office	2.1 Signs the Property return slip	None	1 minute	Supply Officer
	2.2 Provide a copy of Property Return slip to client	None	1 minute	Supply Office staff/Supply Officer
	2.3 Process the disposal of the items returned	None	10 minutes	
TOTAL			17 minutes	



Service 13. Service of Municipal Vehicle

Use of government properties such as Municipal Vehicles

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
Approved Letter Request	Mayor's Office
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward letter request for the use of Municipal Vehicle	1.1 Receive the approved request and check its purpose	None	1 minute	Supply office's Staff
	1.2 Endorse letter to supply officer	None	1 minutes	Supply office's Staff
	1.3 Call for the attention of driver and provide instructions regarding the request	None	2 minutes	Supply Officer
	1.4 Record in the driver's schedule the date and time of requested trip	None	1 minute	Supply office's Staff
	1.5 Provide the driver with trip ticket	None	1 minute	
TOTAL			6 minutes	



Service 14.a Use of Government Properties and Facilities

Use of government properties such as Chairs, tables tents and facilities such as Municipal Gym, Public Market, Municipal Plaza, etc.

Office or Division:	Supply Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved Letter Request	Mayor's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward letter request for the use of Govt. Properties/ Facilities to the Mayor's Office for LCE's Approval	1.1 Receive the approved request and check its purpose	None	1 minute	<i>Supply office's Staff</i>
	1.2 Endorse letter to supply officer	None	2 minutes	<i>Supply office's Staff</i>
	1.3 Issue payment slip and advise client pay necessary amount to Treasurer's Office	None	5 minutes	<i>Supply Officer</i>
Return to Supply Office and Show proof of payment (OR)	2.1 Call for the attention of Supply Staff or Utility workers	None	2 minutes	<i>Supply Officer</i>
	2.2 Prepare and pick up the items to be leased/borrowed from the Municipal bodega and endorse the same to the borrower	None	10 minutes	<i>Utility Worker/Supply Staff</i>
	2.3 Release the items to be leased/borrowed and ensure that it is properly logged for its monitoring	None	2 minutes	<i>Utility Worker/Supply Staff</i>
TOTAL			22 minutes	