

CREATION OF A PROCUREMENT PLANNING COMMITTEE TO FORMULATE A PROCUREMENT PLAN AND ANNUAL CONSOLIDATED PROCUREMENT PROGRAMS

SC ADMINISTRATIVE CIRCULAR NO. 38-2001, July 19, 2001

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WHEREAS, Executive Order No. 302, as amended by Executive Order No. 262, mandates that in the interest of public service, the procurement of goods or supplies by the National Government must be based on the public economy;

WHEREAS, to achieve effectiveness, efficiency and economy in the procurement of goods or supplies by government agencies, the Procurement Policy Board, which was created under Executive Order 359, has formulated and promulgated the Implementing Rules and Regulations of E.O. 302, as amended, entitled "Providing Policies, Guidelines, Rules and Regulations for the Procurement of Goods/Supplies by the National Government";

WHEREAS, under Section 3.2 of the aforesaid implementing rules and regulations, the procurement of goods by government agencies shall be undertaken according to procurement plan, which the agency concerned shall formulate, to ensure that the goods, supplies, or materials to be procured are available when needed;

WHEREAS, Section 424 of the Government Accounting and Auditing Manual requires all agencies of the National Government to prepare an annual procurement program showing the itemized quantity, description and estimated cost of supplies, materials, or equipment required for a fiscal year, and which program shall be made an integral part of the supporting documents of the agency's Work and Financial Plan required to be submitted to the Department of Budget and Management on or before the end of every November;

WHEREAS, the present system of procuring supplies, materials, or equipment by the Court does not conform with the above-mentioned requirements;

WHEREFORE, a Procurement Planning Committee is hereby created in the Supreme Court composed of the following:

Chairman Atty. Conrad S. Tolentino

Senior Chief Staff Officer, PIO

Members Atty. Ma. Carina M. Cunanan

Office of Administrative Services, SC

Atty. Lilian B. Co.

Financial Management and Budget Office, SC

Mrs. Agripina S. Bumanglag

Fiscal Management and Budget Office, SC

Mrs. Estrella D. Eje

Budget Division, FMBO

Mr. Jaime O. Mendoza

Property Division, SC

Mr. Gil T. Tribiana

Property Division, OCA

The Chairman shall designate the Secretary of the Committee. The Committee shall, among other things, be tasked to

1. Formulate, for approval of the Chief Justice, a Procurement Plan for the Supreme Court and the Lower Courts in accordance with the Implementing Rules and Regulations of E.O. 302, as amended, which shall include but not be limited to the

- type of contract to be executed;
- scope of the contract;
- procurement methods to be adopted, along with the expected time schedule for each procurement action.

2. Prepare, for approval of the Chief Justice, a yearly Consolidated Annual Procurement Program in accordance with Section 424 of the Government Accounting and Auditing Manual showing the itemized quantity, description and estimated cost of supplies, materials, or equipment required by all operating units of the Court for the incoming calendar year.

The Procurement Plan for the Supreme Court and Lower Courts shall be submitted not later than the fifteenth day of September 2001.

This Administrative Circular shall take effect on the 1st day of August 2001.

Issued this 19th day of July, 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

(Sgd.)JOSUE N. BELLOSILLO

(Sgd.)JOSE A.R. MELO

Associate Justice

Associate Justice

Chairman, Second Division

Chairman, Third Division

(per A.M. No. 99-12-08-SC)

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