



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

097-7 DPWH  
10.05.2020

October 01, 2020

**DEPARTMENT MEMORANDUM** )  
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**CIRCULAR NO.** 84  
**Series of 2020**

dt 10/05/2020

**FOR / TO : Senior Undersecretary**  
**Undersecretaries**  
**Assistant Secretaries**  
**Bureau Directors**  
**Service Directors**  
**Regional Directors**  
**Heads of UPMOs**  
**District Engineers**  
**BAC Chairpersons and Members**  
This Department

For information and guidance, attached is a copy of **GPPB Resolution No. 17-2020 entitled "Approving the Streamlining of Procurement of the Common-Use Supplies and Equipment Items from the Department of Budget and Management – Procurement Service"**.

A copy of said Resolution may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

**MARICHU A. PALAFOX, CESO III**  
Assistant Secretary for Support Services

Incl: GPPB Resolution No. 17-2020 dated September 18, 2020

Cc: Office of the Secretary

12.1.1 EYAP/RAG/MVSG

**APPROVING THE STREAMLINING OF PROCUREMENT OF THE COMMON-USE  
SUPPLIES AND EQUIPMENT ITEMS FROM THE DEPARTMENT BUDGET AND  
MANAGEMENT - PROCUREMENT SERVICE**

**WHEREAS**, Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2016;

**WHEREAS**, Section 63 of RA No. 9184 and its 2016 revised IRR authorizes the Government Procurement Policy Board (GPPB) to protect national interest in all matters affecting public procurement;

**WHEREAS**, the Procurement Service (PS) is tasked with the centralized procurement of commonly used Goods for the government in accordance with Letter of Instructions (LOI) No. 755, series of 1978, and Executive Order No. 359, series of 1989;

**WHEREAS**, Section 4 of the Administrative Order No. 17, s. 2011, requires the procurement of Common-Use Supplies and Equipment (CSE) products from the Department of Budget and Management – PS or its depots;

**WHEREAS**, Section 52.1(b) of the 2016 revised IRR of RA No. 9184 provides that Procuring Entities may resort to Shopping in case of unavailability of ordinary or regular office supplies and equipment in the PS involving an amount not exceeding the thresholds prescribed in Annex "H" of the same IRR;

**WHEREAS**, in case the CSEs are not available or not listed in the Electronic Catalogue, the PS issues a Certificate of Non-Availability of Stocks (CNAS) based on the physical unavailability of the supplies and equipment;

**WHEREAS**, considering the urgent need of the Procuring Entities for CSE items and to facilitate their procurement in case of their unavailability in the PS, the GPPB-Technical Support Office (TSO) recommended to the GPPB to streamline the procurement of said items from other sources by dispensing with the requirement of CNAS and instead require the following:

- a. The item is not available from the PS, as shown on its website; and
- b. Procuring Entities shall keep a record of the proof of unavailability of the CSE as shown in the PS website, such as a printed form of the webpage or a screenshot of the same showing the date and time that it was accessed.

**WHEREAS**, the GPPB and its TSO consulted with the PS, through its Officer-in-Charge Executive Director, Undersecretary Lloyd Christopher Lao, on the matter and has agreed with the recommendation of the TSO of dispensing with the requirement of CNAS for the procurement of all CSEs;

**WHEREAS**, after careful review and deliberation, the GPPB resolved to approve the aforementioned recommendation of the GPPB-TSO;

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US**, by law

and other executive issuances, hereby **RESOLVE**, to confirm, adopt, and approve, as **WE** hereby confirm, adopt, and approve the following:

- (1) **ALLOW** Procuring Entities to procure the CSE items from other sources without the need of securing a CNAS, subject to the following:
  - a. The item is not available from the PS, as shown on its website; and
  - b. Procuring Entities shall keep a record of the proof of unavailability of the CSE as shown in the PS website, such as a printed form of the webpage or a screenshot of the same showing the date and time that it was accessed.

This Resolution shall take effect immediately.

**APPROVED** this 18<sup>th</sup> day of September 2020 at Manila, Philippines.



Sgd.

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**WENDEL E. AVISADO**  
*GPPB, Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

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**LAURA B. PASCUA**  
*Alternate to the Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

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**NATIONAL ECONOMIC AND  
DEVELOPMENT AUTHORITY**

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**DEPARTMENT OF EDUCATION**

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**DEPARTMENT OF ENERGY**

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**DEPARTMENT OF FINANCE**

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**DEPARTMENT OF HEALTH**

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**DEPARTMENT OF THE INTERIOR AND  
LOCAL GOVERNMENT**

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**DEPARTMENT OF NATIONAL  
DEFENSE**

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**DEPARTMENT OF PUBLIC WORKS AND  
HIGHWAYS**

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**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

Sgd.

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**DEPARTMENT OF TRADE AND INDUSTRY**

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**DEPARTMENT OF TRANSPORTATION**

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**DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY**

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**PRIVATE SECTOR REPRESENTATIVE**