



### Processing of Procurement Request (Negotiated Procurement)

Processing of procurement documents by all procuring entities in compliance with R.A. 9184.

<b>Department / Office:</b>		<b>CITY PROCUREMENT OFFICE</b>		
<b>Classification:</b>		Technical (20D)		
<b>Type of Transaction:</b>		G2B - Government to Businesses G2G - Government to Government		
<b>Who may avail:</b>		Procuring Units		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchase Request		Procuring Entity (PE), CPO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Procuring Entity to submit approved Purchase Request (PR).	2. CPO staff to review submitted and supporting documents, if complete input the data to the tracking system. <u>If incomplete</u> , return documents to PE.	None	Minimum of 5 minutes/transaction	Officer of the Day
	3. CPO staff to provide a tracking number to the PE.		Minimum of 5 minutes/transaction	Officer of the Day
	4. Generate the requirement documents i.e. BAC Resolution, RFQ, PHilGEPS posting abstract, BAC Certification.		Minimum 1 day	EMELYN S.A. BOLAÑOS Administrative Aide I  KRYSTEL R. FRANCISCO Administrative Aide  JACKIELY R. PASIONA Administrative Aide I  ANSELMO B. MAÑO ISA II/ Acting Chief of Office
	5. Canvassing. The CPO have the option to return documents to the PE.		Minimum 1 day	EMERSON N. LAVINA Administrative Aide I



				<p>ANSELMO B. MAÑO ISA II/ Acting Chief of Office</p> <p>AILEEN B. GONZALES Administrative Aide</p> <p>Procuring Entity Authorized Canvasser</p>
	6. BAC recommendation and HOPE approval of the Abstract of Bids.		Minimum 1 day	<p>EMELYN S.A. BOLAÑOS Administrative Aide I</p> <p>KRYSTEL R. FRANCISCO Administrative Aide</p> <p>ANSELMO B. MAÑO ISA II/ Acting Chief of Office</p>
	7. PPMP check. If insufficient, to return documents to PE for disposition.		Minimum 15 minutes/transaction	JANE AGNES B. LLANTERO Administrative Aide I
	8. Transmittal of ObRs for approval of the City Budget Officer.		Minimum 1 day	<p>JANE AGNES B. LLANTERO Administrative Aide I</p> <p>LANIFLOR G. ANTONIO Administrative Aide</p> <p>AILEEN B. GONZALES Administrative Aide</p>
	9. If approved, CPO issuance of the Notice of Award (NoA).		Minimum 5 minutes/transaction	ANGELICA O. NAVIA Administrative Aide I
	10. Issuance of the Notice to Proceed (NTP), Purchase Order		Minimum 30 minutes/transaction	ANGELICA O. NAVIA Administrative Aide I



	(PO) for HoPE approval. Generate PhilGEPS Award Abstract Notice.		PO Approval: Minimum 1 day	JACKIELY R. PASIONA Administrative Aide I  ANSELMO B. MAÑO ISA II/ Acting Chief of Office  Head of the Procuring Entity (HoPE)
	11. Transmittal of the acknowledged Purchased Order within the prescribed period, CPO to furnish copies to the COA and the General Services.		Minimum 1 day	JACKIELY R. PASIONA Administrative Aide I  AILEEN B. GONZALES Administrative Aide
	12. Inspectorate Team, General Services, PE conducts inspection and acceptance on deliveries made by the supplier.		Minimum 1 day	General Services Office, Inspectorate Team, Procuring Entity
	13. Accomplished Inspection and Acceptance Report (IAR) transmitted to the COA within 24 hours.		Minimum 1 day	General Services Office, Inspectorate Team, Procuring Entity
	14. PE to prepare Disbursement Voucher and comply with the other requirements indicated in the Checklist of Requirements.		Minimum 1 day	Procuring Entity
	15. Submission of documents for settlement to the		5 minutes/ transaction	AILEEN B. GONZALES Administrative Aide



	City Budget Office.			Procuring Entity
	<b>TOTAL</b>	None	Items# 1-13 : 20 days Item# 14: 30 days	

**CITY PROCUREMENT OFFICE**

107 – G/F Main City Hall Bldg., Naga City Hall Complex, Juan Q. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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