



Republic of the Philippines
DEPARTMENT OF HEALTH
OFFICE OF THE SECRETARY
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March 3, 2005

DEPARTMENT MEMORANDUM

No. 2005 - 0026

FOR: ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS, DIVISION CHIEFS, PROGRAM MANAGERS, EXECUTIVE ASSISTANTS, ADMINISTRATIVE OFFICERS AND OTHERS CONCERNED AT THE CENTRAL OFFICE

SUBJECT: Leasing of office equipment, including computers and other information and communication technology equipment

Given the need for additional computers and its peripherals or for the upgrading of existing computer systems but limited capital outlay for the procurement of the same, the Department of Health can resort to leasing these equipment. In these regard those interested to lease such equipment have to submit an approved procurement plan and request to the Central Office Bids and Awards Committee (COBAC) Secretariat **not later than March 18, 2005.**

Pursuant to Section 46 of Republic Act 1984 or the "Government Procurement Reform Act," leasing of office equipment, including computers and other information and communication technology equipment has to be publicly bided. For COBAC to assess the need at the central office and in compliance with the law, offices concerned are hereby requested to submit to COBAC all procurement requests for lease contracts. This is to process all lease contracts at the same time and take advantage of bulk procurement as well as to attract more bidders especially for computer lease to purchase or to own.

The following conditions shall also apply:

1. The COBAC Secretariat shall consolidate and cost all requests with the assistance of the Information Management Service.
2. After consolidation and costing of all requests, each office shall be informed of the estimated cost and shall subsequently submit a certificate of availability of funds to the COBAC Secretariat.
3. Depending on the estimated cost of the contract, the COBAC shall decide on the mode of the procurement and shall bid out all the requests at the same time as necessary.
4. Cost of such lease shall be paid by the requesting office. Although the contract shall be executed as one contract for the DOH central office, the charging of expenses shall be by office.

By authority of the Department of Health:


ALEXANDER A. PADILLA

Undersecretary of Health

Chairman, Central Office Bids and Awards Committee

Cigarette smoking kills!!

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