



**NARRATIVE PROCUREMENT PROCESS WORK FLOW**

STEP	OFFICE	ACTIVITY	PROCESSING TIME (UNDER NORMAL CIRCUMTANCES)	PERSON RESPONSIBLE
1	END USER	Submit purchase request along with the attachments (pap, market study, and copy of app) to BAC Office.	30 mins	End user
2	BAC/PROCUREMENT OFFICE	<ul style="list-style-type: none"> <li>Receive and check purchase request documents.</li> <li>Issuance of purchase request number .</li> </ul>	30 mins	BAC Office staff
3	BUDGET OFFICE	Receive the purchase request documents from BAC Office to the check availability of funds. The PR will be signed by the budget officer.	10 mins	Budget Office staff
4	CAMPUS DIRECTOR'S OFFICE	Receive purchase request documents for approval from the Campus Director.	10 mins	Campus Director
5	BAC/PROCUREMENT OFFICE	<ul style="list-style-type: none"> <li>Receive and check the purchase request documents.</li> <li>Prepare the RFQ document for canvassing.</li> <li>Forward the purchase request and the RFQ document to the canvasser.</li> </ul>	1 hour	BAC Office staff
6	BAC/PROCUREMENT OFFICE	Send the RFQ document to the selected suppliers.	1 hour and 30 mins	BAC Office staff
7	BAC/PROCUREMENT OFFICE	<ul style="list-style-type: none"> <li>Receive the canvass from the selected suppliers.</li> <li>The BAC Secretariat will set a schedule for the bid opening.</li> <li>Prepare the invitation for the bidding schedule.</li> </ul>	1 hour	BAC Secretariat



8	BAC/PROCUREMENT OFFICE	<ul style="list-style-type: none"><li>• Conduct the bid opening with the BAC members.</li><li>• Post the list of qualified suppliers the next day.</li></ul>	2 hours	BAC Secretariat
9	BAC/PROCUREMENT OFFICE	<ul style="list-style-type: none"><li>• Prepare the RFQ Certification, Abstract of Proposals, and Bid Resolution documents for the winning bidder.</li></ul>	2 hours	BAC Office Staff
10		<ul style="list-style-type: none"><li>• Forward the Abstract and BAC Resolution documents to the BAC Chairman and members for signature.</li></ul>	15 minutes	BAC Chairman and Members
11	CAMPUS DIRECTOR'S OFFICE	Receive the Abstract and BAC Resolution documents for approval from the Campus Director.	10 mins	Campus Director
12	BAC/PROCUREMENT OFFICE	Prepare the Purchase Order and segregate photocopied documents.	30 mins	BAC Office Staff
13	ACCOUNTING OFFICE	<ul style="list-style-type: none"><li>• Receive and check Purchase Order documents.</li><li>• The accountant checks the availability of funds.</li><li>• The Accountant will fill out the Fund Cluster and sign the Purchase Order.</li></ul>	1 hour	Accountant
14	CAMPUS DIRECTOR'S OFFICE	Receive the Purchase Order documents for approval from the Campus Director.	10 mins	Campus Director
15	BAC/PROCUREMENT OFFICE	Submit Notice of Award and Purchase Order documents to the winning bidder.	30 mins	BAC Office Staff



16	SUPPLY OFFICE	Inspect the received items by the Inspection Officer.	40 mins	Inspection Officer
17	SUPPLY OFFICE	Prepare the inspection and acceptance report for completed delivery and signed by the Inspection Officer.	30 mins	Supply Office Staff
18	SUPPLY OFFICE	Supply Officer will check the item delivered to verify with the IAR.	30 mins	Supply Officer
19	ACCOUNTING OFFICE	<ul style="list-style-type: none"><li>• Receive and check documents.</li><li>• Prepare the Disbursement Voucher and BIR 2307.</li></ul>	1 hour	Accounting Staff
20	CAMPUS DIRECTOR'S OFFICE	Receive the documents for approval from the Campus Director.	10 mins	Campus Director
21	DISBURSING OFFICE	<ul style="list-style-type: none"><li>• Receive and check vouchers and other attachments.</li><li>• Prepare Checks/ADA</li></ul>	1 hour	Disbursing Staff
22	CAMPUS DIRECTOR'S OFFICE	Receive the documents for approval from the Campus Director.	1 hour	Campus Director
23	DISBURSING OFFICE	Contact the supplier to release the checks/ADA.	10 minutes	Disbursing Staff