



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE



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Camp Gen. Emilio Aguinaldo, Quezon City, Philippines

SEP 14 2021

MEMORANDUM
No. 586, s. 2021

TO : ALL CONCERNED SERVICE DIRECTORS AND
REGIONAL DIRECTORS

SUBJECT : DECENTRALIZATION OF THE PROCUREMENT OF
NON-FOOD ITEMS (NFIs)

I. BACKGROUND AND RATIONALE

The Office of Civil Defense continuously provides humanitarian aid in the form of non-food items to victims of disasters to promote the quality of living even during in emergencies.

Relative to this, the OCD Central Office, thru the Operations Service procures various non-food items that are distributed to the OCD Regional Offices for prepositioning and stockpiling. These NFIs are intended to be provided to affected LGUs and as augmentation to the response capacity of the RDRRMCs.

As part of OCD's strategy to improve the delivery and distribution of non-food items to LGUs in preparation for or in response to disasters, as well as to streamline OCD's supply chain management, the procurement of non-food items shall now be decentralized to the OCD Regional Offices for their facilitation and implementation.

II. GENERAL GUIDELINES

1. The Regional Offices will be responsible for the procurement, stockpiling, and replenishment of NFIs in their respective logistics facilities;
2. The NFIs that will be procured by the Central Office will serve as strategic reserve and shall be provided to the Regional Offices as augmentation support in times of disasters;
3. The Regional Offices shall conduct the procurement through their Regional Bids and Awards Committee within their allowable procurement limit;
4. Provisions pursuant to the Republic Act 9184 or the Government Procurement Act, its Implementing Rules and Regulations (IRR), and the Resolutions issued by the Government Procurement Policy Board related to the implementation of the Act shall be applied.

5. The OCD Regional Offices shall submit to the CDA their Procurement and Stockpile Reports through the Director, Administrative and Financial Management Service.

III. LIST OF NON-FOOD ITEMS FOR PROCUREMENT

The following NFIs are directed to be procured at the Regional Level:

- a. Family Pack
- b. Hygiene Kits
- c. Malong
- d. Blankets
- e. Tarpaulin
- f. Other items as may be directed and/or authorized

For the uniformity of the NFIs distributed to the community, the technical specifications for the above-enumerated items will emanate from the Operations Service through the Response and Operational Coordination Division (ROCD) or other offices as may be directed.

The Operations Service shall be notified should there be any modification/s made on the existing technical specification of the NFIs.

IV. OTHER IMPLEMENTING GUIDELINES

The Central Office through the Operations Service shall procure the abovementioned NFIs as emergency stockpile that will serve as augmentation to the existing Regional reserve. These will be stored at the Central Office-managed warehouses, namely;

- a. DRRM 3-in-1 Facility, Fort Magsayasay, Nueva Ecija
- b. NDRRMC Humanitarian Response Depot, Clark Airbase, Clark, Pampanga
- c. OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City
- d. DELSA Satellite Warehouse, Camp General Emilio Aguinaldo, Quezon City.

Dispatch of the strategic reserve NFIs shall be upon the approval of the Civil Defense Administrator (CDA) to the request of the Concerned Regional Office.

V. CHARGEABILITY

Funds for this purpose shall be charged against the Quick Response Fund, subject to existing rules and regulations.

VI. EFFECTIVITY AND AMENDMENTS

This memorandum shall take effect immediately upon approval and signature of the Civil Defense Administrator. All amendments and updates will likewise be approved by the CDA prior to its implementation.

For guidance and strict compliance.


UNDERSECRETARY RICARDO B JALAD
Administrator