



Fulfilling Sales Orders (Moving the Goods Out)

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FIVE (5) MAJOR FUNCTIONS

The Procurement Service performs five (5) major functions:



PROCUREMENT

-aggregates government supply requirements for common-use supplies and equipment for government-wide distribution.



WAREHOUSING

-maintains a Main (Paco) Warehouse, the U.P. Warehouse, 11 Regional Depots, 15 Provincial/ Sub-depots, and 2 Hubs.



DISTRIBUTION

-tapped the services of another government agency for its forward logistics, to save on distribution costs.



FIVE (5) MAJOR FUNCTIONS



TECHNICAL ASSISTANCE

-provides assistance to agencies in terms of product specifications, use, handling, and storage



PRICE MONITORING

-conducts regular price checks to assure government of low-priced goods and the best value for money.



SALES/DISTRIBUTION CENTERS

• **Procurement Service** maintains inventories of at least 181 common-use supplies and equipment in its warehouses strategically located nationwide, and likewise serving as Sales/ Distribution Centers:

- Main Warehouse (in Paco, Manila)
- Satellite Warehouse at U.P. Diliman
- 11 Regional Depots
- 15 Sub-Depots
- Mindanao Hub
- Legazpi Hub

• Goods are sourced locally in Manila and forwarded to these distribution centers while maintaining **economy and efficiency** in logistic costs.

• Sales to agencies incur a service fee of 4% over and above the buying price.



SALES/DISTRIBUTION CENTERS

- Free door-to-door delivery within Metro Manila and outskirts
- Tapped the services of PhilPost for its logistics, and three (3) other private forwarders





SALES/DISTRIBUTION CENTERS

**PS Main Warehouse
Paco, Manila**

and

**Satellite Warehouse
U.P. Diliman, Quezon
Cty**





SALES/DISTRIBUTION CENTERS

PS Regional Depots

Region I - La Union

Region II- Tuguegarao

Region III- Pampanga

Region V - Legaspi

Region VII – Cebu

Region VIII - Tacloban

Region X – Cagayan de Oro City

Region XI – Davao City

Region XII – Koronadal

CAR- Baguio City

CARAGA- Butuan





SALES/DISTRIBUTION CENTERS

Regional sub-depots in partnership with LGU's

- a. Mountain Province –(Bontoc)
- b. Palawan (by Puerto Princesa City)
- c. Eastern Samar Province –(Borongan)
- d. Biliran Province
- e. Southern Leyte (by Maasin City)
- f. Negros Occidental Province
- g. Surigao del Norte Province
- h. Camiguin Province
- i. Misamis Oriental Province
- j. Misamis Occidental (Oroqueta City)
- k. Samar & Northern Samar
 - Calbayog City
 - Catarman
- l. Bukidnon (by Valencia City)
- m. Zamboanga City
- n. Zamboanga Sibugay





COMMON-USE INVENTORY

181 Inventory Items consisting of:



- Common-use office supply items, including janitorial and electrical supplies, etc.
- Common-use office equipment; and
- **139 Consumable items** as inks, toners and ribbons (for all brands of printers)



For a complete inventory list, visit:
www.procurement-service.gov.ph

How do we sell the goods at
Procurement Service?

Big Box



Big Box

Step 1

Big Box

Buyer / Agency



**Agency
Servicing
Division (ASD)**



Submits APR to ASD



**Creates a Sales Order
and transmit to Warehouse Division
for processing of Delivery Receipt**

Big Box

Step 2

Big Box



**Buyer / Agency notified
thru the final DR of the
available items for
payment purposes.**



Big Box

Step 3

Big Box

**Buyer / Agency
proceeds to the
Cashier to pay for
the items.**



Big Box

Step 4

Big Box

**Buyer / Agency
presents OR to ASD
for issuance of the
final DR.**



Big Box

Step 5

Big Box



For Pick-up items: Buyer / Agency proceeds to the warehouse to pick-up / receive the goods.



For Delivery items: Buyer / Agency advised to allow 3-5 working days for delivery.

Big Box





THE RETAIL STORE: An Innovation

THE RETAIL STORE: An Innovation

- A store facility designed for the convenience of buyer/agency requesting for goods in small quantities
- Especially conceptualized for teachers, field units of the AFP, police units, barangays and other small organizations.
- Sale transaction completed in less than 20 minutes.

The RETAIL STORE

Agency submits
APR Form 01
for validation

Agency picks
the items

Agency proceeds
to the counter for
preparation of
DR

Agency
proceeds to the
cashier for the
payment

Store assistant
checks and
packs the items

Agency
receives the
items in the
releasing area

1



VERIFICATION

2



SELLING AREA

3



PROCESSING

4



PAYMENT

5



PACKAGING

6



RELEASING



Less than
20 mins.



WHY AGENCIES BUY FROM PS?

Value-For-Money





PROCUREMENT OF NCSEs UNDERTAKEN BY PS

As Procurement Agent (Sec. 53.6 of the IRR of R.A. 9184), PS has undertaken purchase of a wide range of products and projects of various agencies:

- 😊 School furniture and textbooks for DepEd
- 😊 Hardware and software for DepEd's computerization program
- 😊 Troop carriers, motorcycles, and patrol jeeps for the PNP and surveillance equipment for various agencies
- 😊 Disaster relief goods for various agencies
- 😊 ICT & radio/tv broadcast equipment for CICT & NBN
- 😊 CCIE and Ordnance items for AFP and PNP
- 😊 Hospital supplies and equipment
- 😊 APEC Requirements and other hosting of international conferences
- 😊 Agricultural equipment and implements for DAR



Thank
You....

PRO
SERV

TRANSPARENCY

EFFICIENCY