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Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
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GENERAL SERVICES AGENCY CIRCULAR NO.: 09- 003

TO: All Line Departments/Agencies/Autonomous

FROM: Chief Procurement Officer

SUBJECT: Cost Analysis for Sole Source Procurement

Buenas yan Hafa Adai! Effective immediately, any recommendation or justification submitted for sole source procurement shall be accompanied by a cost analysis of the product or services being requested.

The department shall make every effort to contact the manufacturer and inquire if there are other companies across the nation that provides the same product or services, so that the government is able to ensure that the cost provided by the vendor or contractor is reasonable. The procurement file will indicate that the government has exercised reasonableness prior to awarding under the sole source procurement method.

We look forward to your continued support and cooperation with our endeavors to continue to improve the procurement process of our government and most of all in upholding the integrity of the procurement process.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.



Claudia S. Acfalle
CLAUDIA S. ACFALLE

COMMITTED TO EXCELLENCE