



**REITERATING THE AUTHORITY OF THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT UNDER GOVERNMENT PROCUREMENT POLICY BOARD RESOLUTION NO. 11-2019 TO DELIST ITEMS IN THE LIST OF COMMON-USE SUPPLIES AND EQUIPMENT**

**WHEREAS**, Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2016;

**WHEREAS**, Section 63 of RA No. 9184 and its 2016 revised IRR authorize the Government Procurement Policy Board (GPPB) to formulate public procurement policies, rules and regulations, and amend, whenever necessary, its IRR;

**WHEREAS**, Section 53(e) of RA No. 9184 allows the purchase of Goods from another agency of the Government, such as the Procurement Service-Department of Budget and Management (PS-DBM), which is tasked with the centralized procurement of commonly used Goods for the government in accordance with Letter of Instructions (LOI) No. 755, series of 1978, and Executive Order (EO) No. 359, series of 1989;

**WHEREAS**, Item 3 of LOI No. 755 directs the Procurement Council, with the assistance of the PS, to identify supplies, materials, and such other items, including equipment and construction materials, which can be economically purchased through a centralized procurement. The functions of the Procurement Council were subsequently transferred to appropriate government agencies such as the PS and the Systems and Procedures Bureau of the DBM, among others, when the Procurement Council was abolished pursuant to EO No. 285, series of 1987;

**WHEREAS**, EO No. 359 established the Procurement Policy Board tasked to promulgate rules and regulations, which shall be the basis for the procurement operation of the PS-DBM and other government agencies;

**WHEREAS**, Section 6 of Administrative Order (AO) No. 17, series of 2011 provides that the PS-DBM shall strengthen its operations and regularly conduct a survey to determine other products commonly purchased by procuring entities (PEs) for inclusion to the list of Common-Use Supplies and Equipment (CSE);

**WHEREAS**, Section 6 of AO No. 17 likewise mandates the GPPB to conduct a periodic evaluation of the effectiveness of the performance of the centralized procurement system in terms of economy and efficiency pursuant to Section 2 of EO No. 359;

**WHEREAS**, GPPB Resolution No. 11-2019<sup>1</sup> dated 22 April 2019 authorized the PS-DBM to delist items that it deems to be no longer relevant with respect to the needs of the agencies subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting;

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<sup>1</sup> Resolution Approving the 2019 Common Use Supplies and Equipment (CSE) Product Catalogue of the Procurement Service of the Department of Budget and Management.



**WHEREAS**, the GPPB-Technical Support Office (GPPB-TSO) received a letter from the PS-DBM regarding the Department of Health (DOH) request and recommendation to include COVID-19 related items in the PS-DBM List of CSEs since it was expected that all government entities would be availing the said items given the state of emergency and the current scale of the pandemic;

**WHEREAS**, the DOH, in its letter to the DBM, recommended the following health-related items for the common use of national government agencies and local government units which may be procured by the PS-DBM in light of the emerging threat COVID-19 posed to the Philippines and the need to ramp up prevention and response efforts, and to ensure the protection of all government employees:

- a. Alcohol;
- b. Sanitizers;
- c. Tissue;
- d. Thermometers;
- e. Hand soap;
- f. Detergent;
- g. Sodium hypochlorite;
- h. Cleaning materials;
- i. Personal Protective Equipment (PPE) for utility staff;
- j. Povidone Iodine;
- k. Gloves;
- l. Masks;
- m. Common medicines (Paracetamol tablet and suspension, Mefenamic Acid, vitamins tablet and suspension, Hyoscine tablet, oral rehydration solution, Cetirizine tablet and suspension);
- n. SARS-CoV- 2 testing kits, reagents, primers, probes, and enzymes;
- o. Universal/Viral transport media; and
- p. Transport boxes;

**WHEREAS**, in favorably endorsing the DOH's recommendation to the GPPB, the PS-DBM, as stated in its letter to the DBM, intended to utilize its experience and market knowledge in order to procure the recommended items in a timely manner. Said letter also stated that the PS-DBM may be deputized as the agency that will handle the emergency procurement;

**WHEREAS**, the GPPB noted that the two items included in the DOH recommendation, namely, the Universal/Viral transport media and Transport boxes, are not for common use and are best procured by the DOH. Accordingly, the Board approved only the following health-related items for the common use of PEs by virtue of GPPB Resolution No. 03-2020 on Approving the Adoption of Efficient, Effective, and Expedient Procurement Procedures during a State of Public Health Emergency:

- a. Alcohol;
- b. Sanitizers;
- c. Tissue;
- d. Thermometers;
- e. Hand soap;
- f. Detergent;
- g. Sodium hydrochloride;
- h. Cleaning materials;
- i. PPE for utility staff;
- j. Povidone Iodine;
- k. Gloves;

- l. Masks;
- m. Common medicines (Paracetamol tablet and suspension, Mefenamic Acid, vitamins tablet and suspension, Hyoscine tablet and suspension, oral rehydration solution, Cetirizine tablet and suspension); and
- n. Testing kits;

**WHEREAS**, on 10 August 2021, the GPPB-TSO received a letter from the PS-DBM endorsing the request<sup>2</sup> of the DOH to delist the following health-related items that were previously classified as CSE under GPPB Resolution No. 03-2020:

- a. Thermometers;
- b. Sodium hydrochloride;
- c. PPE for utility staff;
- d. Gloves;
- e. Masks;
- f. Common Medicines (Paracetamol tablet and suspension, Mefenamic Acid, vitamins tablet and suspension, Hyoscine tablet and suspension, oral rehydration solution, Cetirizine tablet and suspension); and
- g. Testing Kits;

**WHEREAS**, in its letter to the PS-DBM, the DOH requested the reclassification of the above items from CSE to regular or non-CSE items so that the DOH and other health facilities can procure these commodities on their own considering that these items are regularly used in health facilities;

**WHEREAS**, the PS-DBM interposed no objection to the request for delisting. However, it proposed to retain face masks for office use on the list of CSEs since there are several government agencies still purchasing or inquiring about its availability;

**WHEREAS**, the GPPB in its Resolution No. 11-2019, approving the request of the PS-DBM for the inclusion of the PS 2019 Catalogue of CSE in the official list of CSEs of the government back in 2019, likewise authorized the PS-DBM to delist items that it deems to be no longer relevant with respect to the needs of the agencies, subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting in order for the agencies to procure these deleted items;

**WHEREAS**, during its 5th GPPB Meeting on 17 July 2019, the Board approved the publication of GPPB Resolution No. 11-2019 and Catalogue by the PS-DBM. Accordingly, the GPPB-TSO, in its letter dated 19 July 2019, reminded the PS-DBM to facilitate the timely publication of the PS 2019 Catalogue of CSEs as embodied under GPPB Resolution No. 11-2019;<sup>3</sup>

**WHEREAS**, during the 8<sup>th</sup> GPPB Meeting on 14 October 2021, the PS-DBM presented its internal procedure before a CSE is removed from the CSE List of the PS-DBM;<sup>4</sup>

<sup>2</sup> In a letter dated 2 March 2021, the DOH requested the PS-DBM for assistance in the delisting of some health supplies that were included in the list of CSEs under GPPB Resolution No. 03-2020 so that the DOH and other health facilities can procure these commodities on their own through the regular procurement process. Subsequently, in the letter dated 11 March 2021 addressed to the DOH, the PS-DBM interposed no objection to the request for delisting considering that at present, most of these items are already out-of-stock and procurement thereof is primarily being done for the DOH's requirements only.

<sup>3</sup> The same reminder was reiterated to the PS-DBM through Short Message Service messages on 8 October 2019, 23 September 2019, 20 June 2020, 4 September 2020, and 16 December 2020; through emails on 8 September 2020, 22 April 2021, and 28 September 2021; and through a Viber message on 9 September 2021.

<sup>4</sup> Atty. Jolas E. Brutas, Director IV of the Procurement and the Regional Operations Groups presented on behalf of the PS-DBM.



- a. The PS Warehousing Division identifies CSE items that are non-moving, obsolete, or with low withdrawals in the inventory;
- b. The PS CSE - Demand Planning Committee reviews and evaluates the list of items and recommends the delisting of CSE items to the Executive Director for approval;
- c. The PS-DBM Office of the Executive Director approves the delisting of the CSE and
- d. The PS-DBM submits the report to the GPPB within 30 days;

**WHEREAS**, during the same meeting, the GPPB-TSO referred the Board to the existing authority granted to the PS-DBM under GPPB Resolution No. 11-2019, to delist items classified as CSE, and noted that the same is being undertaken by the PS-DBM as shown in the above internal procedure it presented to the Board. In light thereof, the GPPB may reiterate the said authority granted to the PS-DBM under GPPB Resolution No. 11-2019, to delist items that it deems to be no longer relevant with respect to the needs of the agencies, subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting;

**WHEREAS**, after careful review and deliberation, the GPPB resolved to reiterate the existing authority of the PS-DBM to delist items that it deems to be no longer relevant with respect to the needs of the agencies, subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting as provided under GPPB Resolution No. 11-2019;

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US**, by law and other executive issuances, hereby **RESOLVE**, to confirm, adopt, and reiterate, as **WE** hereby confirm, adopt, and reiterate to the PS-DBM its authority under GPPB Resolution No. 11-2019 to delist items that it deems to be no longer relevant with respect to the needs of the agencies subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting.

This Resolution shall take effect immediately.

**APPROVED** this 14<sup>th</sup> day of October 2021 at Pasig City, Philippines.

Sgd.

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**TINA ROSE MARIE L. CANDA**  
*GPPB, Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

Sgd.

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**ROLANDO U. TOLEDO**  
*Alternate to the Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

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**NATIONAL ECONOMIC AND  
DEVELOPMENT AUTHORITY**

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**DEPARTMENT OF EDUCATION**

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**DEPARTMENT OF ENERGY**

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**DEPARTMENT OF FINANCE**

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**DEPARTMENT OF HEALTH**

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**DEPARTMENT OF INTERIOR AND LOCAL  
GOVERNMENT**

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**DEPARTMENT OF NATIONAL  
DEFENSE**

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**DEPARTMENT OF PUBLIC WORKS AND  
HIGHWAYS**

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**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

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**DEPARTMENT OF TRADE AND INDUSTRY**

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**DEPARTMENT OF TRANSPORTATION**

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**DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY**

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**PHILIPPINE SPACE AGENCY**

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**PRIVATE SECTOR REPRESENTATIVE**

**RESOLUTION APPROVING THE 2019 COMMON USE SUPPLIES AND EQUIPMENT  
(CSE) PRODUCT CATALOGUE OF THE PROCUREMENT SERVICE OF THE  
DEPARTMENT OF BUDGET AND MANAGEMENT**

**WHEREAS**, Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act" and the 2016 revised Implementing Rules and Regulations (IRR) took effect on 26 January 2003 and 28 October 2016, respectively;

**WHEREAS**, under Letter of Instructions (LOI) No. 755 dated 18 October 1978, the Procurement Service (PS) was created and was tasked to be the central procurement entity of the government. The PS was attached to the Office of the President and reports to a Procurement Council composed of the Minister of Budget as Chairman and as Members, the Chairman of the Commission on Audit, the Minister of Finance, the Minister of Industry, and the Presidential Assistant for Economic and Development Affairs;

**WHEREAS**, under Executive Order (EO) No. 285 dated 25 July 1987, the Procurement Council created under LOI No. 755 was abolished transferring its functions to the Systems and Procedures Bureau of the Department of Budget and Management;

**WHEREAS**, under EO No. 359 dated 02 June 1989, a Procurement Policy Board was established and was tasked to promulgate rules and regulations to carry out the policy statement and intent of this EO 359, which shall serve as the basis for the procurement operation of the PS of the Department of Budget and Management (DBM) and other government agencies.

**WHEREAS**, the Procurement Policy Board, under EO 359, was also tasked to conduct periodic evaluation of the effectiveness of the centralized procurement system as carried out by the Procurement Service;

**WHEREAS**, under Section 63 of Republic Act (RA) No. 9184, the Government Procurement Policy Board (GPPB) absorbed all the powers, function and responsibilities of the Procurement Policy Board created under Executive Order No. 359, series of 1989, and the affected functions of the Infrastructure Committee of the National Economic and Development Authority Board were transferred to the GPPB;

**WHEREAS**, in the pursuit of its mandate, the PS has maintained and reported to the GPPB its list or catalogue of Common Use Supplies and Equipment (CSE);

**WHEREAS**, on 13 March 2019, PS formally requested the approval of the GPPB of the list or catalogue of CSE, which includes existing and new items for inclusion;

**WHEREAS**, pursuant to Section 23 of the General Appropriations Act, FY 2018, which mandated that Information and Communications Technology (ICT) equipment for government agencies shall be procured exclusively from the PS, the PS has also prepared a List of ICT equipment which also requires approval from the GPPB;



**WHEREAS**, on 11 April 2019, the 2019 Product Catalogue of the PS was presented during the 3<sup>rd</sup> Regular Inter-Agency Technical Working Group (IATWG) Meeting where the PS sought for a favorable recommendation of the following;

- a.) Annex A – List of Common-Use Supplies and Equipment;
- b.) Annex B – List of Consumables;
- c.) Annex C (including C1, C2, CE, C4 and C5) - List of Software and Licenses;
- d.) List of ICT equipment;

**WHEREAS**, during the said IATWG Meeting, the IATWG recommended for the approval of the GPPB Annexes A, B and C but deferred its recommendation of the List of ICT equipment subject to the review and validation of the IATWG Members;

**WHEREAS**, during the same IATWG Meeting, the IATWG recommended for the GPPB to authorize PS to delist items which it deems to be no longer relevant with respect to the needs of the agencies subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting;

**WHEREAS**, during the GPPB Meeting held on 22 April 2019, after presentation by the GPPB-TSO and careful deliberation, the GPPB approved the following:

- i. The 2019 Product Catalogue of the Common-Use Supplied and Equipment (CSE) of the Procurement Service (PS) of the Department of Budget and Management (DBM), particularly the following:
  - a. Annex A – List of Common-Use Supplies and Equipment;
  - b. Annex B – List of Consumables;
  - c. Annex C (including C1, C2, CE, C4 and C5) - List of Software and Licenses;
- ii. Authorize PS to delist items which it deems to be no longer relevant with respect to the needs of the agencies subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting;
- iii. Enjoin all government agencies to submit their APP-CSE and APP non CSE in accordance with the periods prescribed to PS to allow PS to update their data on what should be included and delisted from PS Product Catalogue.

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US**, by law and other executive issuances, hereby **RESOLVE**, to confirm, adopt, and approve, as **WE** hereby confirm, adopt, and approve the following:

- i. The 2019 Product Catalogue of the Common-Use Supplied and Equipment (CSE) of the Procurement Service (PS) of the Department of Budget and Management (DBM), particularly the following:
  - a. Annex A – List of Common-Use Supplies and Equipment;
  - b. Annex B – List of Consumables;
  - c. Annex C (including C1, C2, CE, C4 and C5) - List of Software and Licenses;
- ii. Authorize PS to delist items which it deems to be no longer relevant with respect to the needs of the agencies subject to proper reporting to the GPPB within thirty (30) calendar days from the delisting;
- iii. Enjoin all government agencies to submit their APP-CSE and APP non CSE in accordance with the periods prescribed to PS to allow PS to update their data on what should be included and delisted from PS Product Catalogue.



**APPROVED** this 22<sup>nd</sup> day of April 2019 at Manila City, Philippines.

This resolution shall take effect immediately.

SGD.

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**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

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**NATIONAL ECONOMIC AND  
DEVELOPMENT AUTHORITY**

SGD.

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**DEPARTMENT OF EDUCATION**

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**DEPARTMENT OF ENERGY**

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**DEPARTMENT OF FINANCE**

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**DEPARTMENT OF HEALTH**

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**DEPARTMENT OF INFORMATION AND  
COMMUNICATION TECHNOLOGY**

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**DEPARTMENT OF INTERIOR AND LOCAL  
GOVERNMENT**

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**DEPARTMENT OF NATIONAL  
DEFENSE**

SGD.

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**DEPARTMENT OF PUBLIC WORKS AND  
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**DEPARTMENT OF TRADE AND  
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**DEPARTMENT OF TRANSPORTATION**

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**PRIVATE SECTOR REPRESENTATIVE**