

[EXECUTIVE ORDER NO. 274, November 24, 1970]

**REQUIRING THE SUBMISSION OF AN ANNUAL PROGRAM OF
PROCUREMENT BY THE DEPARTMENTS, BUREAUS, OFFICES AND
AGENCIES OF THE NATIONAL GOVERNMENT**

WHEREAS, the government spends a tremendous amount of money annually for the purchase of supplies, materials and equipment to meet all government needs;

WHEREAS, emergency purchases and piecemeal requisitions are found to be wasteful and extravagant and therefore must be done sparingly;

WHEREAS, it is imperative that procurement of supplies, materials and equipment be handled systematically and judiciously in order to obtain the most advantageous terms from the suppliers; and

WHEREAS, to achieve an economical, efficient and effective procurement system, the using agencies and the Bureau of Supply Coordination must devise a system of projecting and planning their supply needs to be used as a basis for a workable procurement program;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Heads of departments, bureaus, offices and agencies of the National Government shall submit an Annual Procurement Program showing a projection of their procurement needs for a period of one (1) year starting July 1 and ending June 30 of every fiscal year. This Annual Procurement Program shall include, among other things, a complete description or specification of the items arranged according to commodity groupings, the quantity of each kind distributed by quarter and the estimated cost.

Supplementary Procurement Programs may be submitted in case of increase in supply requirements to be funded out of additional funds allocated. An Amendatory Procurement Program may also be submitted if there are changes affecting the Annual Procurement Program and/or the Supplementary Procurement Program.

All Procurement Programs shall be approved by the department head concerned.

The Annual Procurement Program shall be filed with the Bureau of Supply Coordination not later than April 1 immediately preceding the ensuing fiscal year covered by the Program.

The Amendatory or Supplementary Procurement Programs shall be prepared and submitted any time during the fiscal year as the need arises.