



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

DEC 02 2013

December 2013

**CUSTOMS MEMORANDUM ORDER**

No. 13-2013

**To: All Deputy Commissioners  
Service Directors  
District/Port Collectors  
Division Chiefs  
All Other Officials and Employees Concerned**

**SUBJECT: Procedural Guidelines in the Preparation and Submission of  
Requests for Common-Use Supplies and Equipment Available in the  
Procurement Service (PS)**

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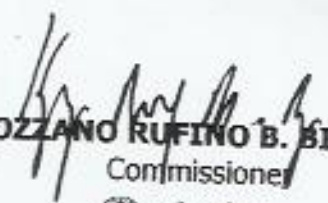
1.0 Background

- 1.1 It is a national government policy that procurement of government supplies, materials and equipment shall be done in the most transparent and competitive manner.
- 1.2 Administrative Order (AO) No. 17 was issued by the President directing all government agencies to: (a) procure their common-use supplies from the Procurement Service (PS) without need for public bidding; and (b) use the Philippine Government Electronic Procurement System (PhilGEPs) in all their procurement activities pursuant to Republic Act (R.A.) No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR).
- 1.3 Circular Letter (CL) No. 2011-6 dated August 25, 2011 as reiterated in CL No. 2013-14 dated November 29, 2013 issued by the Department of Budget and Management (DBM) prescribes the procedures and guidelines for the implementation of AO No. 17 in order to facilitate compliance and achieve its objectives.

2.0 General Guidelines

- 2.1 All common use supplies and equipment available in the Procurement Service (PS) as provided in the PS Electronic Catalogue (now the Virtual Store) shall be procured through the PS Depot (in the case of District/Ports) or PS Office (in the case of the Central Office-OCOM).

- 2.2 All other office supplies and equipment NOT available in the PS may be procured thru: (a) Shopping under Section 52.1(b) with threshold of P100,000 and below; or (b) Small Value under Section 53.9 if the Approved Budget for the Contract is P500,000 and below, of the IRR of R.A. No. 9184.
- 3.0 Specific Guidelines
- 3.1 All end-user units, i.e., offices/services, and collection districts under each of the different Groups of the Bureau, shall prepare their respective Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) using the attached format every October of each year, and submit the same to the General Services Division, Administration Office (GSD-AO) on or before the first week of November of each year for consolidation. Said APP-CSE may also be downloaded thru the PS website at <http://www.procurementservice.org-Download> tab and the PhilGEPS website at <http://www.philgeps.net-About> PhilGEPS tab – Useful Downloads.
- 3.2 The APP-CSE shall be consolidated by the GSD-AO for submission to the DBM on or before November 30 of each year, except for CY 2014, where the deadline for submission will be on December 15, 2013.
- 3.3 The procurement of CSE shall be made on a need basis and consolidated to evade splitting of contracts.
- 3.4 End-user units shall also include in the APP-CSE not only those supplies, materials and equipment currently listed in the Virtual Store of Common-Use Supplies of the PS, but also supplies, commodities or materials and equipment which are necessary and desirable in the performance of day-to-day operations of the Bureau.
- 3.5 The procurement unit of each office/service, or collection district shall ensure that their suppliers are registered in the PhilGEPS.
- 4.0 ACCOUNTABILITY
- The BOC-BAC, District/Port Collectors, GSD-AO and the Financial Management Office shall be held responsible for the implementation of this CMO, and shall ensure that all procurement activities are undertaken in accordance with the IRR of R.A. No. 9184.
- 5.0 RESOLUTION OF ISSUES
- All issues, requests for clarification, and other concerns relative to these guidelines shall be referred to the BOC-BAC and the Deputy Commissioner for IAG for resolution.
- 6.0 REPEALING CLAUSE
- All BOC issuances and orders which are inconsistent with the provisions of this Memorandum Order are hereby revoked and/or amended accordingly.
- 7.0 EFFECTIVITY
- This CMO shall take effect immediately.

  
**ROZZANO RUFINO B. BIAZON**  
 Commissioner



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