



# LEYTE STATE UNIVERSITY

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Office of the President

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## MEMORANDUM CIRCULAR NO. 54

Series of 2003

**T O: All Concerned**

**R E: Submission of Annual Procurement Plan (APP) for CY 2004**

The Implementing Rules and Regulations (IRR) Part A or IRR-A of R.A. No. 9184 otherwise known as "The Government Procurement Reform Act", is promulgated to prescribe the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the government. The IRR-A which took effect October 8, 2003, governs and applies to the procurement of infrastructure projects, goods and consulting services by any branch, agency or instrumentality of the Government including SUCs. Hence, all procurement for the last months of this year are covered by this Act.

Procurement Planning is mandated under Rule II of this IRR-A. No government procurement shall be undertaken unless it is in accordance with an approved Annual Procurement Plan (APP) and within the approved budget. Included in the APP are those that are considered crucial for the efficient discharge of government functions and these are procurements that are required for the day-to-day operations or in pursuit of the principal mandate of the University. The preparation and updating of the unit's APP shall be the responsibility of the end-users' unit while the consolidation is lodged with the BAC Secretariat. ***In this connection, all units are required to submit the APP for CY 2004 on or before November 17, 2003.***

Rule III, Section 8 provides that the Government Electronic Procurement System (G-EPS) shall be utilized in the procurement of common-use supplies while the procurement of non-common use items, infrastructure projects and consulting services through competitive bidding shall be by electronic means.

Products carried by the DBM Procurement Service are as follows:


- Common office supplies (writing instruments, paper products, etc.)
- Common office devices (scissors, punchers, staplers, cutters, etc.)
- Common electrical supplies and accessories (batteries, bulbs, ballast, fuses, starters, fluorescent tubes, electrical tapes)



- Common janitorial supplies
- Common office equipment/furniture (table, chairs, computer, printer, typewriters, calculators, photocopiers, duplicating machines, air-conditioning systems, facsimile transceivers, generators, etc.)

The APP, therefore, shall be realistic and shall reflect both the commonly and non-commonly used supplies and materials including laboratory and field supplies and provisions for foreseeable emergencies consistent with the budget for the purpose. Include the supplies, materials and equipment that can be outsourced from income, revolving funds and research grants. The APP shall also include time schedule and specifications based on relevant characteristics and performance requirements. Reference to brand names shall not be allowed.

For compliance.

  
**PACENCIA P. MILAN**  
President