Flow Chart for Procurement Using Alternative Modes Amounting to P50k and below (Delegated to End Users)

1. Preparation/Approval of Purchase Request (End User Unit)
2. Recording of PR and Assigning PR number (SPMO)
3. Canvassing/Obtaining RFQ (End User)
4. Preparation of Abstract of Quotations (End User)
5. Evaluation of Bids and Checking of Documentary Requirements (End User)
6. Identification of Winning Bidder/s (End User)
7. Signing of Abstract (Head of End User Unit)
8. Submission of signed Abstract and all attachments to SPMO
9. Double Checking of Documentary Requirements (SPMO)
10. Preparation of Purchase Order and releasing to end user unit (SPMO)
11. Approval of PO (Authorized Official)
12. Preparation/Processing of OBr (End User/Budget or Accounting)
13. Releasing of PO to Supplier (End User)
14. Delivery of Goods/Services