

## SUPPLY WORK FLOW PROCESS

Steps	Tasks Description	Time Frame	Checklist	Responsible Person
<b>ACTIVITY: Receipt of Supply/Equipment Request Form (SERF)</b>				
1	The letter of request for supplies and equipment (SERF) is received, stamped, recorded in the logbook by the Exec Asst and forwarded to the DRep for annotation/instruction/ clarification.	1 day		Exec Asst
2	DRep routes the document set to the concerned Officer for review and action.	1 day		DRep
3	Officer reviews the item list for suitability with programme needs, item specifications, quantity vis-à-vis, budget and funding source, delivery lead-time, distribution list and its inclusion in the approved RWP. Officer consults Supply Assistant (SA) on specifications, TADs, procurement process and other requirements and procedures.	2 days	<input type="checkbox"/> SERF <input type="checkbox"/> Activity in approved RWP? <input type="checkbox"/> Distribution List <input type="checkbox"/> If offshore, Import License & State Professional Inspection Agency requirements attached to SERF	Responsible Officer
4	Officer recommends or informs DRep of appropriate courses of action.	1 day		Responsible Officer
5	DRep decides and/or approves letter of request for supplies, by making marginal notes of decision/action on the letter.	1 day		DRep
6	If approved, Officer identifies the funding source (PBA), equivalent to total estimated value of supply items to be provided and prepares instructions for Section PA to draft PGM.	1 day		Responsible Officer
<b>ACTIVITY: Raising of PGM</b>				
7	Section PA drafts the PGM as per Officer's instructions, ensuring that quantities, specifications, funding source, PGM description, catalogue number, and MTSP coding are appropriate. Sends PGM to SA along with all supporting documents, i.e., SERF with marginal notes of decisions and distribution list.	2 days	<input type="checkbox"/> SERF with annotations from PSO. <input type="checkbox"/> Distribution List <input type="checkbox"/> If offshore, Import License & State Professional Inspection Agency requirements attached to SERF	PA
8	PGM is reviewed for specifications, catalogue code, consignee code, delivery lead-time, budget, PBA expiry, etc in ProMS. Officer is informed of changes, if any. PGM is printed only by the SA.	2 days	<input type="checkbox"/> Creates PGM folder containing all files and supporting documents. <input type="checkbox"/> Determines procurement type and TAD <input type="checkbox"/> Reviews specs, catalogue and other codes <input type="checkbox"/> Set-packing instructions, if any. <input type="checkbox"/> Generates PGM print-out	Supply Asst
9	Manual review of PGM.	1 day	<b>CONTROL POINT</b> Reviews correctness of PGM as to: <input type="checkbox"/> Specification of Items and Quantity <input type="checkbox"/> Delivery time	Responsible Officer

			<input type="checkbox"/> PGM Description <input type="checkbox"/> MTSP Coding <input type="checkbox"/> Funding source (supply & non-duply) If acceptable, initials PGM and sends PGM folder to authorizing officer	
10	Authorization SC : for value <US\$ 2,500 Dep Rep: for value < US\$ 500,000 OM: for value < US\$ 50,000 (SB + Cross Sectoral) Rep.: for value < US\$ 1,000,000	½ day	Confirms all conditions are met by electronically authorizing the PGM and signing the PGM copy.  PGM folder with signed PGM returned to SA	Authorizing Officer
11	Inform Regional/Supply Division if PGM involves Reg./Offshore procurement. In case of regional, direct order or offshore PGM, SA alerts the concerned focal points about the requirements.	1 day	Email message to concerned focal point	Supply Asst.
<b>ACTIVITY: Bidding/CRC Process (Local procurement)</b>				
12	If supply request is sourced locally, request for quotations (RFQ) is issued if the value is less than <b>US\$20,000</b> . If value is over <b>US\$20,000</b> , Invitation to Bid with “public opening” is issued. In all cases, SA will conduct a plant survey and evaluation of supplier facilities and equipment to determine their technical capacity. Request for quotations, proposals or bids are signed by the OM.	3 days	<input type="checkbox"/> RFQ/RFP/ITB is drafted with clear item specifications and quantities per authorized PGM <input type="checkbox"/> List of Potential Suppliers to be invited	Supply Asst
14	Approve RFQ/RFP/ITB	1 day		Ops Mngr
15	Dispatch of RFQ/RFP/ITB and Response Time	14 days max	RFQ/RFP/ITB receipt signed by suppliers/invitees	SA
16	RFQ/ITB opening. If RFP, only technical envelop is opened while financial envelop remains sealed. Technical review is done independently based on pre-established criteria before RFP is floated.	½ day	For ITB with public opening, bid opening form is signed by Invitees	Supply Asst. Rep from Section Witnesses
17	<u><b>RFQ/ITB</b></u> - Tabulation - Adjudication  <u><b>RFP</b></u> - Technical Evaluation  - Financial Evaluation	3 days  5 days  3 days	<u><b>CONTROL POINT</b></u> <u><b>RFQ/ITB</b></u> <input type="checkbox"/> Comparative Tabulation, Analysis and Adjudication of Replies  <u><b>RFP</b></u> <input type="checkbox"/> Tabulation of RFPs received <input type="checkbox"/> Technical evaluation minutes and recommendation. <input type="checkbox"/> Financial evaluation minutes and recommendation	Supply Asst/ Ops Mngr   Technical evaluation panel + Supply Asst Supply Asst & Ops Mngr
18	Prepare CRC Submission (for value >US\$30,000) or less depending on complexity of procurement.	2 days	<input type="checkbox"/> CRC submission documents shared with Members  Ops Manager to decide if CRC needed for	Supply Asst

			procurement >\$15,000	
19	Schedule CRC Meeting	1 days	CRC meeting convened	CRC
20	Draft CRC Minutes for review and comments by members	2 days	Minutes signed by members	Supply Asst
21	Approval of CRC Minutes	1 day	CRC Minutes approved	Rep
<b>ACTIVITY: Purchase Order (PO) Process</b>				
22	SA raises the LPO in ProMS using the adjudicated RFQ/ITB results or summary of technical and financial evaluation of RFPs and CRC minutes, if applicable. No print-out is necessary. Regardless of amount, all LPOs are reviewed by Ops Mngr. PGM folder contains all supporting documents, like, SERF, signed PGM, RFQ/ITB/RFP, tabulation and adjudication of results, CRC minutes, etc., and sends PGM folder to the OM for review, indicating the LPO number.	2 days	<input type="checkbox"/> PGM folder <input type="checkbox"/> LPO drafted in ProMS <input type="checkbox"/> LPO Reference	Supply Asst
23	LPO is reviewed for consistency and process compliance. If within scope & authority, Ops Mngr electronically signs in ProMS. If not, sends LPO to PGM authorizing officer.	½ day	PGM folder complete with supporting documents, e.g. signed abstract and CRC Minutes where applicable.	Ops Mngr
24	DRep electronically signs LPO in ProMS, if acceptable and in order and returns documents to SA.	½ day	Same as above	DRep
25	SA generates LPO print-out for signature by DRep or Ops Mngr.	½ day		Supply Asst
26	SA serves the LPO with clarification on delivery dates, specifications and inspections.	3 days	<input type="checkbox"/> LPO served to supplier <input type="checkbox"/> LPO acknowledgement signed <input type="checkbox"/> Supply Delivery Acknowledgment/Receipt	Supply Asst
27	On execution of LPO, SA monitors the progress and informs Officer accordingly.		<input type="checkbox"/> Updates on expected delivery date	Supply Asst
<b>ACTIVITY: SHIPPING AND DELIVERY PROCESS</b>				
28	Upon receipt of pre-shipment advice/shipping documents, SA drafts the request for exemption letters and advices PSO of shipment arrival and requests for further instructions on delivery arrangements to the consignee	2 days	Email Communication	Supply Asst
29	SA prepares customs clearance and tax-exemption certificate based on the shipping documents, for signature by OM.	1 day	Pre-advise notification from freight forwarder.	Supply Asst
30	SA sends the signed and stamped exemption letters to the PA of the consignee/implementing partner to secure the required import certificates and clearances at their own costs.	1 day	Custom Docs./Exemption Certificate	Supply Asst
31	It is mandatory for all consignees to sign the acknowledgment receipts and shipping reports.	2 days	Delivery Acknowledgement by Consignee	Section PA Supply Asst & Counterparts.
<b>ACTIVITY: PAYMENT PROCESS (Local Procurement)</b>				
32	For deliveries above US\$5,000 pre-delivery inspection should be conducted	2 days	PDI Report	Supply Asst Section staff

33	Draft PRQ and workflow to PSO, SC (Operations related LPO PRQ's to be certified by A&F Off)	1 day	<input type="checkbox"/> Draft PRQ + PDI report <input type="checkbox"/> Copy of signed PO, <input type="checkbox"/> Invoice matching PO qty/value <input type="checkbox"/> Consignee acknowledgement <input type="checkbox"/> Stamps documents "reviewed"	Supply Asst
34	Review of PRQ.	½ day	<b>CONTROL POINT</b> <input type="checkbox"/> Reviews PRQ in ProMS <input type="checkbox"/> Manually certifies PRQ <input type="checkbox"/> Stamps and signs Invoice certified for payment <input type="checkbox"/> Confirms delivery/receipt of goods	Responsible Officer
35	Approve PRQ and return documents to SA	½ day	PRQ + supporting documents	Ops Mngr DRep
36	Send PRQ and supporting documents to Finance	½ day	PRQ + supporting documents	Supply Asst
37	PV and BT Memo signed and stamped	1 day	BT memo + PV	Finance Asst
<b>ACTIVITY: Closure of PO/PGM</b>				
38.	PO Closure	½ day	Confirms all payments and closes fully served LPO Notifies concerned programme section that PGM may be closed.	Supply Asst
39.	PGM Closure	½ day	PGM Closed	PGM authorizing officer