



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration
(Tel. Nos. (049) 536-3468; 536-2331; e-mail: ovca.uplb@up.edu.ph)

25 June 2019

MEMORANDUM NO. 20

Series of 2019

T O: All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Deadline of submission of Project Procurement Management Plan (PPMP) in preparation for FY 2020 Indicative Annual Procurement Plan (Indicative APP)

Preparation of the Project Procurement Management Plans (PPMP)/Annual Procurement Plan (APP) shall be in accordance with the following provisions of the 2016 Revised IRR of RA 9184:

- a. *Section 7.1: "All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP)."*
- b. *Section 7.2: "No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto."*

A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan (PPMP) which shall be consolidated in the APP. A procurement project shall refer to a specific or identified procurement covering goods, consulting services, or infrastructure projects described, detailed, and scheduled in the PPMP.

- c. *Section 7.3.2: "In the preparation of the indicative APP, the end-user or implementing units of the Procuring Entity shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities, and projects (PAPs)."*
- d. *Section 18. Reference to Brand Names. "Specifications for the procurement of Goods shall be based on relevant characteristics, functionality and/or performance requirements. Reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment."*
- e. *Section 54.1. "Splitting of Government Contracts is not allowed. Splitting of Government Contracts means the division or breaking up of GoP contracts into smaller quantities and amounts, or dividing contract implementation into artificial phases or sub-contracts for the purpose of evading or circumventing the requirements of law and this IRR, particularly the necessity of competitive bidding and the requirements for the alternative methods of procurement."*

In this connection, end-users whose fund codes are under **General Fund (GF)** and/ or **Revolving Fund (RF)** are reminded to prepare and present their respective **PPMP(s) (Non-Common Use Items/Non-Catalog Request)** to the Bids and Awards Committee (BAC) for the appropriate mode of procurement. Please see attached Schedule of PPMP Presentation, for your reference.

You can download the prescribed PPMP template in excel file at the www.bac.uplb.edu.ph or www.spmo.uplb.edu.ph websites to be used for the purpose of presentation. Strict compliance/conformance with the prescribed template is required. Any deficiencies will be rejected.

Before the PPMP presentation, end-users need to submit the following **on or before 10 July 2019**:

1. *Electronic file of their fully accomplished/filled-out PPMP(s) to be sent to spmo.uplb@up.edu.ph;*
2. *Original, hard copy signed and approved (by the unit head) PPMP, to be submitted to SPMO; and,*
3. *Photocopy of the most recent Internal Operating Budget (IOB) of the fund source (GF code or RF code) of the Unit/Office.*

After the PPMP presentation, end-users shall enter the **University Information System (UIS)**, through URL <https://uis.up.edu.ph>, to encode their PPMP(s) with the appropriate BAC action. PPMP creation in the UIS shall follow the format for naming convention: PPMP 2020 Common PS-DBM, *Fund Code*, Unit/College for Common-Use Supplies and Equipment (PS-DBM), and PPMP 2020 Non-Catalog, *Fund Code*, Unit/College for Non-Common Use Items / Non-Catalog Request.

Example: PPMP 2020 Common PS-DBM, 1205007, SPMO/OVCA and
PPMP 2020 Non-Catalog, 1205007, SPMO/OVCA

The deadline for PPMP submission in the **UIS is on 23 July 2019**. Cut-off period in the UIS worklist approval (**SPMO Final Approval**) is on **31 July 2019**.

Kindly fill-out the attached Return Slip for confirmation of your attendance to PPMP Presentation and submit to the SPMO **on or before 10 July 2019**. For queries, please coordinate with Mr. Eric Luis F. Cabrido of SPMO at 536-2282.

For strict compliance.



CRISANTO A. DORADO
Vice Chancellor

RETURN SLIP

NAME	DESIGNATION	OFFICE / UNIT	SIGNATURE

Recommended by: _____

(SIGNATURE OVER PRINTED NAME OF UNIT HEAD)

SCHEDULE of PPMP PRESENTATION

15 JULY 2018		TIME SLOT
1	Office of the Chancellor	9:00am - 10:00am
2	Internal Control Office	
3	Legal Office	
4	Office of Alumni Relations	
5	Office of Institutional Linkages	
6	Office of Public Relations	
7	Office of the Vice-Chancellor for Planning and Dev't	10:00am - 11:00am
8	Budget Management Office	
9	University Planning and Management Office	
10	Information Technology Center	
11	Land Grant Management Office	
12	Resource Generation and Development Office	
13	Office of the Vice-Chancellor for Research and Extension	11:00am - 12:00nn
14	Center for Technology Transfer and Entrepreneurship	
15	Gender Center	
16	Museum of Natural History	
17	Ugnayan ng Pahinungod	1:00pm - 2:00pm
18	Office of the Vice-Chancellor for Administration including the Commission on Audit	
19	Accounting Office	
20	Cashier's Office	
21	Human Resource Development Office	
22	Records Management Office	
23	Supply and Property Management Office	
24	Graduate School	2:00pm - 3:00pm
16 JULY 2018		
25	Office of the Vice-Chancellor for Community Affairs	9:00am - 10:00am
26	Business Affairs Office	
27	Continuing Education Center	
28	UPLB Housing Office	
29	University Health Service	
30	University Police Force	
31	Office of the Vice-Chancellor for Academic Affairs	10:00am - 12:00nn
32	BIOTECH	
33	Department of Military Science and Tactics	
34	Interactive Learning Center	
35	Learning Resource Center	
36	Office of the Students Affairs	
37	Office of the University Registrar	
38	University Library	
39	University Publication Office	
40	College of Development Communication	1:00pm - 2:00pm
41	College of Engineering and Agro-industrial Technology	2:00pm - 3:00pm
42	College of Economics and Management	3:00pm - 4:00pm
18 JULY 2018		
43	College of Agriculture and Food Science	9:00am - 11:00am
44	College of Public Affairs	11:00am - 12:00nn
45	College of Arts and Sciences	1:00pm - 3:00pm
19 JULY 2018		
46	College of Forestry and Natural Resources	9:00am - 11:00am
47	College of Human Ecology	11:00am - 12:00nn
48	School of Environmental Science and Management	1:00pm - 2:00pm
49	College of Veterinary Medicine	2:00pm - 3:00pm

Colleges includes Dean's Office and all Departments/ Institutes under it