



**OFFICE OF THE MUNICIPAL GENERAL
SERVICES**

INSPECTION OF DELIVERED GOODS

Inspection of deliveries by an authorized inspector is conducted to determine if the items have conformed to the specifications set forth in the Purchase Order/Delivery Agreement.

Office or Division:	Municipal General Services Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Government Offices, Suppliers, Contractors, Dealers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> · Purchase Order · Delivery Receipt · Charge/Sales Invoice 		<ul style="list-style-type: none"> · BAC Secretariat/MGSO/End-User/Supplier · Supplier · Supplier 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter for inspection of deliveries	1.1. Receives Purchase Order and complete documentation on the delivery of goods	None	10 minutes	MGSO Personnel
	1.2. Conduct actual inspection as to completeness/correctness of specifications of delivered items	None	Depending on the bulk of items to be inspected	MGSO Personnel and Authorized Inspector
	1.3. Prepares Acceptance and Inspection Report	None	20 minutes	MGSO Clerk
	1.4. Signs Acceptance and Inspection Report after actual inspection of delivered items	None	1 minute	Inspector assigned and MGS Officer-Designate

RECEIVING AND WITHDRAWAL OF GOODS DELIVERED

Receive all goods delivered by suppliers/contractors for storage and safekeeping and issue the same to various offices.

Office or Division:	MUNICIPAL GENERAL SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may avail:	Government Offices, Suppliers, Contractors, Dealers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> · Notice of Delivery · Approved Purchase Order · Delivery Receipt/Charge Invoice · Requisition and Issue Slip 		<ul style="list-style-type: none"> · BAC Secretariat/Supplier · BAC secretariat · Supplier · End-user 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for verification	1.1. Receives request for verification	None	2 minutes	MGSO Personnel
	1.2. Verifies/receives delivery of goods as to quantity stipulated in the Purchase Order	None	Depending on the bulk of items received	MGSO Personnel
2. Present the accomplished Requisition and Issue Slip (RIS)	2.1. Verify the presented Requisition & Issue Slip (RIS) with the Purchase Order	None	5 minutes	MGSO Personnel
	2.2. Approval of the releasing and issuance of goods	None	5 minutes	MGS Officer-Designate
	2.3. Prepares the items to be issued	None	Depending on the bulk of the items to be prepared	MGSO Personnel
3. Withdrawal of requested goods	3.1. Goods requested released	None	Depending on the bulk of the items to be prepared	MGSO Personnel

