












Citizen’s Charter No. SSB/AD-06

Name of Office : **Property and Supply Management Section, Administrative Division, Support Services Branch**
Frontline Service : **Issuance of Bidding Documents**
Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**
Who May Avail of the Service : **External Clients**
How to Avail of the Service : **Walk-in**

No. [A]	CUSTOMER ACTIVITY [B]	ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request Bidding Documents And fill-out the Client Request Form 	Verify name of project and prepare the order of payment	 ANNA ERANIA C. MASINAS Project Development Assistant I  MARITES CABONCE Supply Officer II	3 minutes	Client Request Form	1,000 .00 (More than 500,000 up to 1 Million) 5,000.00 (More than 1 Million up to 5 Million) 10,000.00 (More than 5 Million up to 10 Million) 25,000.00 (More than 10 Million up to 50 Million) 50,000.00 Prepare request form to be given

						to the requestee (More than 50 Million up to 500 Million) 75,000.00 (More than 500 Million)
						
2	Proceed to Accounting Section for Order of Payment control number, and pay for the Bidding Documents 	Issue control number and Official Receipt	 JEFFERSON D. CARINGAL Accounting Officer II  JULIETA I. VILLANUEVA Cashier II		Order of Payment	
3	Provide Official Receipt and Order of Payment to PSMS Staff and fill-out the Logbook for company information  	Verify and photocopy the Official Receipt and the Order of payment and provide the Bidding Documents and return the CRF for feedback.	 ANNAH ERANIA C. MASINAS Project Development Assistant I  MARITES CABONCE Supply Officer II	2 minutes	Order of Payment and Official Receipt	

4	Receive the Bidding Documents from the Receiving Clerk and fill-out the Client's Acceptance portion of the CRF					
				<p style="text-align: center;">Total Duration: 7 minutes</p>		<p style="text-align: center;">Note: Total fees depends on the transaction amount</p>