



CITIZEN'S CHARTERS

1. VERIFICATION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

The PPMP serves as a guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring. The verification of the PPMP will ensure data from the PPMP is streamlined to the Approved Procurement Plan.

Office or Division:		Bids and Awards Committee		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		End-users (Local / Aid to NGA's)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) signed by End-user/Department Head.		PPMP System Generated (procurement.gensantos.gov.ph)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit system generated PPMP (4 copies) to BAC Office Door 1, Receiving Section at 4 th Floor Investment Center	1.1 Receive PPMP and forward to Planning Section	None	1 minute	<i>Admin Aide I or Admin Aide II under Administrative Section</i>
	1.2 Verify contents as to the correct mode of procurement, resource output, expense account, etc. and forward verified system generated PPMP to BAC-Secretariat Head for Signature	None	15 minutes	<i>Data Controller II Storekeeper II Procurement Planning Section</i>
	1.3 Sign the verified system generated PPMP to BAC-Secretariat Head and forward to Outgoing Section for City Budget Office approval	None	1 minutes	<i>BAC Chairperson BAC Vice Chairperson And BAC Secretariat Head</i>
	1.4 Record in the PMS as outgoing and forward to CBO for approval	None	1 minute	<i>Admin Aide I Admin Aide II Administrative Section</i>
	TOTAL:		18 Minutes	