

WORK INSTRUCTION			
Asset Management Support Office - Procurement			
Code : DAP-AMSO-WI-06	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2

1.0 PURPOSE. This document is established to ensure proper procurement of supplies and services in accordance with the existing government rules and regulations.

2.0 SCOPE

2.1 This work instruction covers DAPCC procurement of supplies and services process.

3.0 DEFINITION OF TERMS

3.1 **Abstract of Quotation (AOQ)** – document that summarizes the facts to determine if the price is fair and reasonable in the market place for the same or similar product/service.

4.0 DETAILS:

Item No.	Activity	Responsibility	Interface
4.1	Purchase Request Receipt a. Receives approved purchase request from the requesting unit; b. Checks the following: ▫ Product or service specifications/ requirements ▫ Date needed ▫ Signatories	Purchaser	Purchase Request
4.2	Canvas of Suppliers a. Canvasses at least three (3) potential suppliers; b. Prepares Abstract of Quotation; c. Evaluates compliance of suppliers with the government rules and regulations (e.g. BIR tax payment);	Purchaser	Abstract of Quotation
4.3	Procurement a. Orders supplies/service with supplier; b. Negotiate on the date and time of delivery/ pick-up of supplies.	Purchaser	Purchase Request

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4.4	Inspection and Acceptance of Supplies <ol style="list-style-type: none"> Receives suppliers delivery/ies; Check items if in accordance with the contract by matching the PR and invoices Stocks supplies and materials 	End-User/Stock Clerk Inspector	Purchase Request Sales Invoice
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