



3. Processing of Purchase Request, Sealed Canvass, Abstract of Canvass, Purchase Order and Inspection and Acceptance Report

The main participation of the General Services Office in the processing of procurement and property documents is essential. Hence, we assure that all documents and services delivered on quality basis and within the time frame of the ARTA.

Office or Division	Office of the General Services Officer			
Classification	Simple			
Type of Transaction	G2G Government to Government			
Who may avail	Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request (6 copies) Sealed Canvass (3 sets 3 copies each) Purchase Order (6 copies) Inspection and Acceptance Report (3 copies)		Office of General Services Officer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit signed Purchase Request (PR) at the receiving area.	1. Checks /evaluates entries of PR and put control numbers	None	2 Minutes	<i>Administrative Aide II</i> Office of the General Services Officer



2. Endorse approved PR with canvass papers to GSO	2. Canvasser to conduct actual delivery of canvass papers to at least three (3) dealers within the locality and collect same in sealed envelope	None	30 Minutes	<i>Administrative Aide III</i> Office of the General Services Officer
3. Submit approved Purchase Request, Canvass papers, Abstract of Canvass and Purchase Order to GSO	3. Pre-audit awarding of winning bidders in Abstract of Canvass, checks entries in Purchase Order versus Abstract of Canvass and put control number of PO, detaching two (2) copies each of PR, PO and AOC for COA and GSO file	None	10 Minutes	<i>Administrative Aide II</i> <i>Administrative Assistant I</i> Office of the General Services Officer
4. Request ocular inspection of items delivered	4. Pre-inspect delivery of items and record inspection report number	None	7 Minutes	<i>Administrative Assistant I</i> Office of the General Services Officer
	4.1 Forward Invoice/DR and other supporting documents to Property Inspector for actual inspection	None		<i>Property Inspector-designate</i> Office of the Mayor



	4.2 Placing of Property Tag Numbers on semi-expendable items	None	2 Minutes	<i>Administrative Aide IV</i> Office of the General Services Officer
	TOTAL:	None	51 Minutes	