



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

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MEMORANDUM NO. 04
Series of 2018

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

**SUBJECT: Preparation of Purchase Request (PR) and Revision/
Amendment of Project Procurement Management Plan (PPMP)/
Annual Procurement Plan (APP) for 2018**

In compliance with the 2016 IRR of R.A. 9184, the following guidelines in procurement activities of the University shall be strictly observed. Furthermore, 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 APP, including approved changes thereto of the procuring entity.

A. For General Appropriations Act (GAA) Funds and Internally Funded Projects

1. Using the University Information System (UIS), all UPLB units shall create their PRs, based on the approved consolidated APP and on the unit's PPMP for 2018.
2. The deadline/cut-off period for the submission of signed PRs with approved 2018 PPMP/APP to the Bids and Awards Committee Secretariat (BAC-SEC) Office for public bidding are as follows:

15 February 2018	-	1 st Quarter
30 March 2018	-	2 nd Quarter
18 May 2018	-	3 rd Quarter
29 June 2018	-	4 th Quarter

3. For alternative modalities (shopping, SVP, etc.) with approved 2018 APP/PPMP, PRs with Requests for Quotations (RFQs) should be submitted to the BAC-SEC as per need basis for Philippine Government Electronic Procurement System (PhilGEPS) posting purposes. The deadline/cut-off period for the submission of the amended PPMP and consolidation of amended PPMPs to the Amended APP for General Fund (GF) and Revolving Fund (RF) in the UIS are as follows:

Deadlines / Cut-off period	Submission of Amended PPMP to UIS	Consolidation and Approval of Amended APP
2 nd Quarter	02 March 2018	05 - 09 March 2018
3 rd and 4 th Quarter	27 April 2018	30 April - 04 May 2018

4. The amended APP shall be submitted to Government Procurement Policy Board (GPPB) in July of the Budget Year and in January of the succeeding year.
5. Consult concerned Technical Working Group (TWG) in crafting specifications before having it signed by approving authorities of your respective units.

B. For Externally Funded Projects:

1. PRs shall be prepared together with Supplemental PPMP using SPMO System. PRs shall be prepared by the project leader/project staff for the supplies, equipment and services; indicate the purpose as to the necessity; and specify the project activity where to be used. It shall be approved by the proper authorities according to their delegated functions.
2. For newly approved research trust funds and other supplemental funds, PPMP/PR shall be prepared immediately upon execution of the Memorandum of Agreement (MOA) with the funding agencies/BOR approved program/ reprogrammed and other internally funded projects. It shall be accompanied by a sub-allotment advice/line-item budget and shall be aligned with the fiscal year (project year).
3. The end-user shall be responsible for formulation of the requirements, i.e., the goods, services or works required or the budget from which the requirement will be purchased. End-user shall conduct market study to support price estimates in the Approved Budget Ceiling (ABC).
4. The end-users must present their PPMPs to the Bids and Awards Committee for Research (BAC-RESEARCH) before any procurement activity takes place.

C. Posting requirements applicable to all funds:

1. Posting of procurement opportunities are required for transactions above Php50,000 at PhilGEPS portal, BAC website (www.bac.uplb.edu.ph) and at conspicuous places for three (3) calendar days in the case of alternative modalities (shopping, SVP, etc.) and seven (7) calendar days for public bidding. Manual submission of bid offers can be placed to the assigned drop box located at BAC-SEC Office on or before the scheduled deadline of submission.
2. Deadline for posting requirements may only be extended twice. In case no supplier responded after the second posting, the end-user must conduct mandatory review of the specifications, terms and conditions, scope of works and the approved budget ceiling (ABC).

For compliance.


CRISANTO A. DORADO
Vice Chancellor