



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NPM No. 62-2013

27 June 2013

MR. JAIME H. ALDABA
EVP and General Manager
APO PRODUCTION UNIT, INC. (APO)
E. De Los Santos Ave., Diliman,
Quezon City 1100

Re: Printing of Social Security System (SSS) Forms

Dear Mr. Aldaba:

We write in response to your letter requesting clarification regarding the propriety of the plan of SSS to procure printing services for some of its forms through public bidding.

As represented, the SSS reportedly planned to procure printing services for three (3) of its forms, namely SSS Forms RS5, R5, and R6. You consider the said forms to be accountable forms because these are “used as instruments in the collection of fees from the SSS members or public having a corresponding money value”. Thus, it is your position that the procurement of printing services for these forms must not be conducted through public bidding. It is in this context that you are requesting clarification on the propriety of such plan, and ask that we send a letter to SSS stating the same.

We understand that your position is based on the Guidelines on the Procurement of Printing Services (Guidelines), which requires that printing services for Accountable Forms and Sensitive High Quality/Volume Requirements should be sourced from Recognized Government Printers (RGPs), such as APO. The Guidelines provide that, after evaluation and determination of the most capable RGP in performing the printing service in the most advantageous terms¹, the procuring entity shall engage the services of the appropriate RGP through Negotiated Procurement under Section 53.5 (Agency-to-Agency Agreements) of the revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184².

The Guidelines defines Accountable Forms as those that are “individually identified, accounted for, and afforded appropriate security”, and refers to its Annex A for the list of Accountable Forms³. Annex A of the Guidelines classifies Accountable Forms into two types, namely: (i) those identified by RGPs and (ii) those identified by procuring entities. It should be noted that SSS Forms RS5, R5, and R6 are not among those under the first category as identified by the RGPs. Instead, the Guidelines includes SSS accountable forms

¹ Section 4.4, Guidelines on the Procurement of Printing Services.

² Section 4.5, *ibid*.

³ Section 3.a, *ibid*.

under the second category, *i.e.*, specialized types of accountable forms determined by the procuring entity.

In this regard, we are of the view that SSS has the authority to identify whether SSS Forms RS5, R5, and R6 are considered Accountable Forms, and therefore subject to the Guidelines. If SSS determines that said forms are not Accountable Forms as defined in the Guidelines, printing services for its procurement may be engaged through Competitive Bidding under RA 9184 and its IRR.

We hope our advice provided sufficient guidance on the matter. Note that this opinion is being issued on the basis of facts and particular circumstances presented, and may not be applicable to a different set of facts and circumstances. Should you have further questions, please do not hesitate to contact us.

Very truly yours,



DENNIS S. SANTIAGO
Executive Director III

Copy furnished:

MS. ANITA A. VILLENA
Department Manager
OFFICE OF GENERAL SERVICES
SOCIAL SECURITY SYSTEM (SSS)
East Avenue, Quezon City

//imd1