

DENR Memorandum Circular

No. 2000- 07

March 20, 2000

**SUBJECT : Guidelines On The Delivery Of
Supplies, Materials, Equipment And
Services.**

In order to strengthen the procedures in the procurement of supplies, materials, equipment and services, adhere to pertinent rules and regulations prescribed by law and institute penalties on erring suppliers, the following guidelines are hereby established:

1. Delivery of Goods

- 1.1 All deliveries of supplies, materials, equipment and services shall be directly delivered to the Warehouse, General Services Division for recording, receipt and disposition.
- 1.2 Partial delivery is strictly prohibited. In any instance where the supplier cannot deliver any item/s as stated in the contract, the same shall be supported by a waiver to be accepted, by the End-User and must be approved by the Assistant Secretary for Management Services.
- 1.3 Withdrawals of supplies by the end-users from the warehouse shall commence only upon notification by the General Services Division, which shall be based on the submission of Inspection Report by the Inspection and Pre-Acceptance Committee (IPC).

1.4 Equipment and Semi-Expendable materials shall be covered by Memorandum Receipts and corresponding Inventory Stickers before issuance to the end-user.

2. Penalties. on erring suppliers

2.1 Failure of supplier to deliver in full or not in accordance with the specifications as stipulated in the contract, shall be subject to the following regulations:

- a. First Offense One (1) month Suspension
- b. Second Offense Three (3) months Suspension
- c. Third Offense Blacklisted from engaging in DENR transactions

2.2 Delay in the delivery of goods for more than ten (10) days shall be classified as failure by the supplier and shall be subject to the same penalty under Item 2.1.

The IPC and the General Services Division shall at all times submit advance copies of the required documents in procurement to the COA Resident Auditor pursuant to existing rules and regulations.

FOR STRICT COMPLIANCE

(Sgd.) ANTONIO H. CERILLES
Secretary