MEMO CIRCULAR NO. 10
Series of 1986

To : Department Chiefs, Division/Section Heads and Others Concerned

From : Deputy Administrator A. Maronilla

Subject : Procurement System and Contract for Services

In order to systematize the Administration's internal procedures, optimize delivery of essential services and minimize expenditures, the following basic requirements shall be observed regarding procurement of supplies and materials and in contracting for various services:

1. Bidding and/or Negotiation. Procurement of supplies/materials and contract for services regularly required shall be made through SEALED BIDDING. Negotiated purchases and contracts shall be resorted to only for emergency supply/material and urgent job/service requirements.

2. Requisition and Issue Vouchers (RIVs) - Only division chiefs or officers of higher rank shall be authorized to sign RIVs for supplies/materials, printing requirements and contract for services.

3. Planning for material/supply service requirement. The unit/division/department with material/supply/service requirement shall plan way ahead before making the requisition to have a reasonable time before bidding and actual receipt of material/supply and/or service required.

This memo circular including the attached implementing guidelines supersedes all memos/circulars previously issued to this effect.

cc: Dep. Min. R. Garcia
    Admin. T. Achacoso
    Members of POEA Directorate
IMPLEMENTING GUIDELINES FOR PURCHASES OF SUPPLIES/
MATERIALS AND CONTRACT OF SERVICES

1. Biddings and negotiations for purchases of supplies/materials and contracts for services regularly required and for emergency purposes shall all be undertaken by the General Services and Property Division (GSPD) in accordance with all legal requisites governing such procedures.

2. The GSPD shall take the initiative to determine through discreet canvassing the lowest price and best attributes of the product or service desired for requisition, whether for sealed bidding or outright procurement.

3. The price and quality of the product and attributes of the service being offered by a bidder/supplier, with the terms of payment should beat the price, quality, and terms of the best product/service that has been canvassed.

4. Suppliers who delivered inferior or substandard product/material and/or service shall be considered automatically disqualified from participation in the biddings.

5. The complete business address, telephone number and printed name with signature of supplier's owner or manager or authorized person shall accompany every bid in the sealed envelope.

6. In case of printing materials, the business addresses and facilities of the three bidders submitting the lowest bids shall be subject to ocular/physical inspection by at least two (2) members of the Bids and Awards Committee (BAC) who shall assess the competence and capability of the supplier.

7. Requisition and Issue Vouchers (RIVs) for supplies/materials and job/service requirement are to be issued only by division chiefs or officials of higher ranks. The justification and/or necessity of supply/service required shall be certified by the Chief of the GSPD.

8. The Chief of the GSPD shall indicate on each RIV whether or not the material/service being requisitioned is normally used in the day-to-day operations of the unit/division/department concerned and if the volume/amount of material/service for requisition conforms with previous consumptions and requirements.
9. Budget allocations and fund availability for RIVs shall be certified by the budget officer or chief of accountants of the Administration.

10. After RIVs are verified and initialled by the Chief of the GSPD and certified as to budget/fund availability by the budget officer or Accounting Chief, they should be forwarded to the Chief of Administrative Services (CAS) who shall review them and recommend for final approval by the Deputy Administrator for Administration (DAA).

11. All biddings for regular or emergency procurement shall be subject to all other rules and regulations to be imposed or asserted by the Resident Auditor of the Administration.

12. At the middle and at the end of each calendar year, the Chief of the Administrative Services shall submit a summary cost appraisal report (with data furnished him by the GSPD) to the DAA. The supply/material and/or service consumption and expenditures incurred by each division/department should be itemized.

For the guidance and information of everyone concerned.

[Signature]
ATANASIO V. MANABIEA
Deputy Administrator

02 October 1986

C.c.: Dep. Min. R. Garcia
Administrator T. Achacoso
Members of POEA Directorate