

PROCESS LEAD TIME BY CATEGORY

Items to be requested must be grouped according to category. Each category may be delivered within the corresponding process lead time. The prescribed process lead time on the table is applicable to off-the-shelf items only. The process lead time may be prolonged with due consideration to the complexity of the item, availability of the quantity required, or supplier lead time for indent orders. Completion of services, on the other hand, shall follow the agreed or service agreement between DLSU and the service provider

Category	Processing Lead-Time (Working Days)
Appliances	12
Awards and Recognitions	20
Biddable Goods or Services	30
Construction and Hardware Supplies	12
Furniture and Fixture	18
Home Accessories	12
Installations, Fabrications and Renovations	As scheduled
IT Related Equipments	12
Janitorial Equipment	12
Janitorial Supplies	12
Laboratory and Research Equipment	30
Laboratory Supplies, Specimens and Chemicals	15
Medical Equipment/Services	15
Medical Supplies and Medicine	12
Merchandise and other supplies (Religious, Consumer Goods etc.)	15
Multimedia and Communication Related	15
Office Equipment (Fax Machine, Photocopier)	12
Office Supplies	12
Online Purchases and Subscriptions	10
Printed Materials and Customized Items	25
Rentals and Trucking Services	As scheduled
Repair and Maintenance	As scheduled
Signs and Markers	20
Travels, Airfares and Accommodations	10