

TECHNICAL SUPPORT OFFICE

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NPM No. 23-2010

7 July 2010

GPPB-TSO FILE COPY

MR. ALFREDO C. MANLIQUEZ, Ph. D.

Supervising Administrative Officer

and Chair, Bids and Awards Committee

SOUTHERN LEYTE STATE UNIVERSITY – TOMAS OPPUS

San Isidro, Tomas Oppus, Southern Leyte

Re : Definition of Ordinary or Regular Office Supplies

Dear **Mr. Manriquez**:

We refer to your letters dated 8 June 2010 and 25 June 2010 inquiring whether all kinds of office supplies and equipment, such as chairs, tables, computer/information technology (IT) accessories may be considered ordinary or regular office supplies. We understand that Southern Leyte State University is considering purchasing these equipment through the alternative mode of Shopping under Section 52.1 (b) of the revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184).

In accordance with Section 10 of RA 9184, the procuring entity shall, as a general rule, adopt public bidding as the default mode of procurement. However, in order to promote efficiency and economy, the procuring entity may resort to any alternative mode of procurement, subject to the approval of the head of the procuring entity, whenever justified by the conditions provided therein.¹

One of the alternative modes provided under RA 9184 is Shopping. Under Section 52.1 (b) of the IRR, a procuring entity may resort to Shopping in the procurement of (i) ordinary or regular office supplies and equipment (ii) not available in the Procurement Service, and (iii) involving an amount not exceeding the threshold of Five Hundred Thousand Pesos (PhP 500,000.00) for state universities and colleges.²

“Ordinary or regular office supplies” is defined under Section 52.2 of the IRR as supplies, commodities, or materials, which, depending on the procuring entity’s

¹ Section 48, R.A. 9184

² Please see Annex H of the IRR of R.A. 9184

mandate and nature of operations, are necessary in the transaction of its official businesses and consumed in the day-to-day operations of the procuring entity.

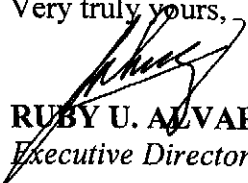
Section 2 of Republic Act No. 9261 prescribes the general mandate of Southern Leyte State University: It is to primarily provide advanced education, higher technological professional instruction and training in trade, fishery, agriculture, forestry, science, education, commerce, engineering and related courses. It shall also undertake research and extension services, and provide progressive leadership in these areas of specialization.

From the foregoing, it is our considered opinion that chairs, tables, and computers may be considered ordinary or regular office equipment of Southern Leyte State University. Being an educational institution, we believe that these equipment are necessary in the transaction of its official businesses and used in its day-to-day operations.

Relatedly, we wish to point out the *Guidelines for Shopping and Small Value Procurement*³ which you may consider in your procurement. A copy of the abovementioned issuance may be secured from our website: www.gppb.gov.ph.

We hope to have provided sufficient guidance on the matter. Should you have additional questions, please do not hesitate to contact us.

Very truly yours,



RUBY U. ALVAREZ
Executive Director III

³ Issued through GPPB Resolution 09-2009, dated 23 November 2009