

CITIZEN'S CHARTER Head Office External Services

4.Request for Service Quotation

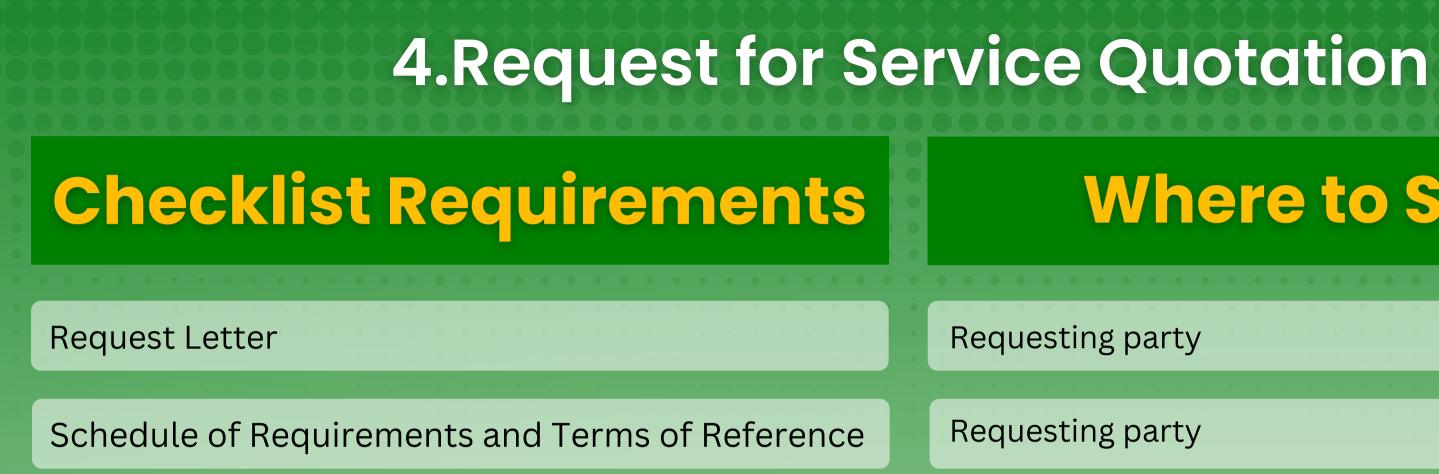


4. Request for Service Quotation

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)**





Where to Secure

4.Request for Service Quotation

CLIENT STEPS	AGENCY ACTION
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
	Prepares cost-benefit analysis and quotation based on the requirements. Forward to the Head of PMMS Dept. for review and endorsement to the PCEO
	Review/ evaluate the quotation and cost-benefit analysis and endorse the same to the PCEO for approval
	Review the cost-benefit analysis and approve the quotation. Returns to PMMS Department for transmittal to prospective client
	Facilitates transmittal of the formal quotation to the prospective client

TOTAL

FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1 Day	Account Sr. Specialist/ Division Chief (PMMS)
None	3 Days	Account Sr. Specialist/ Division Chief (PMMS)
None	1 Day	Head, PMMS Department
None	1 Day	President and CEO
None	1 Day	Account Sr. Specialist/ Division Chief(PMMS)
None	7 Days	AND DEVELOPMENTS I RRDC

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