



May 31, 2019

**MEMORANDUM CIRCULAR NO. 15**  
Series of 2019

**SUBJECT: POLICY ON APPROVED PURCHASE ORDERS (POs)/WORK ORDERS (Wos)/CONTRACT AGREEMENTS (CASs) AND NOTICES TO PROCEED (NTPs)**

To facilitate the delivery/completion/performance of contracts for goods/infrastructures/consulting services and prudent use of financial resources, the following shall be observed:

1. The Suppliers/Contractors/Consultants will be notified through phone and email to claim their POs/WOs/CAs within fourteen (14) calendar days upon approval.
2. The Procurement Management Service (PMS) (Bids & Awards Committee (BAC)/Procurement) shall make a maximum of four (4) calls/emails to the Suppliers/Contractors/Consultants within the 14 day period.
3. Notices of unclaimed POs/WOs, notices will be sent through courier/registered mail to the Suppliers/Contractors/Consultants and will be given an ultimatum of seven (7) calendar days to claim their respective POs/WOs/CAs and NTPs.
4. The Suppliers/Contractors/Consultants shall submit position papers to the Director justifying extensions/reasons for not claiming the POs/WOs/CAs and NTPs. Non-submission of position papers is tantamount to refusal to accept award.
5. If within the 21-day period there are still unclaimed POs/WOs/CAs and NTP, the contracts shall be deemed CANCELLED unless the Suppliers/Contractors/Consultants submit position papers.
6. The funds for the cancelled contracts can still be used for the same purpose in the request or other purposes as deemed necessary but within the same fiscal year.
7. Sanctions (suspension/blacklisting) under IRR of RA 9481, Sec. 65.3 Offenses and Penalties (d); Sec. 69.1 Imposition of Administrative Penalties (d & f) shall be imposed to erring Suppliers/Contractors/Consultants for:
  - a. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after he had been adjudged as having submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.
  - b. Termination of the contract due to the default of the bidder.
8. The erring Suppliers/Contractors/Consultants shall be given warnings through the letters sent to them.
9. The end-users are encouraged to assist the PMS (BAC/Procurement) in facilitating the release of POs/WOs/CAs and NTPs.

For strict compliance.

**RONNIE D. DOMINGO, DVM, MSc**