



## MEMORANDUM CIRCULAR

No. 02  
Series of 2007

SUBJECT:           STREAMLINING THE PROCUREMENT PROCESS FOR  
                          SHOPPING OF GOODS

### I. BACKGROUND/ RATIONALE:

Republic Act No. 9184 (R.A. 9184)<sup>1</sup>, otherwise known as the "Government Procurement Reform Act" and its Implementing Rules and Regulations Part-A (IRR-A)<sup>2</sup>, was enacted for the modernization, standardization and regulation of the procurement activities of the government and for other purposes.

Article IV, Section 10 of R.A. 9184 states that, "All procurement shall be done through **Competitive Bidding**, except as provided for in Article XVI of the Act." Competitive Bidding refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification and award of contract. Therefore, as a general rule, the procuring entities shall adopt Competitive Bidding as the general mode of procurement and shall see to it that the procurement program allows sufficient lead time for such competitive bidding.

In order to promote economy and efficiency, the procuring entity may resort to the **Alternative Methods of Procurement** as provided under **Article XVI, Section 48 of R.A. 9184**, subject to the prior approval of the Head of the Procuring Entity or his/her duly authorized representative. The alternative methods shall be resorted to only in the highly exceptional cases provided in the IRR-A.

One of the Alternative Methods of Procurement is the "**Shopping**" method. As provided under **Section 52 of the IRR-A**, "Shopping" is a method of procurement of goods whereby the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed only in any of the following cases:

- a) When there is an unforeseen contingency requiring immediate purchase: *Provided, however*, That the amount shall not exceed Fifty Thousand Pesos (P50,000); or

<sup>1</sup> R.A. 9184 took effect on January 26, 2003.

<sup>2</sup> IRR-A of R.A. 9184 took effect on October 8, 2003.

- b) Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding two hundred Fifty Thousand Pesos (P250,000): *Provided, however,* That the procurement does not result in splitting of contracts, as provided in Section 54.1 of the IRR-A: *Provided, further,* That at least three (3) price quotations from bona fide suppliers shall be obtained.

Likewise, the Commission on Audit (COA) Resident Auditor, in its reply-letter dated June 26, 2003, to **DSWD's query on having P10,000.00 as ceiling for cash purchase through the cash advance without the need of the required canvass, posed no objection** and cited the provisions of **Sec.176 of the GAAM Volume I**, to wit:

*"Payments out of the cash advance shall be allowed only for amounts not exceeding P10,000.00 for cash transactions, except when a higher amount is allowed by law and/or specific authority by the Commission on Audit. Splitting of transactions to avoid exceeding the ceiling shall not be allowed."*

Furthermore, **Section 4.3.2 of the COA Circular No. 97-002 dated February 10, 1997**, provides that:

*"xxx. Payments out of the cash advance shall be allowed only for amounts not exceeding P15,000.00 for each transactions, except when a higher amount is allowed by law and/or specific authority by the Commission on Audit. Splitting of transactions to avoid exceeding the ceiling shall not be allowed."*

In the exigency of service, the Department aims to expedite the procurement process particularly through the "Shopping" method, hence, this Memorandum Circular.

## II. OBJECTIVES:

1. To provide the procedural guidelines in the conduct of immediate procurement process for shopping of goods in an amount not more than Fifty Thousand Pesos (P50,000.00);
2. To expedite the procurement process for shopping of goods in an amount not more than Fifty Thousand Pesos (P50,000.00);
3. To identify and define the roles and functions of each concerned office involved in the procurement process.

### III. TERMINOLOGIES AND ACRONYMS:

AOQ	-	Abstract of Quotations
AD	-	Accounting Division
AS	-	Administrative Service
BAC	-	Bids and Awards Committee
BD	-	Budget Division
COA	-	Commission on Audit
End-user	-	refers to offices, bureaus, services, divisions and units within the Department
FMS	-	Financial Management Service
GEPS	-	Government Electronic Procurement System
IC	-	Inspection Committee
MISS	-	Management Information System Service
OBSU	-	Office, bureau, service and unit
OS	-	Obligation Slip
PSD	-	Procurement and Supply Division
PPMP	-	Project Procurement Management Plan
PMD	-	Property Management Division
PO	-	Purchase Order
PR	-	Purchase Request
Quotation	-	Refers to a signed offer or bid submitted by a bidder/ supplier in response to a Request for Quotation. For purposes of, and throughout, this IRR-A, the term "Quotation" shall be equivalent to and be used interchangeably with "Bid" and "Proposal".
RFQ	-	Request for Quotation
RIS	-	Requisition and Issue Slip

### IV. PROCEDURAL GUIDELINES:

The following steps shall be followed in the procurement process for shopping of goods.

1. The End-user shall prepare the Requisition and Issue Slip (RIS) and Purchase Request (PR) based on their Project Procurement Management Plan (PPMP) indicating therein the Approved Budget Ceiling (ABC). For repair and replacement of worn-out parts of motor vehicle, equipment, facilities, utilities and fixtures, the End-user shall request for a Pre-repair Inspection Report from the Inspection Committee. MISS shall be responsible for issuance of Technical Assessment Report for the repair of Information Technology Equipment. These reports shall serve as attachment to the RIS/PR.
2. The End-user shall forward the RIS/PR with pertinent documents/ reports as provided to the Bids and Award Committee (BAC) Secretariat. The

Head of the requesting office, bureau, service and unit (OBSU) shall sign the RIS/PR.

3. The BAC Secretariat shall review and check if items to be procured as listed in the RIS/PR are included in their PPMP/APP and with complete required documents and information including the source of funds, and then, forward the RIS/PR to the Procurement and Supply Division (PSD).
4. The PSD shall record, number the RIS/PR, prioritize and verify the availability of the goods from the stockroom and recommends for approval of the RIS/PR.
5. The PSD Chief shall approve the RIS/PR
6. Upon approval, the RIS/PR shall be assigned to the Procurement Officer-PSD for appropriate action.
7. Procurement of goods involving the following amount shall be conducted in the manner described below:
  - 7.1. For procurement of goods involving an amount not exceeding Ten Thousand Pesos (P10,000.00), the Procurement Officer-PSD shall procure the items chargeable to the cash advance. These shall still be posted in the GEPS but the period of posting may be waived. *(Refer to Procurement Process No. 1 marked as Annex A)*
  - 7.2. For procurement of goods involving an amount more than Ten Thousand Pesos (P10,000.00) but not exceeding Fifteen Thousand Pesos (P15,000.00), the Procurement Officer-PSD shall conduct shopping by securing price quotations through phone/fax or personally from at least three bona fide suppliers. These shall still be posted in the GEPS but the period of posting may be waived. The Procurement Officer shall then prepare a shopping matrix *(marked as Annex B-1)* indicating the price quoted, name of establishment, contact person, contact numbers and recommend the award for approval by the PSD Chief. The goods shall be procured chargeable to the cash advance. *(Refer to Procurement Process No. 2 marked as Annex B)*
  - 7.3. For procurement of goods involving an amount more than Fifteen Thousand Pesos (P15,000.00), the Procurement Officer-PSD shall prepare the Request for Quotation (RFQ) *(marked as Annex C-1)* and forward it to the BAC Secretariat. *(Refer to Procurement Process No. 3 marked as Annex C)*
8. The BAC Secretariat shall post the Request for Quotation (RFQ) in the Government Electronic Procurement System (G-EPS) for a certain period of time as prescribed in the RFQ. At least three (3) price quotations from

bona fide suppliers shall be obtained prior to awarding. (*Refer to Procurement Process No. 3 & 4*)

9. The BAC Secretariat shall prepare the Abstract of Quotations, upon the deadline for submission of price quotation and/or upon receipt of at least three (3) price quotations. (*Refer to Procurement Process No. 3 & 4*)

10. Awarding of contract:

- 10.1. For procurement of goods involving an amount more than P15,000.00 but not exceeding P50,000.00, the BAC Secretariat shall forward the Abstract of Quotations to the Administrative Service (AS). The AS Director shall award the contract/transaction to the bidder with the lowest calculated responsive quotation. The Abstract of Quotations shall then be forwarded to the PSD for action (copy furnished the BAC Secretariat). (*Refer to Procurement Process No. 3 marked as Annex C*)

- 10.2. For procurement of goods involving an amount exceeding P50,000.00, the BAC Secretariat shall forward the Abstract of Quotations to the BAC Members for evaluation and awarding of contract. The BAC shall award the contract to the bidder with the lowest calculated responsive quotation. The BAC Secretariat shall forward the signed abstract of quotations with the lowest calculated responsive quotation to the PSD. (*Refer to Procurement Process No. 4 marked as Annex D*)

11. The Procurement Officer-PSD shall prepare the Purchase Order (PO) and Obligation Slip (OS). The PSD Chief shall approve the PO. The OS shall be forwarded to the end-user for signature of the Head of the requesting OBSU.

12. The PO and OS with complete supporting documents shall be forwarded to the Budget Division (BD) for fund allocation.

13. The Budget Division (BD) shall allocate and obligate the funds for the contract and forward it to the Accounting Division (AD) for certification of availability of funds.

14. The Accounting Division (AD) shall review and certify the availability of funds and forward it to the PSD.

15. The Procurement Officer-PSD shall serve the funded PO to the supplier for the immediate delivery of goods. PSD shall furnish a copy of the served PO to the BAC Secretariat for posting in the GEPS.

16. The supplier shall deliver the goods within the delivery period indicated in the PO. Late deliveries shall be subject to a penalty of one-tenth (1/10) of

one percent of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity.

17. Upon receipt of the goods, the Procurement Officer-PSD shall prepare the Request for Inspection form and forward it to the Inspection Committee (IC), copy furnished COA, with the pertinent documents and invoices.
18. The IC shall promptly inspect the goods for conformity and compliance to the specifications as indicated in the PO. The IC shall prepare the Inspection Report and, then, forward it to the PSD.
19. The PSD shall issue the goods to the end-user. In case of equipment, the Property Management Division (PMD) shall prepare Memorandum Receipt (MR) to record the accountability of the person who received the item. The MR shall serve as a supporting document for the DV.
20. The end-user shall sign the "Received" portion of the RIS upon receipt of the goods.
21. The PSD shall prepare the Disbursement Voucher (DV) and the supporting documents. PSD shall forward the DV to the Financial Management Service (FMS) through the Accounting Division (AD) for processing of payment. The FMS through the Fiscal Control Division (FCD) shall make the payment to the supplier.

#### V. REPEALING CLAUSE:

This Memorandum Circular (MC) amends the relevant provisions of Memorandum Circular No. 15, series of 2004, entitled "Delegation of Authority by the Secretary".

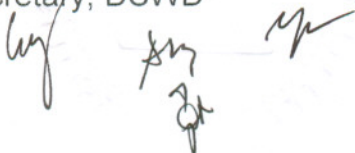
Any other Department issuance, order, circular and/or parts thereof contrary to or inconsistent with the provisions of this MC is hereby repealed, modified or amended accordingly.

#### VI. EFFECTIVITY CLAUSE:

This Memorandum Circular shall take effect immediately.

Issued in Quezon City, this 31<sup>st</sup> day of JAN 2007.

  
**ESPERANZA I. CABRAL**  
Secretary, DSWD



# Annex A

## STREAMLINING OF PROCUREMENT PROCESS FOR SHOPPING OF GOODS

### PROCUREMENT PROCESS NO. 1

Procurement thru Outright Cash Purchase of readily available off-the-shelf goods or ordinary/regular office supplies and equipment not available in the Procurement Service (PS) involving an amount not exceeding Ten Thousand Pesos (P10,000)

RESPONSIBLE UNIT/OFFICE	STANDARD PROCUREMENT PROCESS	DURATION
<b>END-USER</b>	Prepares the Requisition and Issue Slip (RIS) and Purchase Request (PR). Indicates appropriate specification of items requested. Attests inclusion in the Project Procurement Management Plan (PPMP), identifies source of funds, and indicates the Approved B	
	Forwards RIS/PR to the BAC Secretariat with the required documents i.e. Pre-Repair Inspection Report for motor vehicle / equipment (IC), Technical Assistance for Computer Repair (MISS), Technical Assistance for Aircon Repair (MU)	
<b>BAC SEC</b>	Receives the RIS/PR, reviews compliance to pre-requisites, checks inclusion in PPMP/APP and, if in order, forwards to Procurement and Supply Division (PSD)	<b>1 day</b>
<b>PSD</b>	Receives the RIS/PR for numbering for data tracking. Verifies the availability at stockroom or Property and Management Div. (PMD)	<b>1 day</b>
	Division Chief approves the RIS/PR	<b>0.5 day</b>
	Assigns the RIS/PR to Procurement Officer and purchase outright the goods from Supplier	<b>2 days</b>
	Provides copy of the approved RIS/PR to BAC Secretariat for posting in the GEPS	
	Prepares Request for Inspection and forwards to Inspection Committee (IC)	<b>0.5 day</b>
<b>IC / COA</b>	Receives Request for Inspection; inspects goods procured; prepares Inspection Report; and forwards to PSD	<b>3 days</b>
<b>PMD</b>	Simultaneously, prepares Memorandum Receipt (MR) for Equipment and Semi-expandable goods	<b>1 day</b>
<b>PSD</b>	Receives Inspection Report & MR and issues the goods procured to End-User	<b>1 day</b>
<b>Total Work Days up to Issuance to End-User</b>		<b>10 DAYS</b>

PROCUREMENT AND SUPPLY DIVISION (PSD)  
ADMINISTRATIVE SERVICE (AS)

## STREAMLINING OF PROCUREMENT PROCESS FOR SHOPPING OF GOODS

### PROCUREMENT PROCESS NO. 2

Procurement thru Cash Purchase of readily available off-the-shelf goods or ordinary/regular office supplies and equipment not available in the Procurement Service (PS) involving an amount exceeding Ten Thousand Pesos (P10,000) up to an amount not exceeding Fifteen Thousand Pesos (P15,000.00).

RESPONSIBLE UNIT/OFFICE	STANDARD PROCUREMENT PROCESS	DURATION
<b>END-USER</b>	Prepares the Requisition and Issue Slip (RIS) and Purchase Request (PR). Indicates appropriate specification of items requested. Attests inclusion in the Project Procurement Management Plan (PPMP), identifies source of funds, and indicates the Approved B	
	Forwards RIS/PR to the BAC Secretariat with the required documents i.e. Pre-Repair Inspection Report for motor vehicle / equipment (IC), Technical Assistance for Computer Repair (MISS), Technical Assistance for Aircon Repair (MU)	
<b>BAC SEC</b>	Receives the RIS/PR, reviews compliance to pre-requisites, checks inclusion in PPMP/APP and, if in order, forwards to Procurement and Supply Division (PSD)	<b>1 day</b>
<b>PSD</b>	Receives the RIS/PR for numbering for data tracking. Verifies the availability at stockroom or Property and Management Div. (PMD)	<b>1 day</b>
	Division Chief approves the RIS/PR	<b>0.5 day</b>
	Assigns the RIS/PR to Procurement Officer who conducts shopping by securing price quotations personally or thru phone/fax & website	<b>3 days</b>
	Provides copy of the approved RIS/PR to BAC Secretariat for posting in the GEPS	
	Procurement Officer prepares Shopping Matrix of price quotations from at least three (3) bona fide suppliers	<b>0.5 day</b>
	Procurement Officer recommends to PSD Chief for approval and awarding to the Lowest Calculated Responsive Quotation (LCRQ) or to that is most advantageous to the Government	
	Purchases the goods from the Supplier	<b>0.5 day</b>
	Prepares Request for Inspection and forwards to Inspection Committee (IC)	<b>0.5 day</b>
<b>IC / COA</b>	Receives Request for Inspection; inspects goods procured; prepares Inspection Report; and forwards to PSD	<b>3 days</b>
<b>PMD</b>	Simultaneously, preparation of Memorandum Receipt (MR) for Equipment and Semi-expandable goods	<b>1 day</b>
<b>PSD</b>	Receives Inspection Report & MR and issues the goods procured to End-User	<b>1 day</b>
<b>Total Work Days up to Issuance to End-User</b>		<b>12 DAYS</b>





## STREAMLINING OF PROCUREMENT PROCESS FOR SHOPPING OF GOODS

## PROCUREMENT PROCESS NO. 3

Procurement of readily available off-the-shelf goods or ordinary/regular office supplies and equipment not available in the Procurement Service (PS) involving an amount exceeding Fifteen Thousand Pesos (P15,000) up to an amount not exceeding Fifty Thousand Pesos (P50,000).

RESPONSIBLE UNIT/OFFICE	STANDARD PROCUREMENT PROCESS	DURATION
END-USER	Prepares the Requisition and Issue Slip (RIS) and Purchase Request (PR). Indicates appropriate specification of items requested. Attests inclusion in the Project Procurement Management Plan (PPMP), identifies source of funds, and indicates the Approved B	
	Forwards RIS/PR to the BAC Secretariat with the required documents i.e. Pre-Repair Inspection Report for motor vehicle / equipment (IC), Technical Assistance for Computer Repair (MISS), Technical Assistance for Aircon Repair (MU)	
BAC SEC	Receives the RIS/PR, reviews compliance to pre-requisites, checks inclusion in PPMP/APP and, if in order, forwards to Procurement and Supply Division (PSD)	1 day
PSD	Receives the RIS/PR for numbering for data tracking. Verifies the availability at stockroom or Property and Management Div. (PMD)	1 day
	Division Chief approves the RIS/PR	0.5 day
	Assigns the RIS/PR to Procurement Officer and prepares the Request for Quotation (RFQ) and forwards to BAC Secretariat	1.5 days
BAC SEC	Receives and post the RFQ at the GEPS; Receives price quotation from at least three (3) bona fide suppliers; Prepares the Abstract of Quotation; Recommends the lowest calculated responsive quotation (LCRQ) to the Director, Administrative Service	5 days
AS	Director, Administrative Service approves and awards the contract to the LCRQ, and forwards the approved Abstract of Quotation to PSD, copy furnished BAC Secretariat	1 day
PSD	Prepares Purchase Order (PO) and Obligation Slip (OS) and forwards the documents to Budget Division (BD)	1 day
BUDGET	Allocates and checks the availability of funds and forwards to Accounting Division (AD)	0.5 day
ACCOUNTING	Certifies the availability of funds and forwards funded PO to PSD	0.5 day
PSD	Receives and serves funded PO to Supplier for delivery of goods	1 day
	Upon delivery of goods, prepares Request for Inspection and forwards to Inspection Committee (IC)	3 days
IC / COA	Receives Request for Inspection; inspects goods procured; prepares Inspection Report; and forwards to PSD	3 days
PMD	Simultaneously, prepares Memorandum Receipt (MR) for Equipment and Semi-expandable goods	1 day
PSD	Receives Inspection Report & MR and issues the goods procured to End-User	1 day
<b>Total Work Days up to Issuance to End-User</b>		<b>21 DAYS</b>

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Batasan Pambansa Complex, Constitution Hills,  
Quezon City

REQUEST FOR QUOTATION

RFQ No. \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed below; please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to DSWD - BAC Secretariat at 2nd floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number **951-7116** on or before **(indicate date and time)**.

Very truly yours,

**JOEL S. MIJARES**  
Chief, Procurement and Supply Division

Terms and Conditions:

1. Award shall be made on per:  item basis  total quoted price.
2. Quotation validity shall not be less than Thirty (30) days days.
3. Good/s shall be delivered within seven (7) days upon receipt of Purchase Order.
4. Place of Delivery: DSWD-Central Office Stockroom, 1st floor, DSWD Bldg., IBP Complex, QC
5. Terms of Payment: within 15-30 days upon final inspection and acceptance.
6. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
7. **Must be G-EPS registered.**
8. Indicate brand, model and country of origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Warranty: \_\_\_\_\_

(Print name)  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

PURPOSE: \_\_\_\_\_

RIS No. \_\_\_\_\_

**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served thru fax. **FAILURE** to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

(Print Name)  
 Procurement Officer

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

# Annex D

## STREAMLINING OF PROCUREMENT PROCESS FOR SHOPPING OF GOODS

### PROCUREMENT PROCESS NO. 4

Procurement of readily available off-the-shelf goods or ordinary/regular office supplies and equipment not available in the Procurement Service (PS) involving an amount exceeding Fifty Thousand Pesos (P50,000) up to an amount not exceeding Two Hundred Fifty Thousand Pesos (P250,000)

RESPONSIBLE UNIT/OFFICE	STANDARD PROCUREMENT PROCESS	DURATION
END-USER	Prepares the Requisition and Issue Slip (RIS) and Purchase Request (PR). Indicates appropriate specification of items requested. Attests inclusion in the Project Procurement Management Plan (PPMP), identifies source of funds, and indicates the Approved Budget Ceiling (ABC).	
	Forwards RIS/PR to the BAC Secretariat with the required documents i.e. Pre-Repair Inspection Report for motor vehicle / equipment (IC), Technical Assistance for Computer Repair (MISS), Technical Assistance for Aircon Repair (MU)	
BAC SEC	Receives the RIS/PR, reviews compliance to pre-requisites, checks inclusion in PPMP/APP and, if in order, forwards to Procurement and Supply Division (PSD)	1 day
PSD	Receives the RIS/PR for numbering for data tracking. Verifies the availability at stockroom or Property and Management Div. (PMD)	1 day
	Division Chief approves the RIS/PR	0.5 day
	Assigns the RIS/PR to Procurement Officer and prepares the Request for Quotation (RFQ) and forwards to BAC Secretariat	1.5 days
BAC SEC	Receives and post the RFQ at the GEPS; Receives price quotation from at least three (3) bona fide suppliers; Prepares the Abstract of Quotations; and Forwards to the BAC Members	5 days
BAC	BAC Members evaluates and awards the contract to the lowest calculated responsive quotation (LCRQ), then, BAC Secretariat forwards the approved Abstract of Quotations to PSD	3 days
PSD	Prepares Purchase Order (PO) and Obligation Slip (OS) and forwards to Budget Division (BD)	1 day
BUDGET	Allocates and checks the availability of funds and forwards to Accounting Division (AD)	0.5 day
ACCOUNTING	Certifies the availability of funds and forwards funded PO to PSD	0.5 day
PSD	Receives and serves funded PO to Supplier for delivery of goods	1 day
	Upon delivery of goods, prepares Request for Inspection and forwards to Inspection Committee (IC)	3 days
IC / COA	Receives Request for Inspection; inspects goods procured; prepares Inspection Report; and forwards to PSD	3 days
PMD	Simultaneously, prepares Memorandum Receipt (MR) for Equipment and Semi-expandable goods	1 day
PSD	Receives Inspection Report & MR and issues the goods procured to End-User	1 day

**Total Work Days up to Issuance to End-User**

**23 DAYS**