



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

097.7 DPWH
06-15-2022

June 13, 2022

DEPARTMENT MEMORANDUM)

CIRCULAR NO. 32)
Series of 2022)
At 6/15/2022)

FOR / TO: Undersecretaries
Assistant Secretaries
Service Directors
Bureau Directors
Regional Directors
Head of UPMOs
District Engineers
This Department

For information and guidance, attached is a copy of **GPPB Resolution No. 02-2022** dated April 7, 2022, entitled "**APPROVING THE CONDUCT OF THE PILOT TESTING OF THE REVISED PROCUREMENT REPORTS.**"

A copy of the said Resolution may also be downloaded from the DPWH Website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

MARICHU A. PALAFOX, CESO II
Assistant Secretary for Support Services

Encl: GPPB Advisory No. 02-2022 dated April 7, 2022

cc: Office of the Secretary

10.1.4 JSC/CDP/VGV/MSV

**APPROVING THE CONDUCT OF THE PILOT TESTING OF THE REVISED
PROCUREMENT REPORTS**

WHEREAS, Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”, took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2016;

WHEREAS, Section 63.1(d) of the 2016 revised IRR of RA No. 9184 mandates the Government Procurement Policy Board (GPPB) to ensure the proper implementation by Procuring Entities (PEs) of the Act, IRR, and all other relevant rules and regulations pertaining to public procurement. Relatedly, Section 63.3(e) of the 2016 revised IRR of RA No. 9184 directs the GPPB-Technical Support Office (TSO) to monitor the compliance to the Act and assist the PEs improve their compliance;

WHEREAS, Section 7.3.2 of the 2016 revised IRR of RA No. 9184 requires the preparation of the Project Procurement Management Plan (PPMP) by the end-user units reflecting the PE’s priorities and objectives for the budget period. The PPMP is a planning tool containing the list of projects and/or requirements including corresponding estimated budgetary requirements of each end-user unit. It is used for resource and financial management, allowing PEs the flexibility to optimize the utilization of scarce resources;¹

WHEREAS, in accordance with Section 7 of the 2016 revised IRR of RA No. 9184, PPMPs shall be consolidated into the Annual Procurement Plan (APP) to reflect the entirety of the procurement activities that will be undertaken by the PE² within the fiscal year;

WHEREAS, Section 12 of the 2016 revised IRR of RA No. 9184 requires PEs to prepare the Procurement Monitoring Report (PMR) on a semestral basis to track the status of their Procurement Projects.³ The PMR covers all procurement activities specified in the APP, whether ongoing and completed, including the details and timelines for each of the Procurement Projects;

WHEREAS, in 2020, the GPPB-TSO, through its Performance Monitoring Division (PMD), reviewed the existing forms used in the procurement activities, namely the PPMP, APP, and PMR (collectively referred here as “Procurement Reports”) to ensure that said reports will, serve as an effective planning and monitoring tools, be responsive to the needs of PEs, and be a reliable data source for the national procurement statistics to be used for policy recommendations to the GPPB;

WHEREAS, in undertaking the revision of Procurement Reports, the GPPB-TSO conducted online surveys, meetings, workshops, and a focus group discussion with PEs, GPPB-TSO Recognized Trainers, and representatives from development partners to identify gaps and issues on the current Procurement Reports, and gather feedbacks and suggestions on its proposed revision;⁴

¹ See Generic Procurement Manual Volume 1

² *Ibid.*

³ Procurement Project, as defined under GPPB Circular No. 06-2019 dated 17 July 2019, refers to a specific or identified procurement covering goods, infrastructure projects or consulting services.

⁴ **Date** **Activity**

27 April to 7 May 2020
6 May 2020

Internal User Testing of the initial proposed revised forms with GPPB-TSO Users
Focus-Group Discussion with select PEs

WHEREAS, the GPPB-TSO, in collaboration with the Open Contracting Partnership (OCP) and United Nations Office on Drugs and Crime (UNODC), conducted online consultations and a workshop to determine compliance of the Procurement Reports with the Open Contracting Data Standard, and validate the terms of reference for the hiring of a Consultant for the automation of the revised Procurement Reports. The automation of the revised Procurement Reports will enable PEs to prepare all such reports online; link the system with the Philippine Government Electronic Procurement System (PhilGEPS); automatically fill-out and compute data; generate reports and analytics; and ensure an accurate and real-time source of procurement data;

WHEREAS, in light of the foregoing, the GPPB-TSO determined that the conduct of pilot testing of the revised Procurement Reports is necessary to: validate the effectiveness thereof; check accessibility of the data needed to accomplish the same; determine the roles and responsibilities of procurement officers involved therein; and identify the constraints and concerns of PEs in the implementation of the revised Procurement Reports;

WHEREAS, on 8-10 February 2022,⁵ the GPPB-TSO conducted an online survey to identify the PEs that are willing and able to participate in the conduct of the pilot testing of the revised and automated Procurement Reports;

WHEREAS, on 11 February 2022, the GPPB-TSO identified and invited⁶ thirty-eight (38) PEs to participate in the conduct of pilot testing of the revised Procurement Reports, based on the following considerations:

Considerations	
GPPB Member-Agencies	<ul style="list-style-type: none"> • Uniqueness of the types of Procurement Projects.
Previously engaged PEs	<ul style="list-style-type: none"> • Participation in previous activities for the revision of Procurement Reports; • Compliance with submission of 2020 APP and 2020 1st and 2nd Semester PMRs; • Uniqueness of Procurement Projects; and • Sector where the PE belongs (i.e., education, security, economic, etc.)
PEs that participated and responded	<ul style="list-style-type: none"> • Sector where the PE belongs (i.e., education, security, economic, etc.); • Size of procurement or the amount of budget in the approved APP;

20-22 January 2021	Online Survey on the preparation of procurement reports with select PEs
26 March 2021	Workshop with the GPPB-TSO Recognized Trainers
2-3 November 2021	Workshop with the OCP and UNODC feedback and suggestion from the OCP and UNODC on compliance of the forms in Open Contracting Data Standard, among others.
11 January 2022	Internal Workshop of the PMD to determine the data and data types necessary to monitor procurement activities of PEs
8-10 February 2022	Online survey relative to the pilot testing of the Revised and Automated Forms for Procurement Reports disseminated during the 2022 Procurement Forum
30 March 2022	Online meeting with the Department of Public Works and Highways to discuss experiences and challenges encountered in the development of their internal automated system
31 March 2022	Online meeting with the Department of the Interior and Local Government to discuss experiences and challenges encountered in the development of their internal automated system
31 March 2022	Online meeting to discuss the integration of the automated Procurement Reports with the Modernized PhilGEPS

⁵ During the 2022 Procurement Forum

⁶ Invitations were sent on 1 and 4 March 2022.

affirmative in the online survey ⁷	<ul style="list-style-type: none"> • Location of the PE so that there will be representations from Luzon, Visayas, Mindanao, Cities, and Municipalities; and • Availability of personnel who will undertake the necessary activities for the Pilot Testing
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WHEREAS, from the thirty-eight (38) invited PEs, the GPPB-TSO selected the pilot agencies on a “first-come, first-served” basis or considered the first seventeen (17) PEs that submitted their signed commitment forms.⁸ The selection of pilot PEs ensures that the activity will be manageable and cost-effective. Moreover, in selecting the pilot agencies, the GPPB-TSO also made sure that the following sectors are well-represented:

1. Ecological Protection and Climate Change Management Sector;
2. Economic Development Sector;
3. Food Security Sector;
4. Good Governance Sector;
5. Human Development Sector;
6. Security, Peace, and Justice Sector; and
7. Local Government Units;

WHEREAS, on 17 February 2022, the GPPB-TSO presented to the Inter-Agency Technical Working Group (IATWG) the proposed revised Procurement Reports, selection criteria for the pilot agencies, list of agencies to be invited in the pilot testing, and the process flow for the conduct of pilot testing. Among the comments raised by the IATWG members are the identification of personnel who will be responsible for the preparation of Procurement Reports especially the PMR, the provision of additional tool tips to guide the handling officer in filling out the Procurement Reports, and the conduct of training on the revised Procurement Reports. The IATWG agreed to provide further comments and recommendations until 2 March 2022;

WHEREAS, on 24 February and 2 March 2022, the Department of the Interior and Local Government and National Economic Development Authority (NEDA), respectively, provided additional comments and recommendations on the proposed revised Procurement Reports;

WHEREAS, on 10 March 2022, during the 2nd GPPB Meeting, the GPPB-TSO presented the revised Procurement Reports, and the Board agreed, as follows:

1. To include the PEs which confirmed their participation as pilot agencies for the pilot testing of the revised Procurement Reports, subject to the submission of commitment forms;
2. The conduct of pilot testing of the revised Procurement Reports, which includes the conduct of preliminary activities such as the orientation of PEs, validation of results, and finalization of the Procurement Reports; and
3. The use of the proposed revised Procurement Reports during the pilot testing, subject to the comments of the GPPB.

WHEREAS, on 17 and 21 March 2022, additional comments on the revised Procurement Reports were received from the Department of Science and Technology (DOST) and Department of Transportation, respectively;

⁷ The online survey was disseminated and conducted to the participants of the FY 2022 Procurement Form held via Zoom on 8-10 February 2022.

⁸ Commitment form elaborates the tasks and expected outputs of the participating PEs. Deadline for submission was on 8 March 2022.

WHEREAS, on 28 March 2022, the PMD further revised the Procurement Reports based on the received comments and suggestions;

WHEREAS, on 7 April 2022, during the 3rd GPPB Regular Meeting, the GPPB-TSO presented anew the proposed revised Procurement Reports, with the following highlights:

1. The revised Procurement Reports shall be accomplished through drop-down menus, auto-compute, auto-fill and auto-harvest functions which will reduce the manual and repetitive encoding of information in the Procurement Reports. This will address the concerns of the IATWG on the perceived complexity of completing Procurement Reports. Accordingly, the filling out of PMR is distributed as follows:

Particulars	No. of columns	%
Columns to be filled out manually	15	27%
Manual but with dropdown options	11	20%
Hybrid: Auto-generated unless PE did not post in the PhilGEPS	17	30%
Data are auto-generated/harvested	13	23%
TOTAL	56	100%

2. Further changes were made on the revised Procurement Reports to further simplify the filling up process, as follows:
 - a. New columns or items were added on the Procurement Reports to ensure that necessary information are covered. These include, among others, the single code identifier that will allow the PE to trace its procurement project from planning to monitoring, date of bidder's acceptance of the Notice of Award, Purchase Request and contract reference numbers, total amounts of Public Bidding and Alternative Modes of Procurement;
 - b. Columns were rearranged based on the category of information to properly guide the PEs in planning and tracking its procurement projects. For PPMP, the columns are arranged based on project, schedule, and funding requirements. APP is arranged by procurement requirements, budget requirements, and procurement and contracting arrangement. Finally, PMR is arranged by project details, procurement details, contract details, observer's participation and protest mechanism;
 - c. New tool tips were added to provide description and purpose on the information being required and to better guide PEs on what the activity entails;
 - d. Formula and drop-down menus were added or adjusted to lessen the time consumed in preparing the reports, to ensure standard format of and minimize errors on information to be provided by the PEs;
 - e. Grammatical and/or typographical corrections and page layout/formatting were applied; and
 - f. Color legend scheme was applied to assist PEs in determining specific areas on the reports that need to be manually encoded, that are auto-filled, can be harvested from other sources, automatically computed, and with drop down options.

3. The pilot testing will likewise address and or validate the other observations, questions, and recommendations raised during the consultation process, such as:
 - a. the officers/office who/that will be responsible for filling out specific columns of the PMR;
 - b. the scope of planning and monitoring that will be included in the training program as part of the roll-out of the revised Procurement Reports;
 - c. the information that should (or not) be part of the revised Procurement Reports; and
 - d. any possible overlap with the Modernized PhilGEPS;
4. Seventeen (17) PEs which submitted commitment forms to participate in the pilot testing of the revised Procurement Reports, namely:
 - a. Bureau of Plant Industry;
 - b. City Government of Cavite;
 - c. Department of Budget and Management;
 - d. Department of Finance;
 - e. Department of Health;
 - f. Department of Information and Communications Technology;
 - g. DOST;
 - h. NEDA;
 - i. National Housing Authority;
 - j. National Irrigation Administration - Balog Balog Multipurpose Project;
 - k. National Parks Development Committee;
 - l. Philippine National Police;
 - m. Philippine Navy;
 - n. Philippine Space Agency;
 - o. Philippine Veterans Affairs Office;
 - p. Veterans Memorial Medical Center; and
 - q. West Visayas State University.

WHEREAS, in the same meeting, the Board approved the recommendation of the GPPB-TSO to conduct the pilot testing of the revised Procurement Reports with the 17 PEs that submitted commitment forms, using the proposed revised Procurement Reports.

NOW, THEREFORE, for and in view of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **Us** by law and other executive issuances, hereby **RESOLVE** to confirm, adopt and approve, as **WE** hereby confirm, adopt and approve the following:

1. **APPROVE** the conduct of pilot testing of the revised Procurement Reports;
2. **APPROVE** the following PEs that will be included in the pilot testing:⁹

⁹ Pilot PEs were able to submit their respective accomplished commitment forms approved by their Head of the Procuring Entity. The commitment form enumerates the responsibilities of the Pilot PEs which include the following:

1. Attendance to the meetings to be scheduled by the GPPB-TSO;
2. Accomplishment of the forms using actual data from latest procurement reports;
3. Revision of inputs in the forms based on feedback from the GPPB-TSO and/or other participants;
4. Document the process, including resources needed for the accomplishment of the forms;
5. Establish and maintain a system of regular and open communication with GPPB-TSO;
6. Present user experience and feedbacks; and
7. Participation in other activities as may be determined during its course.

- a. Bureau of Plant Industry;
 - b. City Government of Cavite;
 - c. Department of Budget and Management;
 - d. Department of Finance;
 - e. Department of Health;
 - f. Department of Information and Communications Technology;
 - g. Department of Science and Technology;
 - h. National Economic and Development Authority;
 - i. National Housing Authority;
 - j. National Irrigation Administration - Balog Balog Multipurpose Project;
 - k. National Parks Development Committee;
 - l. Philippine National Police;
 - m. Philippine Navy;
 - n. Philippine Space Agency;
 - o. Philippine Veterans Affairs Office;
 - p. Veterans Memorial Medical Center; and
 - q. West Visayas State University; and
3. **APPROVE** the use of the proposed revised Procurement Reports for the conduct of Pilot Testing. Said Procurement Reports are attached as **Annexes “A”, “B”, and “C”**.

This Resolution shall take effect immediately.

APPROVED this 7th day of April 2022 at Pasig City, Philippines.

Sgd.

TINA ROSE MARIE L. CANDA
GPPB, Chairperson
**DEPARTMENT OF BUDGET AND
MANAGEMENT**

Sgd.

ROLANDO U. TOLEDO
Alternate to the Chairperson
**DEPARTMENT OF BUDGET AND
MANAGEMENT**

**NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY**

DEPARTMENT OF EDUCATION

Sgd.

DEPARTMENT OF ENERGY

DEPARTMENT OF FINANCE

Sgd.

DEPARTMENT OF HEALTH

**DEPARTMENT OF THE INTERIOR AND
LOCAL GOVERNMENT**

Sgd.

**DEPARTMENT OF NATIONAL
DEFENSE**

**DEPARTMENT OF PUBLIC WORKS AND
HIGHWAYS**

Sgd.

**DEPARTMENT OF SCIENCE AND
TECHNOLOGY**

Sgd.

DEPARTMENT OF TRADE AND INDUSTRY

Sgd.

DEPARTMENT OF TRANSPORTATION

Sgd.

**DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY**

Sgd.

PHILIPPINE SPACE AGENCY

PRIVATE SECTOR REPRESENTATIVE

Annex "A" - Proposed revised Project Procurement Management Plan

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. __, for CY __

End-User Unit:

PPMP Type:

Total amount of budget for the office excluding Personnel Services:

Total Approved Budget for the Planned Procurement:

TOOL TIP:

- **Indicative PPPM for Budget Proposal:** PPPM submitted in support of the budget proposal for the succeeding year.
- **Indicative PPPM based on the National Expenditure Program (NEP) or similar document:** Revision of the indicative PPPM consistent with the NEP or similar document, once the same is approved.
- **PPMP:** PPPM is accordance with the approved budget (i.e., General Appropriations Act, Corporate Budget, appropriations ordinance, as the case may be)
- **Updated/Revised PPPM:** Reflects the changes made in the PPPM (i.e., additional projects or update on the details of the terms in the latest PPPM).
- **Supplemental PPPM:** Contains additional projects supplemental to the latest PPPM (i.e., projects to be included without necessarily revising the whole PPPM). This forms part of the latest PPPM.

Legend:

Column to be filled out manually
Data are auto-generated/harvested
With dropdown option

TOOL TIP: End-users should know the nature of the project as well as its availability in the market. Given that, they will also be able to determine the appropriate modality taking into consideration the conditions set in the rules.

[illegible]

Signature : _____ Printed Name : _____ Designation : _____ Date Signed : _____	Prepared by:	Submitted by:
	<u>[End-User Unit Representative]</u>	<u>[Head of the End-User Unit]</u>

Annex "A" - Proposed revised Project Procurement Management Plan

as of: _____ <Insert date> _____

Schedule of Requirements					Funding Requirements			Are the specifications, Terms of Reference (TOR), and/or Scope of Work (SOW) already set?	Reasons/Justifications in case of non-preparation of the specifications, TOR, and/or SOW	Remarks
Start Date of Implementation of PAP/ Date of the Activity	Delivery Date	Location / Delivery Site/ Venue	Number of Suppliers/ Service Providers identified during market scoping	Conduct of Market Scoping / Cost Benefit Analysis	Budget source	Quantity / Size	Approved Budget for the Contract (in PHP)			
Commencement data of the implementation of the PAP itself. In some instances the delivery date may be the same as the date of implementation of PAP.	The date of delivery shall be the date of execution of contract by the supplier or contractor. In case the procurement project is to be delivered in a staggered or progressive basis, the date to be indicated shall be the first delivery date.	Area of delivery for goods and services or site of implementation in case of service delivery or construction	Suppliers/Service Providers in the Market Scoping sheet shall be filled out in order to assess the market readiness of the items to be procured. Upon completing the form, the number of suppliers/service providers identified as source of market information shall be indicated in this column.	Market scoping or Cost Benefit Analysis is conducted to determine if the needs of the user are available in the market and to determine the most competitive costing thereof. The market scoping summary template is on a separate sheet.	Source of Fund to pay the item be procured.	Quantity + Unit of Measure	The ABC shall be the final estimated budget for the project/items to be procured after considering various factors for project costing, such as: market price, delivery cost, installation cost, taxes, etc.	Select from the dropdown options whether technical specifications, terms of reference, and/or scope of work for each project are already prepared. If the answer is "No", kindly provide reason/justification on the next column.	In case the answer for the previous column is "No", kindly provide reason/justification on this column	Additional details regarding the project
				Yes	Government of the Philippines (current year's budget)		0.00	Yes	N/A	
				No	Government of the Philippines (continuing budget)		0.00	No	Provide reason/justification [remove this text]	
				NOTE: Shall be automatically filled out in the automated system. But for purposes of pilot testing of the forms, the dropdown option shall be used.	Government of the Philippines (current year's and continuing budget)		0.00		#N/A	
			Grant by an International Financing Institution			0.00		#N/A		
			Loan from an International Financing Institution			0.00		#N/A		
						0.00		#N/A		
						0.00		#N/A		
						0.00		#N/A		
						0.00		#N/A		
						0.00		#N/A		
						0.00		#N/A		
						0.00		#N/A		
TOTAL APPROVED BUDGET FOR THE CONTRACT							0.00			

Evaluated by: [include comments, if any]

Budget Officer

Received by: [the receiving BAC Secretariat should ensure that the signatures are in place and supporting documents are present and complete.]

[BAC Secretariat]

For pilot testing use only

Annex "A" - Proposed revised Project Procurement Management Plan

MARKET SCOPING TEMPLATE

TOOL TIP:
Market scoping (or may also be referred to as market study or market research) is conducted by the End-User Unit to gather as much information about the goods, infrastructure projects or expertise required.

as of: <insert date>

End-User Unit:

UACS	System-Generated Identifier	Program, Activity, or Project	Procurement Project	Market Information 1						Market Information 2						
Indicate the applicable code of the Program, Activity, or Project based on the Unified Accounts Code Structure (UACS)	The automated system shall assign a unique code for each procurement project or easier identification across the forms (PPMP, APP, and PMR)	Program, activity, project, or general requirement as indicated in the approved budget (i.e., GAA, appropriations ordinance, corporate budget (or proposed budget in case Indicative PPMP)	Specific/breakdown of items to be procured based on the general requirement, program, activity, or project, on a per lot basis (1 lot = 1 row) Note: The lot item indicated here may be the same as the program, activity, project, or general requirement based on the approved budget.	Supplier	Address	E-mail address	Contact Number	Quotation (in PhP)	Source of Market Information Kindly select from dropdown options	Supplier	E-mail address/es	Contact Number/s	Contact Number/s	Quotation (in PhP)	Source of Market Information Kindly select from dropdown options	Supplier
SAMPLE ENTRY ONLY:																
50604050 02	XXXXXXXXXX	Information and Communications Technology Equipment TOOL TIP: EXAMPLE 1: Program, Activity, or Project: General Administrative Services: Sanitary Services EXAMPLE 2: Program, Activity, of Project: Information and Communications Technology Equipment	1 unit of Video Camera TOOL TIP: EXAMPLE 1: Procurement Project: Pest Control Services EXAMPLE 2: Procurement Project: Lot 1: Desktop servers Lot 2: Digital camera Lot 3: Laptop computers	Company A	Address A	company.a@gmail.com	(02) XXXX-XXXX; 09XX-XXX-XXXX	123,800.00	Canvass within the last 6 months upon submission of PPMP for budget proposal	Company B	Address B	company.b@gmail.com	(02) XXXX-XXXX; 09XX-XXX-XXXX	135,000.00	Proposal from previous procurement of the PE within the last 6 months from date of proposal and upon submission of PPMP for budget proposal	Company C
															PhilGEPS posting of award of contract issued within the last 6 months upon submission of PPMP for budget proposal	
															From current or previous contract of the PE (based on cost of item delivered within the last 6 months upon submission of PPMP for budget proposal)	
															PhilGEPS posting of award of contract issued within the last 6 months upon submission of PPMP for budget proposal	
															Supplier website within the last 6 months upon submission of PPMP for budget proposal	
															Phone Inquiry within the last 6 months upon submission of PPMP for budget proposal	
															Brochure issued within the last 6 months upon submission of PPMP for budget proposal	
															Proposal from previous procurement of other PEs received within the last 6 months upon submission of PPMP for budget proposal	
															Input from Consultant within the last 6 months upon submission of PPMP for budget proposal	
															Others (please specify)	

This is to certify that market scoping activities were undertaken by the End-User Unit for all the procurement projects/items indicated in this form and that supporting documents (e.g., source of market information) are available and may be requested from the same, if necessary.

Prepared by:

Signature : _____
 Printed Name : _____
 Designation : [Procurement Focal Person/End-User Unit Representative]
 Date Signed : _____

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Annex "A" - Proposed revised Project Procurement Management Plan

NOTE:
 Additional columns may be added, if needed.

TOOL TIP:
 Life-cycle costing is the assessment/evaluation of the costs of an asset throughout its life cycle starting from purchase to disposal (i.e., total cost of ownership of a product, including its cost of installation, operation, maintenance, conversion, and/or disposal). (Reference shall be included - See GPM and USAID training notes).
 Include on this column additional costs pertaining to the total cost of ownership for the

TOOL TIP:
 Additional costs may include, but not limited to, the following:

Market Information 3					Average Quotation	Delivery Cost/Installation Cost	Life-cycle costing	LCC cost components considered	Other project costs (please specify in the Remarks column)	Approved Budget for the Contract	Requirement Specifications	Remarks
Address	E-mail address/es	Contact Number/s	Quotation (in PhP)	Source of Market Information Kindly select from dropdown options	Reference for the Approved Budget for the Contract to be reflected in the PPMP	Include other price components in case not yet included in the market costing			Total budget allocated for the project resulting from the market scoping and other study	A requirement specification is a condition of capability that must be met or possessed by a system, product, service, result or component to satisfy the end-user unit's requirements Select which among the following specification types are considered: 1. Functional : Purpose, duty, role or function 2. Performance : Capability, input/output criteria, performance characteristics 3. Technical : Detailed physical characteristics	Indicate other details (e.g., if market study only specific "other project costs")	
Address C	company.c@gmail.com	(02) XXXX-XXXX; 09XX-XXX-XXXX	143,500.00	Supplier website within the last 6 months upon submission of PPMP for budget proposal	134,100.00	300.00	2,000.00	Service and maintenance cost (e.g., battery change, repair of unit, etc.) within 5 years	N/A	136,400.00	Functional, Performance, and Technical	TOOL TIP: Sample Specifications: Functional: a device capable of capturing images and videos in digital memory Performance: can be used to capture video for at least 4 hours (continuous), with certificate from a certifying body confirming that the digital camera has been tested in accordance with ISO 18383:2015 or similar standard for digital cameras, with after-sales services support and spare parts within 6 months after delivery Technical: Weight: 150g (without battery) Video: HD video recording (1280 x 720), xxx Image: JPEG format, xxx Storage: micro SD (2GB), micro SDHC (up to 32GB), xxx Color: Black
					#DIV/0!					#DIV/0!	Function and Performance	
					#DIV/0!					#DIV/0!	Functional and Technical	
					#DIV/0!					#DIV/0!	Performance and Technical	
					#DIV/0!					#DIV/0!	Functional only	
					#DIV/0!					#DIV/0!	Performance only	
					#DIV/0!					#DIV/0!	Technical only	
					#DIV/0!					#DIV/0!	No technical specification yet	
					#DIV/0!					#DIV/0!		
					#DIV/0!					#DIV/0!		

For pilot testing use only

Annex "A" - Proposed revised Project Procurement Management Plan

LIST OF PROSPECTIVE BIDDERS TO BE INVITED FOR PROJECTS TO BE UNDERTAKEN THROUGH ALTERNATIVE METHODS OF PROCUREMENT (PROVIDED BY END-USER UNITS)

**To be submitted together with the Purchase Request*

Procurement Project: _____

End User Unit: _____

Purchase Request/Job Order

Request No.: _____

	NAME OF COMPANY/STORE/SHOP (At least three)	ADDRESS	CONTACT PERSON	TELEPHONE/MOBILE NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
6					
7					
8					
9					
10					

Annex "B" - Proposed revised Annual Procurement Plan

ANNUAL PROCUREMENT PLAN CY <YEAR>

Name of Agency		<During registration, in case PE name is not on the list, kindly indicate complete agency name in this portion>
Complete Address:		
Contact Person:		
Contact Number:		
Agency Email Address:		
Agency Classification:		TOOL TIP: • Indicative APP for Budget Proposal: Consolidation of indicative Project Procurement Management Plans (PPMPs) in support of the budget proposal for the succeeding year • Indicative APP based on the National Expenditure Program (NEP) or similar document: Revision of the Indicative APP consistent with the NEP or similar document, once the same is approved • APP: Consolidation of the revised PPMPs upon approval of and in accordance with the General Appropriations Act, Appropriations Ordinance, or Corporate Budget, as the case may be • Updated/Revised APP: Reflects the changes made in the APP (i.e., additional projects or updates on the details of procurement projects in the latest APP) • Supplemental APP: Contains additional projects supplemental to the latest APP (i.e., projects to be included without necessarily revising the whole APP). This forms part of the latest APP.
Total Amount of ABC in the APP:	0.00	
Total Amount of projects under Competitive Bidding :	0.00	
Total Amount of projects under Alternative Modes:	0.00	
Total Amount of ABC for EPA Projects:	0.00	
APP Type:		

Bids and Awards Committee (BAC) and End-User Unit Representatives Sex Disaggregated Data

No. of BAC members including BAC Chairperson:	
No. of BAC Sec members including Head:	
No. of Technical Working Group members including Head:	
No. of designated End-User Unit Representatives:	

Legend:

	Column to be filled out manually
	Data are auto-generated/harvested

NOTE:
The Nature of Procurement and End-User Unit shall be automatically filled out in the automated system. But for purposes of pilot testing of the forms, the dropdown option shall be used.

Female	Male	Prefer not to say	Total
			0
			0
			0
			0

	Hybrid: Auto-generated but PE may edit/customize
	With dropdown options

Code (PAP)	System-Generated Identifier	Program, Activity, or Project	Procurement Project	Nature of the Procurement Project	End-User Unit	Is this an Early Procurement Activity?	Mode of Procurement	Number of Prospective Suppliers/ Services Providers identified for invitation	Schedule of Submission of Purchase Request of the End-User Unit
Indicate the applicable code of the Program, Activity, or Project based on the Unified Accounts Code Structure (UACS)	The automated system shall assign a unique code for each procurement project or easier identification across the forms (PPMP, APP, and PMR)	Program, activity, project, or general requirement as indicated in the approved budget i.e., GAA, appropriations ordinance, corporate budget (or proposed budget in case Indicative APP)	Specific/breakdown of items to be procured based on the general requirement, program, activity, or project on a per lot basis (1 lot = 1 row) Note: The lot item indicated here may be the same as the program, activity, project, or general requirement based on the approved budget, example, Construction of Building or Highway.	Choose from dropdown options if procurement project is Goods, Works, and Consulting Services. In case of mixed procurements, the nature of procurement shall be determined based on the primary purpose of the contract.	In case of multiple end-users, all units shall be indicated.	Choose from the drop down menu whether the subject project is procured under early procurement.	Choose from the drop down menu the applicable mode of procurement. PEs cannot deviate from the options given here in.	Indicate here the minimum number of entities to be invited to participate in the procurement project to be undertaken through Alternative Methods of Procurement. The number as indicated in the PPMP/s shall be considered for this.	Indicate the date by which the end-user unit should submit the PR in order to facilitate the procurement activities on time BAC should consider the target date of delivery and implementation set by the end-user unit when computing the for timeline for the submission of PR.
		TOOL TIP: EXAMPLE 1: Program, Activity, or Project: General Administrative Services: Sanitary Services EXAMPLE 2: Program, Activity, of Project: Information and Communications Technology Equipment	TOOL TIP: EXAMPLE 1: Procurement Project: Pest Control Services EXAMPLE 2: Procurement Project: Lot 1: Desktop servers Lot 2: Digital camera Lot 3: Laptop computers	Goods		Yes	Competitive Bidding		
				Works		No	Limited Source Bidding		
				Consulting Services			Direct Contracting		
							Repeat Order		
							Shopping		
							NP-53.1 Two Failed Biddings		
							NP-53.2 Emergency Cases		
							NP-53.3 Take-Over of Contracts		
							NP-53.4 Adjacent or Contiguous		

Prepared by:

Recommended by:

BAC Secretariat

BAC Chairperson

For pilot testing use only

Annex "B" - Proposed revised Annual Procurement Plan

NOTE:
The following shall be automatically filled out in the automated system. But for purposes of pilot testing of the forms, the dropdown option shall be used:
1. Approved Budget for the Contract
2. Contracting Type
3. Procurement Outsourcing
4. Framework Agreement
5. Project Recurrence

Schedule of Procurement Activity		Budget Source	Approved Budget for the Contract (in PHP)	Contracting Type	Procurement Outsourcing	Is Framework Agreement to be adopted?	Project Recurrence	Remarks
Issuance of IB/RFP/RFP	Issuance of Notice of Award							
Consider the dates indicated by the end-user in its PPMP. The date to commence procurement shall be earlier than the date of delivery and implementation of PAP. In case of multiple end-user units, the earliest date shall be considered	Consider the target date of issuance of award based on the prescribed procurement timelines.	Source of fund to pay the item procured	Refers to the budget for the contract duly approved by the HoPE, consistent with the approved budget. The ABC shall be the final estimated budget for the project/items to be procured after considering various factors for project costing, such as: market price, delivery cost, installation cost, taxes, etc.	Refers to the type of contract being entered into. Choose from the drop-down options. Single year: Contract duration of 1 year Multi-year: Contract duration of more than 1 year	In order to hasten project implementation, PEs which may not have the proficiency or capability to undertake a particular procurement, as determined by the HoPE concerned, may outsource the procurement tasks (see Section 7.3.3 of the IRR of RA No. 9184) Choose from the dropdown menu the type of outsourcing to be adopted, if any, otherwise, choose N/A	PEs may use Framework Agreement, as a contractual arrangement, in the procurement of goods and services which are repeatedly required but by their nature, use, or characteristic, the quantity or exact time of need cannot be accurately predetermined and which are not advisable to be carried in stock (see the Guidelines on the use of Framework Agreement by all Procuring Entities issued through through GPPB Resolution No. 27-2019 dated 10 December 2019)	Knowing the status of the project will provide an idea to the BAC whether the project will be simple, complex or highly technical. This will also allow the BAC to determine extent of it review the preparedness of the procurement project. Please do not deviate from the options given for this column. New: refers to newly proposed PAP Expanded: refers to PAP with previous implementation but with bigger scope. Recurring: PAPs which are required by the office every year.	Other description for the project not reflected in the columns.
Indicate Date	Indicate Date	Government of the Philippines (current year's budget)	0.00	Single Year	Another government agency - To request another government agency to undertake the procurement project of the PE	Yes	New	
Indicate Date	Indicate Date	Government of the Philippines (continuing budget)	0.00	Multi-Year	Private agent - To engage private procurement	No	Expanded	
Indicate Date	Indicate Date	Government of the Philippines (current year's and co	0.00		Consultant - To engage consultant to directly		Recurring	
Indicate Date	Indicate Date	Grant by an International Financing Institution	0.00		N/A			
Indicate Date	Indicate Date	Loan from an International Financing Institution	0.00					
Indicate Date	Indicate Date		0.00					
Indicate Date	Indicate Date		0.00					
Indicate Date	Indicate Date		0.00					
Indicate Date	Indicate Date		0.00					

Approved by:

Head of the Procuring Entity

For pilot testing use only

Name of Agency:	
Completed Address:	
Contact Person:	
Contact Number:	
Agency Email Address:	
Classification:	
Semester covered:	
Total Amount of Approved Budget for the Contract (ABC) for Completed Projects:	0.00
Total Amount of ABC for On-going Procurement Projects:	0.00
Total Amount of ABC for Awarded Projects:	0.00
Total Amount of ABC of projects subjected to Early Procurement Activities:	0.00
Total Amount of ABC of projects with Green Specifications:	0.00

	Column to be filled out manually
	With dropdown options
	Auto-generated unless PE did not post in PhilGEPS
	Data are auto-generated/harvested

post in PhilGEPS

[illegible]

Prepared by:	Recommended by:	Approved by:
BAC Secretariat	BAC Chairperson	Head of the Procuring Entity

Head of the Procuring Entity

Annex "C" - Proposed revised Procurement Monitoring Report

PROCUREMENT DETAILS																								
Date of Pre-Procurement Conference	Date of Issuance/ Posting of Opportunity	Number of Prospective Suppliers/ Services Providers Invited for Alternative Modalities	Date of Pre-bid Conference	No. of Supplemental/Bid Bulletins (SBB) posted	Reason for issuance of SBB	No. of Bidders who acquired Bidding Documents	No. of Bidders who Submitted Bids	Date of Opening of Proposal	No. of Bidders Declared Eligible	Date of Post-qualification	Date of BAC Resolution Recommending Award/ Declaring Failure	Date of Approval of Notice of Award	Date of receipt/acceptance of Notice of Award	Form of Bid Security	Form of Performance Security	Awarded Bidder (supplier/provider)	Rank of Awarded Bidder	PHIGEPS registration number of the winning supplier/provider	Date of Issuance of Contract	Contract Reference Number	Contract Cost (Pst)	Date of Approval of Notice to Proceed	Status of Procurement	
Follow the prescribed date format. In case of multiple pre-procurement conferences conducted, indicate on this column the date of the 1st one and the succeeding dates in the remaining section.	Follow the prescribed date format.	Indicate here the number of entities invited to participate in the procurement project under Alternative Methods of Procurement	Follow the prescribed date format.	Number of bid bulletins issued by the agency including postponement of bids.	Choose from the drop down menu.	Number of bidders who acquired bidding documents for the subject procurement project.	Number of bidders who submitted bids for the subject procurement project.	Follow the prescribed date format.	Number of bidders who were declared eligible for the subject procurement project. Late bids shall be included to those who were declared ineligible.	Follow the prescribed date format.	Follow the prescribed date format.	Follow the prescribed date format.	Follow the prescribed date format.	The date by which the Notice of Award is received/accepted by the winning bidder.	This pertains to the form of Bid Security submitted by the bidder/contractor during opening of bids.	This pertains to the form of Performance Security submitted by the bidder/contractor prior to signing of contract.	Name of the bidder awarded with the contract.	Particular ranking of the awarded bidder based on the Abstract of Bids as Calculated.	Provide the registration number as reflected in the PHIGEPS website of Registration or as verified in the PHIGEPS website.	This pertains to the date the Contract was signed by both the HOPE and supplier/service provider	Pertains to the reference number/code used in the Contract or Purchase Order.	Amount of Contract with the supplier/service provider	This pertains to the date the Notice to Proceed was approved by the HOPE.	Choose from the available items in the drop down menu.
Leave this portion blank in case pre-procurement conference is not conducted.	For projects not required for posting, input date of issuance of RFQ/RFP manually					Bidders who downloaded the bid docs from the PHIGEPS shall be included regardless if the bidding documents is free or with a fee)	Bidders who submitted late bids shall be counted.	Date of opening of proposal may be the same date of declaration of submission of their proposal.		Date of post-qualification shall pertain to the date the activity was completed.	This pertains to the date of effectivity of the BAC Resolution.	This pertains to the date the Notice of Award was approved by the HOPE.										Leave this portion blank in case an NTP is not issued.		

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Annex "C" - Proposed revised Procurement Monitoring Report

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