



City General Services Office Frontline Services



1. Processing and Approval of Purchase Request

Purchase Request is a document indicating description and specification of item, number of quantity and total amount.

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|--|--|--|------------------------|---------------------------|
| Office or Division: | City General Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All departments and Offices Concerned | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Purchase Request – 1 original copy, 5 photocopies | | Procurement Information Management System (PIMS) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Purchase Request | 1. Receive and check if the request is within the APP through Procurement Information Management System (PIMS) and indicate PR number | None | 5 Minutes | |
| | 2. Advise the supply officer to endorse the PR to the Bids and Awards Committee for inclusion of BAC meeting and determining the Mode of Procurement Conditional Case After BAC meeting: 2.a. If Public Bidding, the BAC | | 15 Minutes | |



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| | <p>Secretariat will prepare the Invitation to Bid (ITB), Postings on PhilGeps and Agency Website</p> <p>2.b. If Above 50,000.00, the PR will be returned to the Requisitioning Office for PhilGeps posting</p> <p>2.c. If Small Value Procurement; prepare Request for Quotation, signed by GSO Department Head then distribute to the three (3) canvassers</p> | | | Clerk (<i>Procurement Section</i>) |
| | TOTAL: | None | 20 Minutes | |



2. Processing and Approval of Purchase Order

Purchase Order is a document that serves as an official contract and will be issued to the winning supplier/bidder indicating specification, quantity, amount, date and place of delivery

| Office or Division: | City General Services Office | | | |
|---|--|--|-----------------|--------------------------------|
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All departments and Offices Concerned | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Abstract of Quotation – 1 original, 2 photocopies | | Bids and Awards Committee | | |
| Purchase Order – 1 original, 5 photocopies | | Bids and Awards Committee | | |
| Certification on Appropriation, Funds and Obligation of Allotment – 1 original, 5 photocopies | | Procurement Information Management System (PIMS) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Process Abstract of Quotation, Purchase Order and Certification on Appropriation, Funds and Obligation of Allotment until approved | None | None | 1 Day | Requisitioning Office |
| 2. Submit P.O duly approved by the City Mayor with attached PR, Canvass and approved Abstract of Quotation | 2. Receive and check P.O | | 2 Minutes | Clerk (Procurement Section) |
| | 2.1 Indicate P.O number | | 3 Minutes | |
| | 2.2 Serve Purchase Order to the winning supplier | | | |



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| | Conditional Case 2.2.1. if within Panabo City 2.2.2. if outside Panabo City | | 2 Hours 1 Day | |
| | TOTAL: | None | 2 Days, 2 Hours and 5 Minutes | |



3. Delivery, Acceptance and Inspection

The delivery of items is based on the number of days to be delivered specified in the Purchase Order. Acceptance and Inspection of items will be based on the particulars stated in the Purchase Order.

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|---|--|---------------------------|-------------------------------|--|
| Office or Division: | City General Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All departments and Offices Concerned | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Purchase Order – 1 original | | Bids and Awards Committee | | |
| Statement of Account, Delivery Receipt, Sales and Charge Invoice – 1 original | | Supplier / Bidder | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Delivery of supplies/ materials from the winning supplier / bidder | 1. Receive and Inspect the delivered supplies as to quantity, quality and specifications, in conformity with Terms and Conditions as specified in the Purchase Order | None | 2 Hours | Warehouseman <i>(Inventory & Warehouse Section)</i> |
| 1.1 Receive signed Delivery Receipt/charge invoice | 1.1 Affix signature on the delivery receipt/ Charge Invoice. 1.2 Encode all delivered items for Summary of Supplies and Materials Issued | | 15 Minutes | Clerk <i>(Inventory & Warehouse Section)</i> |
| | TOTAL: | None | 2 Hours and 15 Minutes | |



4. Withdrawal of Supplies

Withdrawal of delivered supplies and materials is supported with Requisition Issue Slip (RIS) prepared by requisitioning office and signed by the supply officer and Department Head.

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|---|--|------------------------|------------------------|--|
| Office or Division: | City General Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All departments and Offices Concerned | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Requisition Issue Slip (RIS) – 1 original, 2 photocopies | | Requisitioning Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Prepare RIS duly signed by supply officer and Dept. Head | None | None | 15 Minutes | <i>Requisitioning Office</i> |
| 2. Submit RIS to GSO Inventory and Warehouse Section | 2.1 Receive and check the Requisition Issue Slip (RIS) | | 5 Minutes | Clerk (<i>Inventory & Warehouse Section</i>) |
| | 2.2 Prepare the supplies and materials requested | | 15 Minutes | |
| 3. Accept the requested supplies and materials | 3.1 Release the supplies and materials | | | Clerk (<i>Inventory & Warehouse Section</i>) |
| | 3.2 Affix signature on RIS proving that items are being served | | | |
| 4. Sign the RIS confirming that the items are completely received | None | None | 2 Minutes | <i>Requisitioning Office</i> |



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|--------------------------|-------------------------------------|-------------|-------------------|--|
| 5. Submit the signed RIS | Receive and check the RIS then file | None | 3 Minutes | Clerk (<i>Inventory & Warehouse Section</i>) |
| | TOTAL: | None | 40 Minutes | |



5. Availment of Repair and Maintenance for Equipment and Motor Vehicle (Without Spare Part/s Needed) Services

Maintenance is a regular service that is required for the vehicle while a repair is performed when your vehicle is not functioning properly.

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|--|--|------------------------|-------------------------------|--------------------------------------|
| Office or Division: | City General Services | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All departments and Offices Concerned | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Job Order – 1 original, 2 photocopies | | Motorpool Section | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for Job Order for the vehicle | 1. Receive and Check Job Order | None | 5 Minutes | <i>Mechanic/ Technician</i> |
| | 1.1 Conduct inspection and repair unit | | 3 Hours | |
| | 1.2 Conduct Test Drive | | 30 Minutes | |
| 2. Pull-out the repaired unit | Prepare gate pass and release the unit | None | 15 Minutes | <i>Clerk (Motorpool Section)</i> |
| | TOTAL: | None | 3 Hours and 50 Minutes | |



6. Availment of Repair and Maintenance for Equipment and Motor Vehicle (With Spare Part/s Needed) Services

Preventive Maintenance Service is important because it assures optimal working conditions and conserves the life span of the equipment.

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|---|---|--|------------------------|-----------------------------|
| Office or Division: | City General Services | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All departments and Offices Concerned | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Spot Report - 1 original, 2 photocopies | | Motorpool Section | | |
| Pre-repair Inspection Report - 1 original, 2 photocopies | | Motorpool Section | | |
| Post-Inspection Report - 1 original, 2 photocopies | | Motorpool Section | | |
| Approved Purchase Request – 1 original copy, 5 photocopies | | Procurement Information Management System (PIMS) | | |
| Abstract of Quotation – 1 original, 2 photocopies | | Bids and Awards Committee | | |
| Purchase Order – 1 original, 5 photocopies | | Bids and Awards Committee | | |
| Certification on Appropriation, Funds and Obligation of Allotment – 1 original, 5 photocopies | | Procurement Information Management System (PIMS) | | |
| Purchase Order - 1 original, 5 photocopies | | Bids and Awards Committee | | |
| Statement of Account, Delivery Receipt, Sales and Charge Invoice – 1 original | | Supplier / Bidder | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for the repair of motor vehicle | 1. Receive and check the vehicle | None | 1 Hour | <i>Mechanic/ Technician</i> |
| | 1.2 Prepare Spot and Pre-inspection Report after determining the spare parts needed and | | 30 Minutes | <i>Engineer I</i> |



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| | endorse to the requesting client | | | |
| 2. Submit approved PR | <p>2. Receive and check if the request is within the APP through Procurement Information Management System (PIMS) and indicate PR number</p> <p>2.1 Advise the supply officer to endorse the PR to the Bids and Awards Committee for inclusion of BAC meeting and determining the Mode of Procurement</p> | None | 5 Minutes | Clerk (<i>Procurement Section</i>) |
| | <p>Conditional Step After BAC meeting:</p> <p>3. If Public Bidding, the BAC Secretariat will prepare the Invitation to Bid (ITB), Postings on PhilGeps and Agency Website</p> <p>3.1 If Above 50,000.00, BAC Secretariat will return the PR to</p> | | | Clerk (<i>Procurement Section</i>) |



| | | | | |
|---|--|------|----------------------------|--|
| | the Requisitioning Office for PhilGeps posting 3.2 If Small Value Procurement; prepare Request for Quotation, signed by GSO Department Head then distribute to the three (3) canvassers | None | 15 Minutes | |
| 4. Submit the quoted RFQ to BAC | None | None | 5 Minutes | Requisitioning Office |
| 5. Process Abstract of Quotation, Purchase Order and Certification on Appropriation, Funds and Obligation of Allotment until approved | None | None | 1 Day | Requisitioning Office |
| 6. Submit P.O duly approved by the City Mayor with attached PR, Canvass and approved Abstract of Quotation documents to GSO | 6. Receive and check P.O 6.1 Indicate P.O number 6.2 Serve Purchase Order to the winning supplier | | 2 Minutes 3 Minutes | Clerk (<i>Procurement Section</i>) |
| | Conditional Case 6.a. if within Panabo City 6.b. if outside Panabo City | | 2 Hours 1 Day | Clerk (<i>Procurement Section</i>) Clerk (<i>Procurement Section</i>) |



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|--|---|-------------|--|--|
| <p>7. Delivery of parts from the winning supplier / bidder</p> | <p>7. Receive and Inspect the delivered supplies as to quantity, quality and specifications, in conformity with Terms and Conditions as specified in the Purchase Order</p> <p>7.1 Affix signature on the delivery receipt/ Charge Invoice</p> <p>7.2 Encode all delivered items for Summary of Supplies and Materials Issued</p> | <p>None</p> | <p>2 Hours</p> | <p>Warehouseman <i>(Motorpool Section)</i></p> |
| <p>8. Prepare RIS duly signed by supply officer and Dept. Head</p> | <p>None</p> | <p>None</p> | <p>15 Minutes</p> | <p><i>Requisitioning Office</i></p> |
| <p>9. Submit RIS to GSO Inventory and Warehouse Section</p> | <p>9. Receive and check the RIS</p> <p>9.1 Prepare the spare parts needed and endorse to the mechanic</p> <p>9.2 Repair the damage</p> | <p>None</p> | <p>5 Minutes</p> <p>15 Minutes</p> <p>Minor Repair (Max. 2 Days) Major Repair (Max. 10 Days)</p> | <p>Clerk <i>(Inventory and Warehouse Section)</i></p> <p>Warehouseman <i>(Motorpool Section Section)</i></p> <p>Mechanic/ Technician</p> |



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|--------------------------------|--|-------------|---|------------------------------------|
| | 9.3 Conduct Test Drive | | 30 Minutes | Mechanic/ Technician |
| 10. Pull-out the repaired unit | 10. Prepare gate pass and release the unit | | 5 Minutes | Clerk (<i>Motorpool Section</i>) |
| | TOTAL: | None | Minor: 4 Days, 7 Hours And 10 Minutes Major: 12 Days, 7 Hours And 10 Minutes | |



7. Application for Equipment Rental

The equipment rental is open to those who are willing to avail (private and government sector) and fees are based on the City Ordinance.

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|--|---|---------------------------|------------------------|----------------------------------|
| Office or Division: | City General Services | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Duly signed and approved Equipment Rental Request Order (ERRO) | | GSO Motorpool | | |
| Official Receipt issued at CTO | | CTO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Apply for Rental Request | 1. Receive the request and issue the order of Payment and direct the client to pay at CTO | None | 5 Minutes | <i>Clerk (Motorpool Section)</i> |
| | 1.1 Prepare ERRO | | 5 Minutes | <i>Clerk (Motorpool Section)</i> |
| 2. Pay the required fees | None | See required fees (annex) | 5 Minutes | <i>Requesting Party</i> |
| 3. Submit OR to GSO Motorpool | 3. Receive then photocopy the O.R and ERRO form for requestor's copy | | 5 Minutes | <i>Clerk (Motorpool Section)</i> |
| | 3.1 Process ERRO for approval by the City Mayor | | 1 Day | <i>Clerk (Motorpool Section)</i> |
| | 3.2 Executes the request | | 1 Day | <i>Driver/Operator</i> |



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| 4. Sign the service rendered form proving that the request is done | 4. Receive the form and endorse to Motorpool Clerk | | 5 Minutes | <i>Driver/ Operator</i> |
| | TOTAL: | See required fees (annex) | 2 Days and 25 Minutes | |



Annex

| ITEM | TYPE OF EQUIPMENT | NO. OF HOURS | FEES |
|------|-----------------------------------|--------------|-----------|
| 1 | Dumptruck (6 cu.m) | 8 hours | 6,948.41 |
| 2 | Dumptruck (10 cu.m) | 8 hours | 8,382.21 |
| 3 | Hyundai Mini Backhoe (.18 cu.m) | 8 hours | 6,243.54 |
| 4 | Hyundai Loader Wheel Type | 8 hours | 11,405.54 |
| 5 | Volvo Vibrator / Compactor | 8 hours | 7,314.42 |
| 6 | Mitsubishi Grader (MG430 – 135hp) | 8 hours | 11,104.84 |
| 7 | Hitachi Z-120W Crawler Type | 8 hours | 8,831.28 |
| 8 | Hitachi Z-140W Wheel Type | 8 hours | 14,259.94 |
| 9 | Kobelco SR 70 | 8 hours | 7,265.78 |
| 10 | Caterpillar Loader 914 G | 8 hours | 8,178.16 |
| 11 | Self Loading | 8 hours | 6,311.50 |