



Requesting for Procurement–Related Data/ Documents

Request of documents related to projects and/or items for bid and/or bidden-out e.g. Request for Quotation, Invitation to Bid, Purchase Order, PhilGEPS Notices, Minutes of BAC Meeting, etc.

Department / Office:		CITY PROCUREMENT OFFICE		
Classification:		Simple (3D)		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
Who may avail		Interested Supplier, Government Agencies, Constituents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal request to avail above services		City Procurement Office (CPO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. May proceed or email to cpo@naga.gov.ph of the requested data/information related to procurement.	2. Review and seek approval of the request.	None	1 – 2 days	ANSELMO B. MAÑO Officer-in-Charge JACKIELY R. PASIONA Administrative Aide I ANGELICA O. NAVIA Administrative Aide I
	3. Generate/ print/ email requested data/ information. <i>Note: To be valid, every printed documents must bear a signed Certified True Copy by CPO authorized officer.</i>			
TOTAL		None	1 – 2 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:

Anselmo B. Maño, ISA II/ Acting Chief of Office

Tel. Nos. (054) 205-2980 local 1070

E-mail: cpo@naga.gov.ph