



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

**BLGF-PM-WI-04-05.02**

Revision Code: 00

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

Effectivity Date: 01-19-2018

Subject: **WORK INSTRUCTIONS: POSTING IN PHILGEPS**

**1. Person Responsible:**

Supply Officer II / Property Officer

**2. Steps:**

- a. Post Purchase Request (PR) in PhilGEPS (as per Specifications found in the PR)
- b. For submitted posts in PhilGEPS, evaluate quotations based on criteria in PR.
- c. When there are no responses, posting can be done up to a maximum of two postings. Proceed to step e, when at least three proposals are received.
- d. Select supplier based on evaluation from Abstract of Canvass in conformity with PR.
- e. Abstract of Canvass is approved by the BAC Chairman.
- f. When there are no responses after the second post, proceed to negotiate with best supplier found, following specs in PR.

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR