



13 February 2024

OVPAF MEMORANDUM NO. 1
Series of 2024

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

R E: Submission of Indicative Project Procurement Management Plan (PPMP) for 2025


Section 7.3.1 of the 2016 Revised IRR of RA 9184 states that upon issuance of the Budget Call, the Procuring Entity shall prepare its Indicative Annual Procurement Plan (APP) for the succeeding calendar year to support its proposed budget taking into consideration the budget framework for that year in order to reflect its priorities and objectives.

Section 7.3.2 of the same IRR states that in preparation of the Indicative APP, the end-users or implementing units of the Procuring Entity shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities, and projects (PAPs).

Based on the foregoing, all End-User Units are hereby required to submit their PPMPs for their PAPs for 2025 through the Supply, Procurement, and Property Management System (SPPMIS) on or before **February 29, 2024**. The PPMP shall include all procurable items such as supplies including food, materials, equipment, services, infrastructure projects, and consulting services, among others.

Also, end-users are strongly urged to conduct market research for all their PAPs prior to the preparation of PPMP in order to come up with a realistic one, most importantly the specifications and the budget of their PAPs.

For your information and compliance.


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Vice President for Administration and Finance