



Republika ng Pilipinas
Hambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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OUR REFERENCE:

MC NO. 14 s. 2002

MEMORANDUM CIRCULAR

**To : ALL Regional Irrigation Managers, Operations Managers,
and Project Managers
This Agency**

**Subject : Submission of Procurement Requirements for Civil Works and
Supply of Goods and Services**

To enable NIA to implement its Annual Procurement Plan effectively, all Regional Managers, Operation Managers and Project Mangers are required to submit their procurement requirements for Civil Works and Supply of Goods and Services, which are not covered under their delegated authorities on or before March 22, 2002.

The Central Office shall plan, schedule and conduct the bidding for such requirements:

I. CIVIL WORKS

Purpose	Item Description	Scope	Estimated Cost	Funding Source	Period Required
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II. PROCUREMENT OF GOODS AND SERVICES

Purpose	Item Description	Qty	Estimated Cost	Funding Source	Mode of Procurement	Period Required
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Following submission of the Procurement Requirements for Supply of Goods and Services, the covering RIV for such goods and services shall be forwarded to Central Office attention Assistant Administrator for Administrative Services within 15 days for approval.

Procurement Plan for the succeeding years shall be submitted every 15th day of November. Hence, requirement for year 2003 shall be submitted November 2002.

For strict compliance.

JESUS EMMANUEL M. PARAS
Administrator

11 March, 2002