SHOPPING

Division: _____

ABC: Php _____

CHECKLIST FOR REQUEST FOR QUOTATION

End-User:

____ Requirements Check

    ____ Purchase Request
    ____ Technical Specifications
    ____ RBA/Cert. of Availability of Funds
    ____ Memorandum/Letter
    ____ Activity Request
    ____ Approved PPMP

Procurement Unit:

____ Received by date stamp
____ Xerox (File Copy)
____ Checked in the APP
____ Prepared RFQ
____ For review of Admin Officer
____ Prepared Certifications
____ Signed by: ___ ICT ___ PAU ___ PhilGEPS
____ For encoding on RFQ Monitoring
____ For encoding on Log Sheet

CHECKLIST FOR BAC RESOLUTION

Procurement Unit:

____ Signatories

Before forwarding to ARD's office:
____ Requirements Check
    ____ Business/Mayor's Permit
    ____ PhilGEPS

Before forwarding to Asset Management Section:
____ Emailed the End-User
____ Xerox all documents
____ Submitted to AMS
____ PMR ____ Teahub: ___ BR ___ CO
____ Update Procurement Monitoring
____ Update Records Inventory Form

TRACKING AND MONITORING OF PURCHASE ORDER (PO)

Procurement Unit:

____ Prepared Purchase Order (PO)

____ Forwarded to HoPE for signature

____ Serve the signed PO to Supplier for Conforme

____ End-User and Accounting for signature

____ Xerox all documents

Posted at: ____ ICT ____ PAU ____ PhilGEPS

Update: ____ PMR-Finance ____ PMR-Asset

____ Asset Management Section for delivery and processing of payment

____ Update Procurement Monitoring

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Website: depedcalabarzon.ph

RO-ASD-130

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Effectivity	4.23.24	Page	1 of 1

Certificate No. PHP QMS 22 93 0085