



17 July 2023

MEMORANDUM NO. 04

Series of 2023

T O : All Project Management Offices (PMOs) or End-User Units
R E : Deadline for Submission of Purchase Requests for 2023 and 2024

A. Purchase Requests (PRs) for 2023 and Prior Years Unutilized Budget and/or Savings

All end-user units are required to submit their remaining PRs charged against GF, STF, and IGP 2023 and prior years' unutilized budget and/or savings **on or before September 15, 2023**. PRs submitted beyond said deadline will already be procured in 2024 (will not be given priority this year) or until all early procurement activities (EPA) will have been conducted except for procurement for Trust Fund Projects **and for food**.

B. Purchase Requests (PRs) for 2024 Budget (to be undertaken EPA)

The VSU NEP for 2024 has already been released by DBM. Thus, all end-user units are required to revisit their submitted Indicative PPMPs for 2024 (as per OVPAF Memo. #01 S-2023) and make necessary adjustments to jibe with the approved budget allocation as per NEP. These revised PPMPs should then be encoded in the SPPMIS, printed for approval, and uploaded for submission to the BAC through the SPPMIS.

Once the PPMPs are accepted by the BAC, all end-user units are then required to create and submit their Purchase Requests (PRs) for 2024 budget to the Procurement Office on or before **August 15, 2023**.

The end-users should ensure that a market research is conducted prior to the preparation of the PPMP in order to come up with an updated specification and estimated price per item. Do not depend on the price list in the SPPMIS as most of the prices are as good only of the last bidding date.

The Bids and Awards Committee will hold the Early Procurement Activities for all 2024 PRs starting the last week of August 2023.

For the information of everyone, the undertaking of Early Procurement Activities is most desired by DBM and the IATWG of AO 25 and must be implemented for the sake of compliance of the Annual Cash-based Budgeting of 2019. It is also one of the requirements for an agency to be entitled to Performance Based Bonus (PBB). VSU should be able to **successfully undertake EPA for at least 50% of the total amount of the procurable projects of the NEP to be eligible for PBB**. However, the Procurement Office targets about 90-100% of said projects to be undertaken EPA to give allowance for projects that might have failures of bidding. This will become possible if all PMOs or end-user units comply with the deadline of submission of PRs.

End-user units with funding from Other Funds (STF, IGP, etc.) are also urged to subject their PRs to early procurement. This will help improve our budget utilization.

For your guidance and compliance.



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