

APPROVING THE GUIDELINES ON THE PROCUREMENT OF PRINTING SERVICES

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WHEREAS, Pursuant to Section 29 of Republic Act (RA) 9970 (General Appropriations Act of 2010), procuring entities have the option to engage the services of private printers for their printing and publication expenditures, subject to public bidding in accordance with RA 9184 and pertinent accounting and auditing rules and regulations: PROVIDED, that the printing of accountable forms and sensitive high quality/volume printing requirements shall only be undertaken by recognized government printers, namely: Bangko Sentral ng Pilipinas, National Printing Office and APO Production Unit, Inc.;

WHEREAS, the 2010 Veto Message of former President Gloria Macapagal Arroyo states that the Government Procurement Policy Board (GPPB), as the procurement policy arm of the Government, should define and set the criteria or standards in determining what constitutes sensitive high quality/volume printing requirements which may be undertaken by the named government printers without the need for public bidding. Consequently, implementation of this provision should be subject to guidelines to be issued by the GPPB;

WHEREAS, in a meeting held last 27 August 2010, the Technical Support Office (TSO) together with the representatives from BSP, NPO, PIA, APO Production Unit Inc., COMELEC and Presidential Communications Operations Office (PCOO) review the draft guidelines on the procurement of printing requirements;

WHEREAS, during the 7th and 8th Inter-Agency Technical Working Group Meeting held last 17 September 2010 and 15 October 2010, the TSO presented the draft guidelines on the procurement of printing requirements for deliberations;

WHEREAS, in a meeting held last 22 October 2010, the Inter-Agency Technical Working Sub-Group presented the draft guidelines to the stakeholders for further suggestions and comments;

WHEREAS, the Inter-Agency Technical Working Sub-Group, to whom the review and finalization of the draft guidelines was delegated to, has approved the guidelines, and agreed to favorably recommend these for the final approval of the GPPB;

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, hereby RESOLVE to confirm, adopt and approve, as WE hereby confirm, adopt and approve, the IMPLEMENTING GUIDELINES ON THE PROCUREMENT OF PRINTING REQUIREMENTS, attached as Annex “A” to, and made an integral part of, this resolution.

This resolution shall take effect immediately.

Signed by the Representatives of the Following Agencies:

DEPARTMENT OF BUDGET AND MANAGEMENT
DEPARTMENT OF NATIONAL DEFENSE
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

DEPARTMENT OF EDUCATION

DEPARTMENT OF TRADE AND INDUSTRY

DEPARTMENT OF FINANCE

DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

PRIVATE SECTOR REPRESENTATIVE

Attested by:

(SGD.) DENNIS LORNE S. NACARIO

Board Secretary, GPPB

OIC-Executive Director, GPPB-TSO

ANNEX “A”

GUIDELINES ON THE PROCUREMENT OF PRINTING SERVICES

1. POLICY STATEMENT

1.1. Pursuant to Section 29 of Republic Act (RA) 9970 (General Appropriations Act of 2010), procuring entities have the option to engage the services of private printers for their printing and publication expenditures, subject to public bidding in accordance with RA 9184 and pertinent accounting and auditing rules and regulations.

1.2. However, printing of Accountable Forms and Sensitive High Quality/Volume Requirements shall only be undertaken by the recognized government printers, namely: Bangko Sentral ng Pilipinas, National Printing Office, and APO Production Unit, Inc.

2. SCOPE AND APPLICATION

2.1. These guidelines shall govern the procurement of printing services for accountable forms by the national government, its branches, constitutional offices, departments, bureaus, offices, agencies, and instrumentalities, including state universities and colleges, government owned/controlled corporations, government financial institutions, and local government units.

2.2. It shall not apply to official ballots and election paraphernalia, including statement of votes, certificates of canvass, and paper seals, which is covered by Section 184 of Batas Pambansa Blg. 881, otherwise known as the Omnibus Election Code of the Philippines and Section 13 of RA 9369.

3. DEFINITION OF TERMS

For the purpose of these guidelines, the following terms shall have the corresponding meanings:

- Accountable Forms. Refer to forms that are individually identified, accounted for, and afforded appropriate security. The list of accountable forms shall be provided in Annex A hereof.
- Recognized Government Printers (RGPs). Refer to the printers acknowledged by the government to

undertake the printing of accountable forms for other government agencies as provided for under Section 29 of RA 9970, namely, Bangko Sentral ng Pilipinas, National Printing Office, and APO Production Unit, Inc.

- Sensitive High Quality/Volume Requirements. Refer to printing requirements that are sensitive and of high quality or high volume determined as such by the procuring entity.

4. PROCEDURE

4.1. The procuring entity shall determine whether a printing expenditure is for an Accountable Form or for a Sensitive High Quality/Volume document.

4.2. The procuring entity shall prepare the technical specifications for the Accountable Forms or Sensitive High Quality/Volume printing requirement, which shall include, among others, the prescribed security features, output quantity, and target completion time.

4.3. It shall then conduct a market analysis to determine the Approved Budget for the Contract (ABC) taking into consideration the prevailing standard cost for its printing requirements.

4.3.1. The procuring entity may seek the assistance of the PCOO in determining whether no RGP is capable of undertaking the printing service.

4.3.2. Upon determination by the PCOO that no RGP can undertake the printing service due to time constraints and equipment limitations, the procuring entity may engage the services of private printers.

4.4. Thereafter, the procuring entity shall send a Request for Quotation (RFQ) to the RGPs. The quotations received will be evaluated by the procuring entity to determine which among the RGPs is most capable in performing the printing service in the most advantageous terms for the procuring entity.

4.4.1. In case the offer submitted by an RGP exceeds the ABC set by the procuring entity, it may request the Presidential Communications Operations Office (PCOO) to determine (i) whether the offer of the RGP is excessive; and (ii) set the appropriate rate for such transaction.

4.5. The procuring entity shall then engage the services of the appropriate RGP through an Agency-to-Agency Agreement pursuant to Section 53.5 of the IRR of RA 9184.

4.6. The appropriate RGP engaged by the procuring entity shall directly undertake the printing services for the contracts entered into, and cannot engage, subcontract, or assign any private printer to undertake the performance of the printing service.

5. EFFECTIVITY

These guidelines shall take effect immediately upon publication in the Official Gazette or in a newspaper of general circulation.

Adopted: 29 October 2010

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