City General Services Office
External Services

1. 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.

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	1 Hour	Warehouseman *(Inventory & Warehouse Section)*
1.1 Receive signed Delivery Receipt/charge invoice	1.1 Affix signature on the delivery receipt/ Charge Invoice.			Clerk *(Inventory & Warehouse Section)*
	1.2 Encode all delivered items for Summary of Supplies and Materials Issued		20 Minutes	

	1.3 Affix signatures to the Acceptance and Inspection Report (AIR) and issue AIR number			
	TOTAL:	**None**	**1 Hour and 20 Minutes**	

2. 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.

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 1.1 Prepare ERRO	None	5 Minutes 5 Minutes	*Clerk (Motorpool Section)* *Clerk (Motorpool Section)*
2. Pay the required fees	None	See required fees (annex)	5 Minutes	*Requesting Party*
3. Submit OR to GSO Motorpool	3. Receive then photocopy the O.R and ERRO form for requestor's copy 3.1 Process ERRO for approval by the City Mayor		5 Minutes 1 Day 1 Day	*Clerk (Motorpool Section)* *Clerk (Motorpool Section)* *Driver/Operator*

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

Annex

ITEM	TYPE OF EQUIPMENT	NO. OF HOURS	FEES
1	DUMP TRUCK (6 CU.M)	8 hours	₱ 6,948.41
2	Dumptruck (10 cu.m)	8 hours	₱ 8,382.21
3	HYUNDAI MINI BACKHOE	8 hours	6,243.54
4	HYUNDAI HL757-95-PAYLOADER BIG	8 hours	11,405.54
5	VOLVO COMPACTOR- PISON	8 hours	7,314.42
6	BULLDOZER CATERPILLAR DRESSTA	8 hours	11,230.90
7	MITSUBISHI GRADER-MG (MG430-135HP)	8 hours	11,104.84
8	KOBELCO SR70	8 hours	7,265.78
9	CATERPILLAR PAYLOADER-914G-SMALL	8 hours	8,178.16
10	HITACHI Z-140 WHEEL TYPE-BHOE	8 hours	14,259.94
11	HITACHI Z-120W CRAWLER TYPE	8 hours	8,831.28
12	SELF-LOADING	8 hours	6,311.50
13	WATER TANKER	8 hours	3,388.71
14	ASPHALT SPRAYER TRUCK	8 hours	5,888.11
15	ASPHALT PAVER 300 T/H	8 hours	15,285.83
16	PNEUMATIC ROLLER	8 hours	4,948.71
17	DOUBLE WHEEL COMPACTOR MINI ROAD ROLLER	8 hours	4,265.15

City General Services Office
Internal Services

3. Processing and Approval of Purchase Request

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

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 reflected in the Procurement Information Management System (PIMS) and assign PR number	None	15 Minutes	*Clerk* (Procurement Section)
	2. Advice the Requisitioning Office thru supply officer to endorse the PR to Bids and Awards Committee to determine the Mode of Procurement ***Conditional Case*** After BAC meeting:		15 Minutes	Clerk *(Procurement Section)*

	2.a. For Public Bidding, the BAC Secretariat will be responsible for preparing the Invitation to Bid (ITB) and posting it on PhilGEPS and the agency's website. 2.b. If Above 50,000.00, the PR will be returned to the Requisitioning Office for PhilGeps posting 2.c. If Small Value Procurement and Shopping; below 50,000, canvass forms will be prepared for distribution to three (3) official canvassers.			
	TOTAL:	**None**	**30 Minutes**	

4. 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 the 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 2.1 Indicate P.O number 2.2 Serve Purchase Order to the winning supplier		2 Minutes 3 Minutes	Clerk *(Procurement Section)*

	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**	

5. 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.

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	*Requisitioning Office*
2. Submit RIS to GSO Inventory and Warehouse Section	2.1 Receive and check the Requisition Issue Slip (RIS) 2.2 Prepare the supplies and materials requested		5 Minutes 15 Minutes	Clerk *(Inventory & Warehouse Section)*
3. Accept the requested supplies and materials	3.1 Release the supplies and materials 3.2 Affix signature on RIS proving that items are being served			Clerk *(Inventory & Warehouse Section)*
4. Sign the RIS confirming that the items are completely received	None	None	2 Minutes	*Requisitioning Office*

5. Submit the signed RIS	5.Receive and check the RIS then file	None	3 Minutes	Clerk *(Inventory & Warehouse Section)*
	TOTAL:	**None**	**40 Minutes**	

6. 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.

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 1.1 Conduct inspection and repair unit 1.2 Conduct Test Drive	None	5 Minutes 3 Hours 30 Minutes	*Mechanic/ Technician*
2. Pull-out the repaired unit	Prepare gate pass and release the unit	None	10 Minutes	*Clerk (Motorpool Section)*
	TOTAL:	**None**	**3 Hours and 45 Minutes**	

7. 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.

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	1.1 Receive and check the vehicle 1.2 Prepare Spot and Pre-inspection Report after determining the spare parts needed and	None	1 Hour 30 Minutes	*Mechanic/ Technician* *Engineer I*

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

	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	4.None	None	5 Minutes	*Requisitioning Office*
5. Process Abstract of Quotation, Purchase Order and Certification on Appropriation, Funds and Obligation of Allotment until approved	5.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 *(Procurement Section)*
	Conditional Case 6.a. if within Panabo City 6.b. if outside Panabo City		2 Hours 1 Day	Clerk *(Procurement Section)* Clerk *(Procurement Section)*

7. Delivery of parts from the winning supplier / bidder	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 7.1 Affix signature on the delivery receipt/ Charge Invoice 7.2 Encode all delivered items for Summary of Supplies and Materials Issued	None	2 Hours	Warehouseman *(Motorpool Section)*
8. Prepare RIS duly signed by supply officer and Dept. Head	8.None	None	15 Minutes	*Requisitioning Office*
9. Submit RIS to GSO Inventory and Warehouse Section	9. Receive and check the RIS 9.1 Prepare the spare parts needed and endorse to the mechanic 9.2 Repair the damage	None	5 Minutes 15 Minutes Minor Repair (Max. 2 Days) Major Repair (Max. 10 Days)	Clerk *(Inventory and Warehouse Section)* Warehouseman *(Motorpool Section Section)* Mechanic/ Technician

	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 *(Motorpool Section Section)*
	TOTAL:	**None**	**Minor: 4 Days, 7 Hours And 10 Minutes Major: 12 Days, 7 Hours And 10 Minutes**	