



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
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Office of the Vice-Chancellor for Administration
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29 January 2019

MEMORANDUM NO. 06
Series of 2019

T O: All Vice Chancellors, Deans, Directors and Heads of Units

**SUBJECT: Preparation of Purchase Request (PR) 2019 and Revision/
Amendment of PPMP/APP 2019: For General Appropriations
Act (GAA) Funds**

Please be reminded that in accordance with Sec. 7.2 of the Procurement Law, no procurement shall be undertaken unless in accordance with the approved Annual Procurement Plan (APP), including approved changes thereto of the procuring entity. In view of this, please observe the following:

1. All UPLB units shall prepare their Purchase Requests (PRs) based on the approved consolidated Annual Procurement Plan (APP) and on the unit's Project Procurement Management Plan (PPMP) for 2019 thru the University Information System (UIS).
2. PRs with Requests for Quotations (RFQs) for alternative modalities (shopping, SVP, etc.) with approved APP/PPMP, shall be submitted to the BAC Sec as per need basis for Philippine Government Electronic Procurement System (PhilGEPS) posting purposes.
3. The cut-off period/deadline for the submission of signed PRs to the Bids and Awards Committee Secretariat (BAC Sec) Office of the PPMP/APP 2019 for public bidding are as follows:

Cut-off Period	Deadline of Submission
3 rd Quarter	28 February 2019
4 th Quarter	30 April 2019

4. The cut-off period/deadline for the submission of the amended PPMP and consolidation of amended PPMP's to the Amended APP for General Fund (GF) and Revolving Fund (RF) in the UIS are as follows:

Cut-off Period	Deadline for Submission of Amended PPMP to UIS
1 st & 2 nd Quarter	28 February 2019
3 rd Quarter	28 March 2019
4 th Quarter	28 May 2019

5. Consult TWG in crafting specifications using the standard format of Request for Quotation (RFQ) before having it signed by the approving authorities of your respective units.

For strict compliance.



CRISANTO A. DORADO
Vice Chancellor