



Republic of the Philippines  
Office of the President  
Department of Budget and Management

## **PROCUREMENT SERVICE**

RR Road, Cristobal Street, Paco, Manila  
Tel Nos. 689-7750

# **CITIZEN'S CHARTER**

In compliance with  
Republic Act 9485 otherwise known as the Anti-Red  
Tape  
Act of 2007

# ***SERVICE PLEDGE***

The Officers and Employees of the

**P**rocurement Service-DBM commit to:

**R**espond promptly, efficiently and with utmost courtesy to

**O**ur client agencies' procurement needs and ensure

**C**ompliance with service standards;

**U**nderstand the value of every citizen's comments and suggestions;

**R**estore citizen's confidence in government through our frontline services; and

**E**mpower the public through 24/7 access to information on our policies, programs, activities, services through our website (<http://procurementservice.gov.ph/>).

All this we pledge,

Because YOU deserve no less.

### **Legal Basis:**

- LOI 755 of October 18, 1978: Created the Procurement Service (PS) and provided the mandate for an integrated procurement system for the National Government and its Instrumentalities.
- E.O 285 of July 25, 1987: Reiterated the mandate of LOI 755 by abolishing the General Services Administration, and transferring the procurement and price monitoring functions of the Supply Coordination Office to the Procurement Service.

### **PS Vision**

It is the vision of the Procurement Service to be the central procuring agency for the National Government and extend its services down to the Regions and provinces with the establishment of depots and sub-depots in various regions and provinces in the Philippines.

### **PS Mission**

The Procurement Service aims to provide excellent customer service to attain optimum customer satisfaction by ensuring efficient, responsive, economical, prudent, caring, steadfast and professional service to clients and other stakeholders.

PS ensures quality products at least cost.

PS strives hard to maintain its unyielding integrity and adherence to its mandate and to the government procurement laws and policies.

PS strives to be the best model for best procurement practices across Southeast Asia and eventually across the globe.

PS takes pride in having an organization of professional employees who are God-fearing, service-oriented, physically-, emotionally-, spiritually-, and intellectually-motivated and are ready to take challenges with integrity, honesty and dedication in the service of the Filipino people.

## Procedures:

### How to requisition supplies from Procurement Service?

- o The **Client** prepares its **Agency Procurement Request (APR)** indicating the items and quantities being requisitioned.
- o The **Agency Servicing Division (ASD)** receives the APR, checks stocks availability, verifies the correctness of prices and prepares order of payment.
- o The **Finance Division (FD)** receives from client agency payment for items requisitioned.
- o After payment is made, the ASD prepares Authority to Deliver/Delivery Receipt (AD/DR).
- o The **Finance Division** Signs the AD/DR to certify funds availability.
- o The **Operations Manager** approves the issuance of stocks to requisitioning agency by signing the AD/DR.
- o The **Warehousing Division** schedules and delivers the item to client agency.

# AGENCY PROCUREMENT REQUEST

APR FORM revised March 2007

NAME AND ADDRESS OF REQUESTING AGENCY TEL. NOs.		AGENCY ACCT. CODE AGENCY CONTROL No.			
<b>AGENCY PROCUREMENT REQUEST</b>		PS APR No.			
To: THE PROCUREMENT SERVICE DBM Compound, RR Road, Cristobal St., Paco Manila					
		_____ (Date Prepared)			
PLEASE CHECK (✓) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW					
<input type="checkbox"/> Please issue common-use supplies/materials per Price List No. _____ dated _____ Mode of delivery: <input type="checkbox"/> Pick-up (Fast Lane) <input type="checkbox"/> Pick-up (Schedule) <input type="checkbox"/> Delivery (door-to-door)					
In case fund is not sufficient: <input type="checkbox"/> Reduce Quantity <input type="checkbox"/> Bill Us <input type="checkbox"/> Charge to Unutilized Deposit, APR No.: _____ Date: _____					
<input type="checkbox"/> Please purchase for our agency non-common items. Attached herewith : <input type="checkbox"/> Complete Specifications <input type="checkbox"/> Obligation Request (ObR) <input type="checkbox"/> Others, pls. specify _____ <input type="checkbox"/> Certificate of Budget Allocation (CBA) <input type="checkbox"/> Payment					
<b>IMPORTANT!! PLEASE SEE THE INSTRUCTIONS/CONDITIONS AT THE BACK HEREOF</b>					
ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	Unit Price	AMOUNT
					□
					TOTAL AMOUNT
<b>NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME</b>					
STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:  _____ AGENCY PROPERTY SUPPLY OFFICER		FUNDS CERTIFIED AVAILABLE  _____ AGENCY CHIEF ACCOUNTANT		APPROVED:  _____ AGENCY HEAD/AUTHORIZED SIGNATURE	
<input type="checkbox"/> FUNDS DEPOSITED WITH PS <input type="checkbox"/> _____ CHECK No. _____ IN THE AMOUNT OF: _____ (P. _____) ENCLOSED					

**APR  
(Front)**

## Agency Procurement Request (APR)

This form shall be used/accomplished by agencies for ordering both common use and non-common use supplies/materials/equipment and shall be submitted to the Agency Servicing Division (ASD).

## INSTRUCTIONS/ CONDITIONS

### AGENCY PROCUREMENT REQUEST (APR) PS Form No. 001

- 1.0 This form shall be used/accomplished by agencies for ordering both common use and non-common use supplies/materials/equipment and shall be submitted to the Agency Servicing Division (ASD). Action desired should be properly marked on the appropriate box. The APR shall be prepared in five (5) copies with the Agency Control Number (ACN) clearly indicated in the APR.
- 2.0 REQUEST must always be prepared SEPERATELY according to the following categories:
- 2.1 **COMMON-USE SUPPLIES, MATERIALS AND EQUIPMENT** - refer to those goods, materials and equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their function. The list of the common use items are found in the Electronic Catalogue ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)). Hard copy of the Price List is also available at PS-DBM.
- 2.2 **NON-COMMON ITEMS** - those that are not classified as common-use supplies and therefore are not included in the Electronic Catalogue/PS Price List. These are the items peculiar to the needs of the agency.
- 3.0 **FUNDING:** As stated in Section 445.b, paragraph 2 of the Government Auditing and Accounting Manual (GAAM) and Section 4b paragraph 2 of Executive Order 359; agencies shall remit in advance to the Procurement Service the funds needed to service their requirement for the supplies, materials and equipment as reflected in the said Work and Financial Plan/Annual Procurement Program (APP); In case where outright cash/funds are not available:
- 3.1 For National Government Agencies (NGAs) - certified true copy of the duly approved Obligation Request (ObR) shall be submitted together with the APR so that procurement process may be initiated.
- 3.2 For Government-Owned and Controlled Corporations (GOCCs), Government Funding Institutions (GFIs), Local Government Units (LGUs) and State Colleges and Universities (SUCs), the APR shall be accompanied with the approved corporate budget allocation or certification of funds availability.
- 3.3 Upon delivery, the client-agency shall pay PS within five (5) working days after receipt of goods.
- 4.0 **DELIVERY SCHEME**
- 4.1 For common-use supplies/materials and equipment
- 4.1.1 If items are intended to be picked-up, the receipt of the APR and payment shall go thru the Fast Lane and the agency shall receive the goods immediately or within the day depending on the number of client-agencies lined up to pick-up the goods.
- 4.1.2  If items are intended to be picked-up on a later date (as scheduled by the agency), the received APR shall be stamped with the reminder: "Pick-up on \_\_\_\_\_ (date)", thus, the agency shall come back on the scheduled date to pick-up the goods.
- 4.1.3 For regular deliveries, PS delivers for free within Metro Manila Area. Delivery shall be done within ten (10) working days after receipt of the APR, partial or complete as indicated in the Delivery Receipt.
- 4.1.4 For partial delivery, a Reply Action Document (RAD) is attached to inform agency regarding the balance as follows:
- > The balance to be served/delivered OR
  - > The balance not to be served anymore AND
  - > The amount of remaining/unutilized funds which may be used in the next request/s or maybe refunded as decided by the agency
- 5.0 The Procurement Service assumes that requested supplies/materials/equipment are included in the Annual Procurement Plan (APP) of the agency and that the necessary permit or authority associated with the request shall be secured by the agency concerned.

APR  
(Back)

Action desired should be properly marked on the appropriate box.

The APR shall be prepared in five (5) copies with the Agency Control Number (ACN) clearly indicated in the APR

**FRONTLINE SERVICE: Servicing Agency Procurement Request (APR)**  
**RESPONSIBLE DIVISION: Agency Servicing Division (ASD)**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Submits APR	Receives APR Check Item Specs Assign APRNo.	Z. Miranda A. Cunanan	1 APR = 5 - 10 mins	Amount of APR	Receiving copy of APR	Ground Floor (New PS Building)
Resubmits APR after issuance of OR by the Cashier or CCA by the Accounting Division	Receives APR and forward to ASD Chief	Z. Miranda A. Cunanan		None		Ground Floor (New PS Building)
None	Prepare Delivery Receipts		1 DR = 20 mins	None	Delivery Receipt (PS-DR)	Ground Floor (New PS Building)
None	Prepare RAD/s for stock outs		1 RAD = 15 mins	None	Reply Action Document (RAD)	Ground Floor (New PS Building)
None	Log and release PS- DR	Z. Miranda A. Cunanan	1 DR = 3 - 5 mins	None	Delivery Receipt (PS-DR)	Ground Floor (New PS Building)

**Standard Time: 1 APR = 3 to 5 mins.**

**Assumption: 15 APRs per day with 15 line items**

**FRONTLINE SERVICE: Inspection and Acceptance of deliveries**  
**RESPONSIBLE DIVISION: Inspection Division (ID)**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Issuance of Request for Inspection (RFI) from WADD	Schedule and distribute RFI to inspectors	Division Chief	2 mins		RFI	Ground Floor (New PS Building)
	Check minimum labeling requirements	Inspectors	5 mins			Ground Floor (New PS Building)
	Conduct visual inspection and physical count against DR of supplier	Inspectors	10 mins			Ground Floor (New PS Building)
	Randomly pick sample from delivery	Inspectors	10 mins			Ground Floor (New PS Building)
	Prepare Withdrawal Request Form (WRF) for items to be taken out from WADD	Inspectors	10 mins		WRF	Ground Floor (New PS Building)
	Pull-out samples from WADD	Inspectors				Ground Floor (New PS Building)
	Conduct in-house testing and evaluation as per P.O. evaluation report and approved sample	Inspectors	2 hrs			Ground Floor (New PS Building)
	Gather sample representatives from delivery for submission to GATC, if applicable	Inspectors	1-2 weeks			
	Prepare reports/findings					Ground Floor (New PS Building)
	Assign ICAR no., encode to FACT and print ICAR and summary	Gerelyn	12 mins		ICAR	Ground Floor (New PS Building)
	Approval of ICAR	Division Chief	2 mins		Approved ICAR	Ground Floor (New PS Building)

**Standard Time: 1-2 weeks (simple)      3-4 weeks (complicated)**



**FRONTLINE SERVICE: Procurement of quality goods**  
**RESPONSIBLE DIVISION: Purchasing Division (PD)**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
	Request items for purchase	PD/ Stephanie	1 minute			Ground Floor
	Chief distribute to PMO in charge		1 minute			Ground Floor
	PMO determine if for re-order or for bidding		5 minutes			Ground Floor
	If for bidding, a price canvass is done by PD and Planning. The inflation rate and cost of money is also used for the Optimum Scientific Calculation		1 day			Ground Floor
	The PS Director approves the price to be used.		1 day			Ground Floor
	Preparation of Procurement Sheet.		1 day			Ground Floor
	Advertisement		1 day			
	Invitation to apply for Eligibility and Bid (IAEB)		1 day	Php 2,000 Php 500		Ground Floor
	Schedule of Pre-Bid		1 week		Pre-bid	
Purchase of Bid Documents	Schedule of Procurement Activities		1 day	Php 500 Php 1,000 Php 2,000		Ground Floor
Submission of Bid Security						
Submission of Bid and Bid Documents	Opening of Bids		1 day		Pre- Qualification	Ground Floor
	TWG Evaluation		2 weeks 2 months		TWG Evaluation Report	2nd floor
	TWG recommends winning		1 day		Notice of Bidding Result	2nd floor
	Notice of Award		Minimum: 1 day Maximum: 3 days			
Supplier receives the Purchase Orders	Issuance of Purchase Order		2 days			Ground Floor

**Simple Purchases : 1 month**  
**Complicated Purchases: 3 months**

Note: This does not include procurement with legal action because the duration depends upon the settlement of the case.

**FRONTLINE SERVICE: Delivery of Goods**  
**RESPONSIBLE DIVISION: Warehousing Division (WD)**

A. Delivery						
Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Submission of approved PS-DR	Schedule and log of delivery	Warehousing Division Chief	1 hour	None	Signed PS-DR Deliver Schedule	Ground Floor - Warehouse
	Distribute PS-DR to roving storekeeper	Roving Storekeepers	30 minutes	None	Delivery Schedule	Ground Floor - Warehouse Bodega
	Prepare pick-list	Roving Staff	30 minutes	None	Accomplished Pick-list	Ground Floor - Warehouse Bodega
	Issue, check and load	Storekeepers	2 hours per truck	None	Updated Stock Card	Ground Floor - Driveway
	Deliver items	Driver/Utility	6-7 hours	None	PS-DR duly received by client	Client Offices

B. Fast Lane						
Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Submission of approved PS-DR	Notation of WD chief	Warehousing Division Chief	1 hour	None	Signed PS-DR Deliver Schedule	Ground Floor - Warehouse
	Prepare pick-list	Roving Staff	30 minutes	None	Accomplished Pick-list	Ground Floor - Warehouse Bodega
	Issue, check and load	Storekeepers	2 hours per truck	None	Updated Stock Card	Ground Floor - Driveway

**Established cut-off for DRs: 11:00am and 3:30 pm**  
**Standard Time: 1 day (1-15 DRs)**

**FRONTLINE SERVICE: Release of Payments for Goods and Services**  
**RESPONSIBLE DIVISION: Accounting Division**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Request for payment Submit requirements	Checklist of required documents Evaluate documents as to completeness and accuracy		2 hours (Simple - 1 ICAR), 4 hours (Complicated - 10 ICARs), 5 working days (DepEd)	None		2nd Floor
	Compute for the amount payable net of EWT, FVAT, 10% warranty retention (in the absence of warranty security), and liquidated damages (if applicable)	M. Hui M. Huertas		None	Disbursement Voucher, JEV, Tax Certificate	2nd Floor
	Prepare Disbursement Voucher, Matrix for Multiple Deliveries, FACT entry, Journal Entry Voucher and Tax Certificate	M. Hui M. Huertas		None		2nd Floor
	Recording of payment to Subsidiary Ledger and Index of Payment	E. Magno		None	Subsidiary Ledger, Index of Payment	2nd Floor
	For signature of Chief Accountant and releasing of DV to Cashier for preparation of check	R. Catalan		None		2nd Floor

**Standard Time: 2 hrs (Simple- 1 ICAR)**  
**4 hrs (Complicated – 10 ICARs)**  
**5 working days (DepEd)**

**Assumption: Based on Average 10 vouchers released per day**

**FRONTLINE SERVICE: Release of Checks****RESPONSIBLE DIVISION: Cashier**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Issue Official Receipt for check received	Receive Disbursement Voucher from Accounting Division	A. Villapeña, A. Malay	Regular: 15 minutes Complicated: 30 minutes	None	Check	Ground Floor
	Prepare check based on the payee and amount due on the disbursement voucher	A. Villapeña		None		Ground Floor
	Forward check to PS Cashier for verification and signature	A. Rosario		None		Ground Floor
	Forward check and disbursement voucher to Finance Manager for final review and signature	A. Villapeña		None		Ground Floor
	Release check to payee	A. Villapeña (Alternate)		None		Ground Floor

**Standard Time: 15 minutes (simple)  
40 minutes (complicated)**

**Assumption: Based on Average 37 ORs per day**

**FRONTLINE SERVICE: Issuance of Official Receipt**

**RESPONSIBLE DIVISION: Cashier**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Submit APR together with check/cash for payment	Receives cash/check from client agency with accomplished APR	A. Villapeña A. Malay	Regular: 15 minutes Complicated: 30 mins. to 1 hour	None	APR: Cash /Check	Ground Floor
	Verify check amount, date, signatures, etc. and APR	A. Villapeña A. Malay		None		Ground Floor
	Prepares OR and classify payment	A. Villapeña A. Malay		None		Ground Floor
	Stamp paid the APR and other supporting documents and forwards to PS Cashier	A. Villapeña A. Malay		None		Ground Floor
	Approves and signs OR and APR	A. Rosario		None		Ground Floor
	Issues OR to client agency	A. Villapeña A. Malay		None		Ground Floor

**FRONTLINE SERVICE: Issuance of Training Certificates of all PS Suppliers and all**

**NGAs, GOCCs and LGUs**

**RESPONSIBLE DIVISION: PhilGEPS**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
Inquires about PhilGEPS registration Fillsup registration form and submits requirements on-line	Informs client about the forms to submit as well as the requirements		30 minutes	None		PhilGEPS (Ortigas)
	Receives registration form and process requirement		1 day	None	Organizational Profile	PhilGEPS (Ortigas)
	Notify buyer/supplier through e-mail the approval/disapproval of registration. If approvedm includess assigned User ID and password	Jane/Ditas	24 hours (maximum)	None		PhilGEPS (Ortigas)
Request Certificate of Registration	Prepare and release certificate		2 days (maximum)	Php 500		Digital On-line Certificate

**FRONTLINE SERVICE: Procurement of goods (Common-use, Repeat Order)**

**RESPONSIBLE DIVISION: PD, BAC – SEC, BAC – TWG**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
	Request items for purchase, receive, log and forwards to PD Chief	PD Clerk	10 minutes			Ground Floor
	Chief evaluates the kind and urgency of items assign to PMO in charge	PD Chief	30minutes			Ground Floor
	PMO determines if for repeat order or for bidding	PMO in charge	1 hour			Ground Floor
	If for repeat order, the PMO prepares the Summary for Repeat Order for PS Director's approval	PMO in charge	2 hours		Summary of Item/s for Repeat Order	Ground Floor
	PD Chief reviews and recommends for PS Director's approval	PD Chief	1 hour			Ground Floor
	Approval of PS Director	PS Director	1 hour			Director's Office
	Preparation of Notice for Repeat Order (NRO)	PMO in charge	1 hour		Individual NRO	Ground Floor
	Reviews and approves NRO	PD Chief	10 minutes			Ground Floor
Supplier confirms	Issuance of Notice for Repeat Order	PMO in charge	3 days (includes supplier's confirmation)			Ground Floor
	Preparation of Purchase Order	PMO in charge	30 minutes		Purchase Order	Ground Floor
	Chief reviews and initials PO	PD Chief	10 minutes			Ground Floor
	Forwards to OM for initial	Operations Manager	1 hour			Office of the Operations Manager
	Forwards to Chief Accountant for funds availability	Chief Accountant	1 hour			2nd Floor
	PO approval	PS Director	1 hour		Approved PO	Director's Office
Supplier receives the Purchase Order	Issuance of Purchase Order	PMO in charge	2 days			Ground Floor

**Total Time: Seven (7) working days**

**FRONTLINE SERVICE: Procurement of goods (Common-use, For Bidding)**  
**RESPONSIBLE DIVISION: PD, BAC – SEC, BAC – TWG**

Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Fee	Document Generated	Location of Office
	Request items for purchase, receive, log and forwards to PD Chief	PD Clerk	10 minutes			Ground Floor
	Chief evaluates the kind and urgency of items assign to PMO in charge	PD Chief	30 minutes			Ground Floor
	PMO determines if for repeat order or for bidding	PMO in-charge	1 hour			Ground Floor
	If for bidding, a price canvass is done by PD and Planning (15 items)	PD, Planning	2 days			Ground Floor
	The PS Director approves ABC to be used per item	PS Director	1 hour			Director's Office
	Preparation of Bid Documents, Procurement Activities and Time Line	PMO in-charge	2 - 3 days		Bid Documents	Ground Floor
	Reviews and Initials Bid Documents	PD Chief	1 day			Ground Floor
	Prepares Invitation to Apply for Eligibility and Bid (IAEB), for signature of BAC Chairman	PMO in-charge	1 day	P2,000 p.a., P500/project		Ground Floor
	Advertisement/Invitation to Bid in newspaper/posting at website of PhilGEPS/Bulletin Board and Local Newspaper	PMO in-charge	1 day		Advertisement	Ground Floor
Purchase of Bid Documents	Order of payment from PD	PMO in-charge	5 minutes	0.5M - 1 M = P500, 1.1M - 10M = P1,000, 10.1M - 20M = P2,000	Order of Payment	Ground Floor
	Pre-Bid Conference	BAC	½ day			2nd Floor
	Preparation of Supplemental Bid Bulletin	BAC	Complex: 3 days, Simple: ½ day		Bid Bulletin	2nd Floor
Submission of Bid and Bid Documents	Opening of Bids	BAC	Complex: 1 day, Simple: ½ day		Pre-qualification	2nd Floor
	TWG Evaluation	TWG	Complex: 2 months (subject to testing, Simple: 2 weeks		TWG Evaluation Report	2nd Floor
	TWG presents evaluation results to BAC	TWG	15minutes/item		Notice of Bidding Result	2nd Floor
	Declaration of Lowest Calculated Responsive Bid	BAC	10 minutes			2nd Floor
	Preparation of Notice of Post Disqualification to losing bidders	BAC Secretariat	30 minutes		PDLB	2nd Floor
	Review of PDLB	Head, BAC Secretariat	30 minutes			2nd Floor
	Approval of PDLB	Chairman, BAC	1 day			2nd Floor
	Release of PDLB	BAC Secretariat	30			2nd Floor

			minutes/item			
	Preparation of Notice of Evaluation Result (NER)	BAC Secretariat	30 minutes		NER	2nd Floor
	Review of NER	Head, BAC Secretariat	30 minutes			2nd Floor
	Approval of NER	Chairman, BAC	1 day			2nd Floor
	Release of NER	BAC Secretariat	30 minutes			2nd Floor
	Preparation of Acknowledgement Receipt	BAC Secretariat	30 minutes		AR	2nd Floor
	Release of Acknowledgement Receipt	BAC Secretariat	2 hours			2nd Floor
	Preparation of Abstract of Quotation (AOQ)	PMO in-charge	1 day		AOQ	Ground Floor
	Review of AOQ	PD Chief	1 day			Ground Floor
	Approval of AOQ	BAC	1 day			2nd Floor
	Preparation of Notice of Award	PMO in-charge	1 day		NA	Ground Floor
	Review of NOA	PD Chief	1 day			Ground Floor
	Approval of NOA	PS Director	1 day			Director's Office
Supplier Acceptance	Release of NOA	PMO in-charge	3 days			Ground Floor
	Posting of NOA	PhilGEPS	1 day			PhilGEPS
	Preparation of Purchase Order	PMO in-charge	1 day		PO	Ground Floor
	Chief reviews and initials PO	PD Chief	10 minutes			Ground Floor
	Forwards to OM for initial	Operations Manager	1 hour			Ground Floor
	Forwards to Chief Accountant for funds availability	Chief Accountant	1 hour			2nd Floor
	PO Approval	PS Director	1 hour		Approved PO	Director's Office
Supplier receives the Purchase Order	Issuance of Purchase Order	PMO in-charge	2 days			Ground Floor

**Simple Purchases: 1 month**

**Complex Purchases: 3 months**



**Client Agencies of PS-DBM may send their INQUIRIES,  
COMPLAINTS, and COMMENTS thru:**

**OFFICE OF THE EXECUTIVE DIRECTOR**

**Email: [jtskyquia@procurementservice.gov.ph](mailto:jtskyquia@procurementservice.gov.ph)**

**Tel. No. 563-9368 or 689-7750 loc. 4028**

**OFFICE OF THE OPERATIONS MANAGER**

**Email: [fgarias@procurementservice.gov.ph](mailto:fgarias@procurementservice.gov.ph)**

**Tel. No. 561-6094**

**OFFICE OF THE FINANCE MANAGER**

**Email: [rdrivera@procurementservice.gov.ph](mailto:rdrivera@procurementservice.gov.ph)**

**Tel. No. 563-9403**

**RA 9184: AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION  
OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND FOR OTHER PURPOSES**

**Republic Act 9184 enacts the "Government Procurement Reform Act".**

This Act deals with general provisions; procurement planning; procurement by electronic means; competitive bidding; Bids and Awards Committee (BAC); preparation of bidding documents; invitation to bid; receipt and opening of bids; bid evaluation; post-qualification; award, implementation and termination of the contract; domestic and foreign procurement; bidding of provincial projects; lease of computers, communications, information and other equipment; disclosure of relations; alternative methods of procurement; protest mechanism; settlement of disputes; contract prices and warranties; the Government Procurement Policy Board; penal clause; civil liability; administrative sanctions; legal assistance and indemnification of BAC members; and final provisions.