



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA



CIRCULAR LETTER

No. 2011-6 A

September 28, 2011

TO : Heads of Departments, Bureaus, offices and Agencies of the National Government, including State Universities and Colleges (SUCs); Government-Owned or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Local Government Units (LGUs) and All Others Concerned

SUBJECT: ADDENDUM TO CIRCULAR LETTER (CL) NO. 2011-6


- 1.0 This Circular is issued to modify and supplement certain items of CL No. 2011-6 re: *Directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities*.
- 2.0 Item Nos. 4.2 and 4.3, both under Guidelines of said Circular are hereby amended to further clarify the deadlines in the submission of the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for FY 2012 and ensuing years thereafter, identify the DBM units where procuring entities shall submit their APP-CSE, and specify the responsibilities of said concerned DBM units.
- 3.0 Thus, the following provisions shall supersede Item Nos. 4.2 and 4.3 of CL 2011-6, to read as:
 - “4.2 The accomplished APP-CSE shall be submitted to the DBM on the following due dates:
 - FY 2011 APP-CSE, on or before October 7, 2011;
 - FY 2012 APP-CSE, on or before November 15, 2011; and,
 - The APP-CSE for the ensuing years thereafter, on or before November 15 of each year. (E.g. FY 2013 APP-CSE shall be submitted on or before November 15, 2012).
 - 4.2.1 Procuring entities of the NGAs including SUCS, LGUs and GOCCs/GFIs shall e-mail their APP-CSE at app@procurementservice.org or click the provided link (“click to here to submit APP”) in the Procurement Service website and shall submit one (1) hardcopy to the following:

- Procuring entities in the Central Office (CO) - to the concerned Budget and Management Bureau (BMB) of DBM-CO; and
- Procuring entities in the Regions - to the concerned DBM Regional Office (RO).

4.2.2 The PS shall consolidate the APP-CSE submitted by procuring entities. These shall then be the basis of the PS in its projection of inventory requirements, scheduling of procurement activities, and overall management of the central procurement of common-use goods.

4.2.3 The BMBs and DBM ROs shall validate the consistency of the APP-CSE with the approved budget allocation for Common-Use Supplies and Equipment and determine the appropriate requirement level. The findings may serve as an input to the ensuing budget preparation.

4.0 For guidance and compliance.


FLORENCIO B. ABAD
Secretary