

NAME AND ADDRESS OF REQUESTING AGENCY TEL. NOS.	AGENCY ACCT. CODE <hr/> AGENCY CONTROL No. <hr/> PS APR No.
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**AGENCY PROCUREMENT REQUEST**

To: THE PROCUREMENT SERVICE  
 DBM Compound, RR Road,  
 Cristobal St., Paco Manila

\_\_\_\_\_ (Date Prepared) \_\_\_\_\_

**PLEASE CHECK (√) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW**

- Please issue common-use supplies/materials per Price List No. \_\_\_\_\_ dated \_\_\_\_\_  
 Mode of delivery:  Pick-up (Fast Lane)       Pick-up (Schedule)       Delivery (door-to-door)
- In case fund is not sufficient:  Reduce Quantity     Bill Us     Charge to Unutilized Deposit, APR No.: \_\_\_\_\_ Date: \_\_\_\_\_
- Please purchase for our agency non-common items. Attached herewith :  
 Complete Specifications       Obligation Request (ObR)       Others, pls. specify \_\_\_\_\_  
 Certificate of Budget Allocation (CBA)       Payment      \_\_\_\_\_

**IMPORTANT!! PLEASE SEE THE INSTRUCTIONS/CONDITIONS AT THE BACK HEREOF**

ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	Unit Price	AMOUNT
				Total AMOUNT	P _____

**NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME**

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:  _____ AGENCY PROPERTY SUPPLY OFFICER	FUNDS CERTIFIED AVAILABLE  _____ AGENCY CHIEF ACCOUNTANT	APPROVED:  _____ AGENCY HEAD/AUTHORIZED SIGNATURE
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FUNDS DE POSITED WITH PS     \_\_\_\_\_ CHECK No. \_\_\_\_\_  
 IN THE AMOUNT OF: \_\_\_\_\_ (P \_\_\_\_\_ ) ENCLOSED

## INSTRUCTIONS/ CONDITIONS

### AGENCY PROCUREMENT REQUEST (APR) PS Form No. 001

- 1.0 This form shall be used/accomplished by agencies for ordering both common use and non-common use supplies/materials/equipment and shall be submitted to the Agency Servicing Division (ASD). Action desired should be properly marked on the appropriate box. The APR shall be prepared in five (5) copies with the Agency Control Number (ACN) clearly indicated in the APR.
- 2.0 REQUEST must always be prepared SEPERATELY according to the following categories:
  - 2.1 **COMMON–USE SUPPLIES, MATERIALS AND EQUIPMENT** - refer to those goods, materials and equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their function. The list of the common use items are found in the Electronic Catalogue ([www.philgeps.net](http://www.philgeps.net)). Hard copy of the Price List is also available at PS-DBM.
  - 2.2 **NON-COMMON ITEMS** - those that are not classified as common-use supplies and therefore are not included in the Electronic Catalogue/PS Price List. These are the items peculiar to the needs of the agency.
- 3.0 FUNDING: As stated in Section 445.b, paragraph 2 of the Government Auditing and Accounting Manual (GAAM) and Section 4b paragraph 2 of Executive Order 359: agencies shall remit in advance to the Procurement Service the funds needed to service their requirement for the supplies, materials and equipment as reflected in the said Work and Financial Plan/Annual Procurement Program (APP); In case where outright cash/funds are not available:
  - 3.1 For National Government Agencies (NGAs) - certified true copy of the duly approved Obligation Request (ObR) shall be submitted together with the APR so that procurement process may be initiated.
  - 3.2 For Government-Owned and Controlled Corporations (GOCCs), Government Funding Institutions (GFIs), Local Government Units (LGUs) and State Colleges and Universities (SUCs), the APR shall be accompanied with the approved corporate budget allocation or certification of funds availability.
  - 3.3 Upon delivery, the client-agency shall pay PS within five (5) working days after receipt of goods.
- 4.0 DELIVERY SCHEME
  - 4.1 For common-use supplies/materials and equipment
    - 4.1.1 If items are intended to be picked-up, the receipt of the APR and payment shall go thru the Fast Lane and the agency shall receive the goods immediately or within the day depending on the number of client-agencies lined up to pick-up the goods.
    - 4.1.2 If items are intended to be picked-up on a later date (as scheduled by the agency), the received APR shall be stamped with the reminder: "**Pick-up on \_\_\_\_\_ (date) \_\_\_\_\_**", thus, the agency shall come back on the scheduled date to pick-up the goods.
    - 4.1.3 For regular deliveries, PS delivers for free within Metro Manila Area. Delivery shall be done within ten (10) working days after receipt of the APR, partial or complete as indicated in the Delivery Receipt.
    - 4.1.4 For partial delivery, a Reply Action Document (RAD) is attached to inform agency regarding the balance as follows:
      - The balance to be served/delivered OR
      - The balance not to be served anymore AND
      - The amount of remaining/unutilized funds which may be used in the next request/s or maybe refunded as decided by the agency
- 5.0 The Procurement Service assumes that requested supplies/materials/equipment are included in the Annual Procurement Plan (APP) of the agency and that the necessary permit or authority associated with the request shall be secured by the agency concerned.