

3. Request for Inspection of Supplies, Materials and Equipment Deliveries

This service processes the requests for the Inspection supplies, materials and equipment delivered by the various Suppliers based on approved Purchase Order (P.O) delivered by various Suppliers.

Office/Division	Office of General Services (OGS) - Supply Management Division			
Classification	Simple			
Type of Transaction	G2C - Government to Citizens G2G - Government to Government			
Who may avail	Suppliers (Purchase Order (P.O.) w/ Notice of Award/Notice to Proceed)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Notice of Delivery		Supply Management Section (SMS)		
2. Approved Purchase Order (P.O.)		Bidding and Award committee (BAC)		
3. Delivery Receipt (D.R.)		SUPPLIER		
4. Sales Invoice (S.I.)		SUPPLIER		
5. Acceptance & Inspection Report (AIR)		Supply Management Section) SMS		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for inspection of scheduled delivery 5 days before actual delivery date	1.1 Accept letter requests for schedule of inspection of deliveries 1.2 Prepare Notice of delivery for Asset Management Division five (5) days before date of delivery	None	5 minutes	<i>Inspection Officer</i> Office of General Services

	1.3 Assign Supply Officer for acceptance of deliveries & processing of documents	None	5 minutes	<i>Inspection Officer</i> Office of General Services
	1.4 Prepare Acceptance and Inspection Report (AIR) Form	None	30 minutes	<i>Inspection Officer</i> Office of General Services
2. Deliver Goods and provide personnel for unloading and handling of deliveries Issue Delivery Receipt (D.R.) and Sales Invoice (S.I.)	2.1 Accept delivered items as to quantity & sign D.R.	None	2 hours	<i>Property Custodian</i> <i>Inspection Officer</i> Office of General Services
	2.2 Print & sign Acceptance & Inspection Report (AIR) Form w/ presence of property inspector & end user authorized representative	None	30 minutes	<i>Inspection Officer</i> Office of General Services
	2.3 Forward original Acceptance & Inspection Report (AIR) with Delivery Receipt (DR) and complete original documents to assets management section (for Commission on Audit (COA) notification within 24 hrs. upon receipt of delivery)	None	30 minutes	<i>Inspection Officer</i> Office of General Services

3. Receive photocopy of inspection report duly signed by Inspection Officer (IO) and & Property Custodian (P.C).	3.1 Release the duly signed Inspection Report	None	3 minutes	<i>Property Custodian</i> <i>Inspection Officer(IO)</i> Office of General Services
4. Accomplish the Client Satisfaction Survey & drop it in the feedback box	4.1 Request client to accomplish the CSS	None	10 minutes	<i>Inspection Officer(IO)</i> Office of General Services
Total		None	4 hours	