



27 June 2018

MEMORANDUM NO. 12

Series of 2018

T O: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENT/OFFICES/UNITS

R E: Submission of APP (for External Campuses) and PPMP (for Main Campus) for 2019

The VSU Bids and Awards Committee (BAC) is now initiating the preparation of the university's Annual Procurement Plan (APP) for 2019. As input to the said APP, you are requested to submit your respective Project Procurement Management Plan (PPMP) using the attached form on or before 16 July 2018. The PPMP should be accomplished separately for each funding source as follows:

1. PPMP for supplies and materials charged to General Fund;
2. PPMP for supplies, materials and equipment charged to Special Trust Fund (STF) / Laboratory Share if applicable; and
3. PPMP for supplies, materials and equipment of projects charged to Trust Fund if applicable.

Since the actual 2019 appropriation cannot be ascertained yet, you may use the amount allotted to you in 2018 as basis in the preparation of your PPMP.

Please submit your approved PPMP to this office through Ms. Mabeth S. Miraflor for consolidation.

Likewise, all external campuses are requested to collect and consolidate the PPMPs of their respective colleges/department/offices/units and submit the APP to this office on or before 15 August 2018.

In conformance to R.A. 9184 & its revised IRR, the BAC strongly discourages everyone to resort to alternative modes of procurement, especially emergency purchases. It is recommended that the concerned offices should convene and properly plan their future purchases to come up with a realistic PPMP.

For your information and guidance.

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REMBERTO A. PATINDOL

Vice President for Administration and Finance

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6/27/18
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