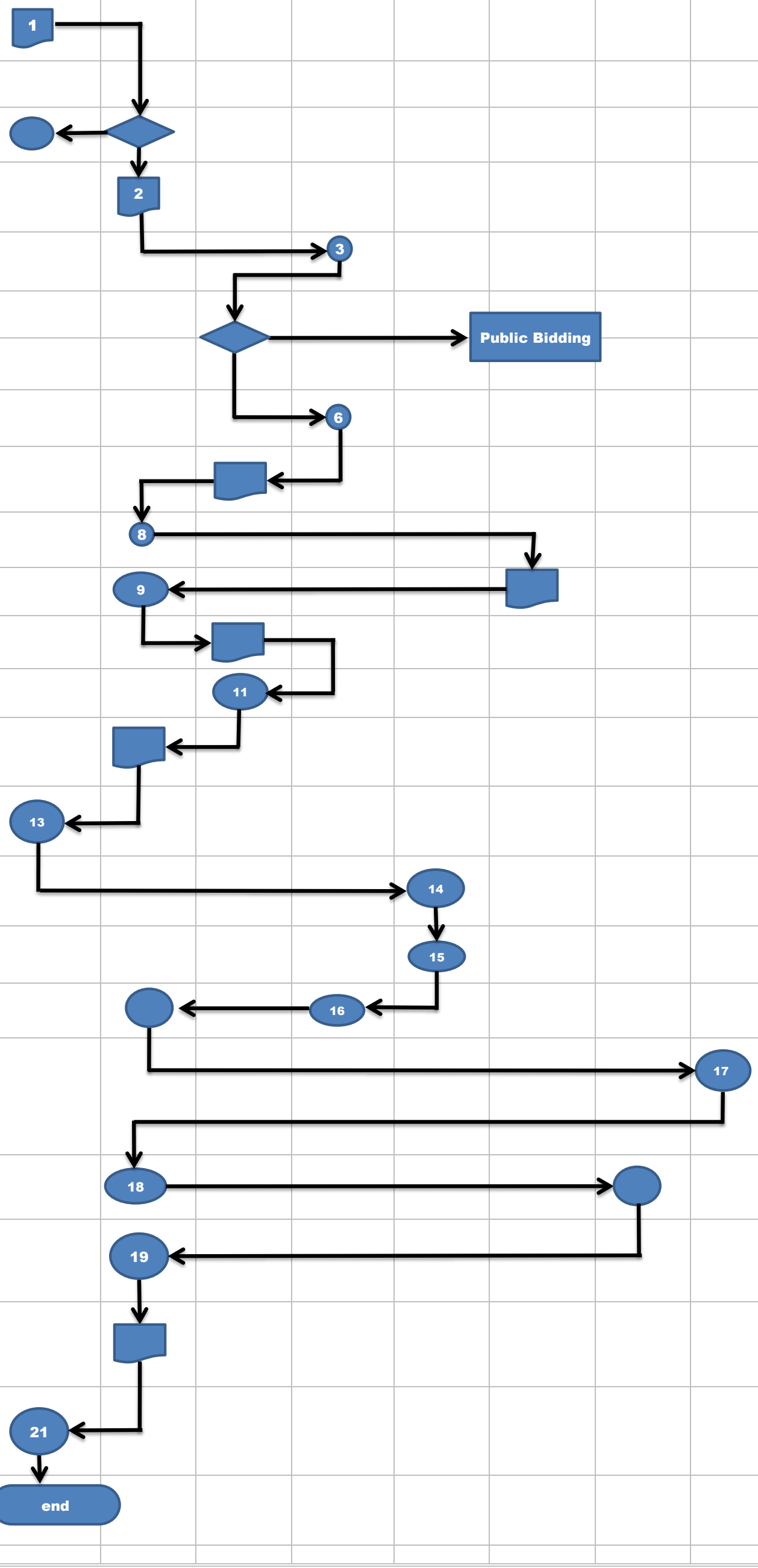
DA-RFU-CAR

CHARM 2

PROCUREMENT PROCESSES

THROUGH SHOPPING (WITHIN BAGUIO CITY AND LA TRINIDAD)

Procedure	Documents/Processes	Lead Time	Requesting Unit	Admin Unit/Pro-curement Unit	BAC	PMO/Appro-ving Authority	Finance/ Budget	Prospective Supplier	Winning Supplier	COA
1	**Prepare Request and Issue Slip and**									
	Submit RIS to Admin/Procurement Unit									
	Issuance of supplies if available or else									
2	**Prepare Purchase Request**	1 day								
3	**Approve PR**	1 day								
4	**Bidding/Shopping**	1 day								
5	**Bids and Awards Committee Recommendation**	3 days								
6	**Approval of BAC Recommendation**	1 day								
7	**Issue Request for Quotation**	1 day								
8	**Distribute RFQs to prospective suppliers**	3 days								
9	**Accomplish and Submit RFQ**	7 days								
10	**Receive/open RFQ and Prepare Abstract**	1 day								
11	**Recommend award**	1 day								
12	**Prepare Purchase Order & Request for Obligation**	1 day								
13	**Certification re:Appropriation and allotment necessary (Allotment and Obligation Slip)**	1 day								
14	**Certification of Fund Allotment (ALOBS)**	3 days								
15	**Accountant's certification of PO**	1 day								
16	**Approve PO**	3 days								
17	**Forward to Commission On Audit/ Receives and act on PO**	1 day								
18	**Serve PO**	1 day								
19	**Delivery**	7 days								
20	**Inspection and Acceptance Report**	1 day								
21	**Issuance to End user**	1 day								
		40 working days