REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG RENTAS INTERNAS
KAWANIHAN NG RENTAS INTERNAS

January 20, 2005

REVENUE MEMORANDUM ORDER NO. 3-2005

SUBJECT : Prompt Payment of Claims Involving Procurement of IT and Non-IT Supplies, Materials, Forms, Equipment and other Services

TO : All Concerned BIR Officials

I. Objective

In order to effect prompt payment of obligations incurred by the Bureau, all claims involving Procurement of IT and Non-IT Supplies, Materials, Forms, Equipment and other Services must be supported by the documents enumerated in the Annexes of this RMO, as follows:

1.	Public Bidding	Annex "A"
2.	Direct Contracting	Annex "B"
3.	Repeat Order	Annex "C"
4.	Shopping	Annex "D"
5.	Negotiated Procurement (Non-Gov't Agency)	Annex "E"
5.	Negotiated Procurement (PS-DBM, NPO, APO)	Annex "F"

II. Policies

2.1 The BIR official concerned or his duly authorized representative must duly authenticate all documents that are photocopied.

2.2 All claims must be supported by the documents enumerated in the abovementioned annexes before said claim is actually transmitted by Procurement Division to the Accounting Division.

III. Repealing Clause

This Revenue Memorandum Order amends portions of RMO No. 31-80 and other issuances inconsistent herewith.

IV. Effectivity

This order takes effect immediately.

(Original Signed)
GUILLERMO L. PARAYNO, JR
Commissioner of Internal Revenue

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