

[BOC CUSTOMS MEMORANDUM ORDER NO. 13-2013, December 02, 2013]

PROCEDURAL GUIDELINES IN THE PREPARATION AND SUBMISSION OF REQUESTS FOR COMMON-USE SUPPLIES AND EQUIPMENT AVAILABLE IN THE PROCUREMENT SERVICE (PS)

1.0 Background

- 1.1 It is a national government policy that procurement of government supplies, materials and equipment shall be done in the most transparent and competitive manner.
- 1.2 Administrative Order (AO) No. 17 was issued by the President directing all government agencies to: (a) procure their common-use supplies from the Procurement Service (PS) without need for public bidding; and (b) use the Philippine Government Electronic Procurement System (PhilGEPS) in all their procurement activities pursuant to Republic Act (R.A.) No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR).
- 1.3 Circular Letter (CL) No. 2011-6 dated August 25, 2011 as reiterated in CL No. 2013-14 dated November 29, 2013 issued by the Department of Budget and Management (DBM) prescribes the procedures and guidelines for the implementation of AO No. 17 in order to facilitate compliance and achieve its objectives.

2.0 General Guidelines

- 2.1 All common use supplies and equipment available in the Procurement Service (PS) as provided in the PS Electronic Catalogue (now the Virtual Store) shall be procured through the PS Depot (in the case of District/Ports) or PS Office (in the case of the Central Office-OCOM).
- 2.2 All other office supplies and equipment NOT available in the PS may be procured thru: (a) Shopping under Section 52.1(b) with threshold of P100,000 and below; or (b) Small Value under Section 53.9 if the Approved Budget for the Contract is P500,000 and below, of the IRR of R.A. No. 9184

3.0 Specific Guidelines

- 3.1 All end-user units, i.e., offices/services, and collection districts under each of the different Groups of the Bureau, shall prepare their respective Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) using the attached format every October of each year, and submit the same to the General Services Division,