



BIDS AND AWARDS COMMITTEE SECRETARIAT DEPARTMENT
2/F, SSS Bldg., East Avenue, Diliman, Quezon City
Tel. Nos. (632) 8709-7198 / (632) 8922-1070 local 5492


NOTIFIED
06/27/2023
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MEMORANDUM

FOR : 
ROLANDO LEDESMA MACASAET
President & CEO

THRU : 
ELVIRA G. ALCANTARA-RESARE *ms*
Executive Vice President, Corporate Services Sector

: 
DORENDA M. DASMARIÑAS
Vice President, Procurement Management Division &
Concurrent Acting Head, Administration Group

FROM : 
ROSALYN AZUL-CONDAT
Acting Head, BAC Secretariat Department

DATE : 26 July 2023

SUBJECT : **FY 2024 ANNUAL PROCUREMENT PLAN FOR COMMON-
USE SUPPLIES and EQUIPMENT (FY 2024 APP-CSE)**

RECOMMENDATION:

Respectfully submitted for consideration and approval is the FY 2024 Annual Procurement Plan for Common-use Supplies and Equipment amounting to **₱78.31-M**, composed of the following templates provided by Procurement Service - Department of Budget and Management (PS-DBM) in **Annex A**:

- Part I – contains items for acquisition from PS-DBM (Procurement Service Stores)
- Part II – contains other items not available at PS-DBM but regularly purchased from other sources.

JUSTIFICATION:

1. Per Advisory No. 2023-011 dated 12 July 2023 issued by the PS-DBM, the Agency's APP-CSE, shall be submitted to the PS-DBM through the Virtual Store (VS) Facility on or before **July 31, 2023**.
2. Per PS-DBM template, the APP-CSE must be approved by the Head of the Agency.
3. SSC Resolution No. 80-s.2021 dated 10 February 2021 granted the President and CEO the authority to:

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- (a) "sign on behalf of the Social Security Commission (SSC) as Head of the Procuring Entity (HOPE) pursuant to RA No. 9184, xxx the reportorial requirements relative to (DBM) Memorandum Circular No. 2020-1 dated June 02, 2020, which are for submission to the Government Procurement Policy Board (GPPB), the Philippine Government Electronic Procurement System (PhilGEPS) and the Secretariat for AO25"; and
 - (b) "act on administrative matters that do not require the exercise by the SSC as HOPE, and sign documents related thereto in compliance with the requirements of the GPPB, PhilGEPS, AO25 Secretariat, Procurement Services – Department of Budget and Management, and other government agencies involved in procurement."
4. The amount is included in the 2024 Proposed Corporate Operating Budget per memo dated 25 July 2023 of the Budget Department.
 5. While the thrust of SSS is automation and digitalization, amounts are allotted for Paper and Paper Products to provide resources while transitioning to full automation and digitalization. Please refer to **Annex "B"** for the comparison of 2023 and 2024 APP-CSE.
 6. The final 2024 Annual Procurement Plan, incorporating the requirements under APP-CSE and APP Non-CSE will be approved by the SSC, pursuant to Section 7.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

BACKGROUND:

1. As required by PS-DBM, the Office Services Department (OSD) accomplished the templated form for FY 2024 APP for CSE using as basis the historical data for the last three (3) years to budget, actual expenses and volume procured, the stocks available as of a certain date and requirement for the coming year.
2. The Bids and Awards Committee (BAC) I and II in their joint meeting under Resolution No. 2023-001 dated 26 July 2023 resolved to recommend the appropriate modality of procurement of the items listed in the FY 2024 APP for CSE.

Att.: Annex "A" - FY 2024 APP – CSE
Annex "B" - Comparison of 2023 & 2024 APP-CSE
Annex "C" – PS-DBM Advisory No. 2023-011 dated 07/12/2023
Annex "D" – Memo dated 07/25/2023 of Budget Department