





## POLICY GUIDELINES ON THE ISSUANCE OF CERTIFICATE OF NON-AVAILABILITY OF STOCKS (CNAS) TO CLIENT AGENCIES

### 1. POLICY STATEMENT

- 1.1 Consistent with Letter of Instruction (LOI) No. 755 and Administrative Order No. 17, client agencies are directed to procure Common-use Supplies and Equipment (CSE) from the Procurement Service-Department of Budget and Management (PS-DBM).
- 1.2 In case any CSE is not available from the PS-DBM, a Certificate of Non-Availability of Stock (CNAS) can be generated from the Electronic Catalogue found in the PS-DBM website at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph).
- 1.3 Two (2) Resolutions were issued by the Government Procurement Policy Board (GPPB) to guide the PS-DBM and the procuring entities on the matter of issuance of CNAS, viz:
  - 1.3.1 GPPB Resolution No. 24-2014, "Authorizing DBM-PS to Issue Certificate of Non-Availability of Stocks on Grounds Other Than Physical Unavailability"
  - 1.3.2 GPPB Resolution No.17-2020, "Approving the Streamlining of Procurement of the Common-use Supplies and Equipment Items from the Department of Budget and Management-Procurement Service".

### 2. PURPOSE

This policy defines the guidelines to meet the following objectives:

- 2.1 To prescribe the rules and procedures for processing and issuance of CNAS following the above policies.
- 2.2 To prescribe the forms to be used by the procuring entities in requesting for CNAS and by the PS-DBM on the issuance of CNAS for the purposes of 1.3.1 of these policy guidelines.



### 3. SCOPE AND APPLICATION

The guidelines shall apply in responding to all requests for CNAS whether received personally, via conventional mail, or electronic mail from government procuring entities.

### 4. DEFINITION OF TERMS

- 4.1 For the purposes of these guidelines, the following terms, or words and phrases shall mean or be understood as follows:
- 4.1.1 *Certificate of Non Availability of Stocks (CNAS)* –refers to the written or electronically generated document issued by PS-DBM as prescribed by the GPPB Resolutions.
  - 4.1.2 *Procuring Entity* – refers to all branches, constitutional commissions and offices, agencies, departments, bureaus, offices, and instrumentalities of the government, including Government-Owned and/or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), State Universities and Colleges (SUCs) and local government units (LGUs) procuring CSEs from PS-DBM Main office, depots and sub-depots.
  - 4.1.3 *Depot and/or Sub-depot* – refers to PS-DBM regional and/or LGU depot that operates and maintains a physical warehouse and office outside Metro Manila and carries CSE inventories to market and sell to its client-agencies in the far-flung areas in the country.
  - 4.1.4 *Common-Use Supplies and Equipment (CSE)* – refers to the goods, materials, and equipment that are used for the day-to-day operations of procuring entities in performing their functions listed in the product catalogue in the PS-DBM website.
  - 4.1.5 *Physical Unavailability* – state of being not available in a physical warehouse.



- 4.1.6 *Inefficiency* – a situation in which someone or something fails to use resources such as time, materials, or labour in an effective way or a circumstance that will cause additional expense, time, and effort (example: procurement at the nearest PS-DBM Depot would require five hours or more of travel time; rental of vehicle)
- 4.1.7 *Impractical* - not practical: such that circumstance is not wise to put into or keep in practice or effect. (example: procurement at the nearest PS-DBM depot would necessitate agency to use a boat; distance from the depot to the agency is too far)
- 4.1.8 *Not Economically Viable* – incapable of careful, thrifty, frugal manner/use of resources (example: procuring entity may have to pay for high fuel consumption or rent vehicle such that costs outweigh the savings that may be realized in procuring from PS-DBM)

## 5. PROCEDURAL GUIDELINES

### 5.1 CNAS Generated in the Electronic Catalogue and CNAS for Physically Unavailable or Out of Stock CSE Items

At any time, Procuring Entities may print the list of physically unavailable or out of stock CSE for a particular day through the available information in the PS-DBM website:

- 5.1.1 Go to the PS-DBM website [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph).
- 5.1.2 Click the "What We Sell" tab.
- 5.1.3 Click the "Common Use" tab and choose "Main Office" or "Regional Depots".
- 5.1.4 On the page, a portion in the red tab marked "CNAS" is indicated, containing the list of items that are out of stock.
- 5.1.5 Procuring Entity can download the list and print. Such can be made as an attachment when it procures the unavailable CSE from other sources.



Pursuant to GPPB Resolution No. 17-2020, Procuring Entities may procure CSE items that are out of stock without the need for securing CNAS from PS-DBM and procure from other sources, subject to the following:

- 5.1.6 The item is not available from PS-DBM as shown on its website; and
- 5.1.7 Procuring Entity must keep a record of the proof of unavailability of the CSE as shown in the PS-DBM website such as a printed form of the webpage or a screenshot of the same showing the date and time it was accessed.

## 5.2 **CNAS on Grounds other than Physical Unavailability of CSE Items**

Pursuant to GPPB Resolution No. 24-2014, the concept of the unavailability of the CSE from PS-DBM may be expanded to cover instances where delivery of the CSE is (a) **inefficient** (b) **impractical**, and (c) **not economically viable**.

- 5.2.1 Requests for issuance of CNAS based on grounds other than physical unavailability should be supported by a form (Annex A) which should be properly filled out by the requesting procuring entity.
- 5.2.2 To justify the issuance of CNAS, the requesting procuring entity may submit a cost-benefit analysis; value assessment study, etc.
- 5.2.3 Said request/form shall be processed by the Depot Operations Division.
- 5.2.4 The template (Annex B) for the response to procuring entities' requests is provided.
- 5.2.5 The issuance of CNAS will be subject to approval of the PS-DBM Executive Director.



## 6. EFFECTIVITY

These guidelines shall take effect immediately.

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