



16 August 2021

MEMORANDUM CIRCULAR NO. 04
Series of 2021

T O: ALL Project Management Offices (PMOs) / End-User Units

R E: Deadline for Submission of Procurement Documents for 2021 (GF and STF) and 2022 (GF only) Budget

A. 2021 Procurement Documents (charged to General Fund & Special Trust Fund)

All end-user units are hereby informed of the following deadlines (cut-off) of Procurement Documents to be submitted to the Procurement Office:

Project Procurement Management Plan (PPMP)	–	August 20, 2021 (for new, supplemental, and amended)
Purchase Requests (PRs)	–	August 31, 2021

PRs submitted to the Procurement Office beyond said dates will no longer be entertained for processing this year because Early Procurement Activities for 2022 will be given priority. Those end-users with savings from General Fund MOOE and Capital Outlay are advised to follow religiously with the above deadlines; otherwise, there's a big chance that the savings will be reverted back to the National Treasury if unobligated this year.

B. 2022 Procurement Documents for Early Procurement (for General Fund only)

Please be informed that the VSU NEP for 2022 is already available. With that, all end-user units are requested to revisit their submitted Indicative PPMPs for 2022 (as per OP Memo. #45 S-2021) and make necessary adjustments to jibe with the approved budget as per NEP. These revised PPMPs should then be encoded and submitted to the SPPMIS. Once these PPMPs are approved in the SPPMIS, all end-user units are then requested to create and submit their Purchase Requests (PRs). The following deadlines for the 2022 Procurement Documents will be set in the SPPMIS:

Project Procurement Management Plan (PPMP)	–	August 31, 2021
Purchase Requests (PRs)	–	September 15, 2021

For your information and compliance.

DANIEL LESLIE S. TAN
Vice President for Administration and Finance