





**Citizen’s Charter No. SSB/AD-09**

**Name of Office** : **Property and Supply Management Section, Administrative Division, Support Services Branch**  
**Frontline Service** : **Issuance of Canvass Proposal Slip for Goods Supplies and Materials**  
**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 for Canvass Proposal Slip for Goods and Materials  	Receive the request and prepare the Canvass Proposal Slip for Goods and Materials  Advise the client to submit the Canvass Proposal Slip within three Working days  The deadline for submission may be extended if no or less than the required number of price quotations (at least three) are received.	  <b>ERNESTO A. GALIMA</b> Supplier Officer II	5 minutes	Canvass Proposal Slip	
2	Accomplish Canvass Proposal Slip  	Inspect the duly accomplished Canvass Proposal Slip form and submit to the Bids Awards Committee	  <b>ERNESTO A. GALIMA</b> Supplier Officer II	5 minutes	Canvass Proposal Slip	
				<b>Total duration: 10 minutes</b>		