

MEMORANDUM ORDER

No. 56
 Series of 2024

SUBJECT : **PRESCRIBING DELIVERY TERMS FOR THE DELIVERY OF GOODS AND SERVICES**

To ensure timely delivery of goods and services, the Bureau hereby implements the following allowable delivery terms for the delivery of goods and services:

Classification of the Item	Allowable Delivery Term
Readily-Available Goods Referring to goods that are readily available or could be acquired off-the-shelf in local physical stores	7-15 calendar days
Made-to-Order Goods or Imported Goods with Domestic Inventory Referring to goods that are locally available but are made-to-order or are generally imported but with domestic inventory	15-30 calendar days Extendable for orders of large quantity
Imported Goods with Limited to No Local Inventory Referring to goods that are not locally available, requiring its importation. Said goods have limited to no domestic inventory	30-60 calendar days
Agricultural Supplies Referring to items that are agricultural in nature, such as, but not limited to: seeds, fertilizers, pesticides, agricultural byproducts	15-45 calendar days
Job Order Referring to non-specialized services, usually maintenance or calibration	15-30 calendar days
Imported Chemical Supplies Referring to chemicals that have limited to no domestic or foreign inventory, or are generally difficult to source	Variable, based on proposals by suppliers
Specialized Equipment Referring to equipment that have limited to no domestic or foreign inventory, or are generally difficult to source	Variable, based on proposals by suppliers

The Procurement Management Section (PMS) is given the discretion of prescribing a delivery term (by calendar days) based on the allowed range. The prescribed term shall be an exact figure and not in range of days. In cases where multiple item classifications are bundled in a single procurement, the PMS shall apply the delivery term of the item with the greatest allowable delivery term.

In cases where the allowable delivery term is not practically applicable for a certain procurement, the end-user must include a justification prior to bid posting to prescribe a delivery term beyond the allowable.

The Property and Supply Section is likewise reminded of the prescribed delivery terms in the preparation of the Purchase Order (PO).

This Memorandum shall take effect on February 15, 2024 and shall supersede all issuances inconsistent herewith.


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Director