



CITIZEN'S CHARTER

Head Office External Services

4. Request for Service Quotation

4.Request for Service Quotation

The procedure describes the process involved in the preparation and submission of quotation to prospective clients for manpower and property management services.

Office/Division: Property Management & Maintenance Services (PMMS) Department

Classification: Complex

Type of Transaction: G2B – Government to Business Entity

Who may avail: National Government Agencies (NGA); Government-Owned and Controlled Corporation (GOCC)

4.Request for Service Quotation

Checklist Requirements

Request Letter

Schedule of Requirements and Terms of Reference

Where to Secure

Requesting party

Requesting party



4.Request for Service Quotation

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Submit a letter request to avail of LBRDC's services through Agency-to-Agency procurement	Acknowledges the letter request. Review and evaluate the schedule of requirements and terms of reference provided by the prospective client	None	1 Day	Account Sr. Specialist/ Division Chief (PMMS)
	Prepares cost-benefit analysis and quotation based on the requirements. Forward to the Head of PMMS Dept. for review and endorsement to the PCEO	None	3 Days	Account Sr. Specialist/ Division Chief (PMMS)
	Review/ evaluate the quotation and cost-benefit analysis and endorse the same to the PCEO for approval	None	1 Day	Head, PMMS Department
	Review the cost-benefit analysis and approve the quotation. Returns to PMMS Department for transmittal to prospective client	None	1 Day	President and CEO
	Facilitates transmittal of the formal quotation to the prospective client	None	1 Day	Account Sr. Specialist/ Division Chief(PMMS)

TOTAL

None

7 Days



LBRDC
CITIZEN'S CHARTER