



# ***CITIZEN'S CHARTER***

## ***Head Office External Services***

### ***1. Procurement of Goods and Services***

# 1. Procurement of Goods and Services

The Purchasing Unit recognizes the suppliers' willingness to offer their goods and services for the sustainability of business. The award is issued to suppliers with the offer most advantageous and beneficial to LBRDC.

**Office/Division:** Purchasing Unit

**Classification:** Simple

**Type of Transaction:** G2B – Government to Business Entity

**Who may avail:** Contractors, Suppliers, Companies

# 1. Procurement of Goods and Services

## Checklist Requirements

PhilGEPS Platinum Registration (1 certified true copy)

Audited Financial Statement (latest)

Business Permit (1 certified true copy)

Tax Clearance

SEC/DTI Registration (1 certified true copy)

## Where to Secure



Philippine Government Procurement System(PhilGEPS)

Company External Auditor

Local Government Unit (LGU)

Bureau of Internal Revenue (BIR)

Securities and Exchange Commission (SEC)/  
Department of Trade and Industry (DTI)

# 1. Procurement of Goods and Services

| <i>CLIENT STEPS</i>                                     | <i>AGENCY ACTION</i>  | <i>FEES TO BE PAID</i> | <i>PROCESSING TIME</i>    | <i>PERSON RESPONSIBLE</i>  |
|---|---|------------------------|---------------------------|--|
| 1. Sign in the Client Log Book in the office lobby      | 1. Give the logbook to the client   | None                   | 5 Minutes                 | Front Desk Lobby of the Land Bank of the Philippines   |
| 2. Submit the required documents to the Purchasing Unit | 2. Receive the documents submitted and check for completeness   | None                   | 10 Minutes                | Purchasing Assistant<br>24th floor LBRDC Office,<br>Land Bank of the Philippines                           |
| 3. Submit quotation of goods/services being offered     | 3. Receive and evaluate the submitted quotation.<br>3.2 Evaluation process will vary in accordance with RA 9184 | None                   | 5 Minutes                 | Purchasing Assistant/ Specialist, Tech Working Group 24th floor LBRDC Office, Land Bank of the Philippines |
| 4. Wait for the Award                                   |   | None                   | 3 Days                    | BAC/TWG<br>24th floor LBRDC Office,<br>Land Bank of the Philippines Plaza                                  |
| <b>TOTAL</b>  |   | <b>None</b>            | <b>3 Days, 20 Minutes</b> |  |