



Availing of Procurement Inspection Services

ABOUT THE SERVICE

This department's inspection and Special Projects Division provides procurement inspection services to see to it that deliveries match the specification stated in the Purchase Order, specifically as to quantity and quality.

Department / Office:		CITY BUDGET OFFICE		
Classification:		Simple (3D)		
Type of Transaction:		G2G - Government to Government		
Who may avail		All clients requesting inspection of deliveries.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Duly approved: <ul style="list-style-type: none"> - ObR - PR - Canvass from at least 3 bonafide suppliers - Purchase Order - Acceptance and Inspection Report 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the Service. Client records request in the Inspection logbook.		P	1 minute	EMMANUEL C. BORROMEO, JR. Administrative Aide III JESUS S. DEL VILLAR Administrative Officer V
	2. Actual Inspection. Assigned inspector proceeds to the General Services Department where		Depending on the quantity/ volume of items. Between 10 and 30 minutes	EMMANUEL C. BORROMEO, JR. Administrative Aide III JESUS S. DEL VILLAR Administrative Officer V
TOTAL		P	31 minutes	

CITY BUDGET OFFICE

Room 112, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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