



**PROCESS MANUAL**  
**BUREAU OF LOCAL GOVERNMENT**  
**FINANCE**

**BLGF-PM-WI-04-05.01**

Revision Code: 00

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Section: **PROCUREMENT – CANVASSING & PHILGEPS POSTING**

Effectivity Date: 01-19-2018

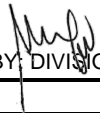
Subject: **WORK INSTRUCTIONS: PROCUREMENT - CANVASSING**

**1. Person Responsible:**

Supply Officer II/ Property Officer

**2. Steps:**

- a. Canvass minimum of three (3) suppliers
- b. Prepares Abstract of Canvass
- c. Evaluates quotation based on criteria on Purchase Request and price
- d. Selects supplier based on evaluation of canvass.
- e. Abstract of Canvass is approved by the BAC Chairman.

PREPARED BY:  DIVISION CHIEF

REVIEWED BY:  AFMS SERVICE DIRECTOR

APPROVED BY:  EXECUTIVE DIRECTOR