

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

Ray Tenorio
Lieutenant Governor

Benita A. Manglona
Director

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John A.B. Pangelinan
Acting Deputy Director

October 15, 2014

GENERAL SERVICES AGENCY CIRCULAR NO. 2015-005

TO: All Department/Agency Heads
FROM: Chief Procurement Officer
SUBJECT: **Unauthorized Procurement Transaction**

Hafa Adai! Please be reminded that commitments shall not be made between the government and a vendor prior to the issuance of an approved purchase order or a valid contract signed by the Governor.

Effective immediately, any unauthorized procurement transacted after receipt of this notice will no longer be ratified and will be returned without action. Departments/Agencies who commits this government without a valid purchase order or contract will be liable to resolve the matter between the department and the vendor, which of course is to advise the vendor to file under the Claims Act for payment. **This office will no longer tolerate procurement violations due to the negligence of the departments/agencies to submit request in a timely manner for goods or services.**

GSA is known to provide proper guidance to departments/agencies if in the case urgent requirements does exist in order to remain in compliance with established procurement laws. This office is aware that at times emergencies do exist, however, the Governor is the only authorized person to approve such declaration of emergency. Again, there is a process in handling emergency procurements approved by the Governor.

Si Yu'os Ma'ase' for your continued support in our endeavors to maintain the integrity of the procurement process. If you have any questions regarding this matter, please contact me at 475-1707.


CLAUDIA S. ACFALLE