



15 August 2022

MEMORANDUM NO. 07
Series of 2022

T O: All Project Management Offices (PMOs) or End-User Units (and All VSU Faculty and Staff)

R E: Deadline for Submission of Procurement Documents

A. PRs for 2021 and 2022 Unutilized Budget

All end-user units are required to submit their remaining PRs for goods (including services) charged against GF, STF, IGP 2021 and 2022 on or before 09 September 2022 (Friday). PRs submitted beyond this date will not be given priority until all early procurement activities (EPA) will have been conducted except for procurement for Trust Fund Projects.

B. Procurement Documents for 2023 (for EPA)

The goal of the EPA is to have conducted public bidding for at least 50% of the allocated university budget from the MOOE and Capital Outlay. The EPA starts on October and ends every December of each year.

The VSU NEP for 2023 has already been released by DBM. Thus, all end-user units are required to revisit their submitted Indicative PPMPs for 2023 (as per OVPAF Memo. #001 S-2022) and make necessary adjustments to jibe with the approved budget 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) to the Office of the Head for Procurement to be included in the conduct of EPA. Always check if your PPMPs are already approved. The deadline for submission of 2023 Procurement Documents are as follows:

Project Procurement Management Plan (PPMP)	- August 31, 2022 (Wednesday)
Purchase Requests (PRs)	- September 14, 2021 (Wednesday)

The PPMPs should reflect the actual needs of the end-users for the entire year to enumerate:

- Supplies, materials, services, and equipment for the daily operations of the unit
- Supplies, materials, services, and equipment for the conduct of regular university activities (e.g. enrollment, founding anniversary, graduation, university-wide Christmas/New Year's celebration, Accreditations, ISO certification, Intramurals, SCCUA, etc.)

- Supplies, materials, services, equipment, food, and accommodations for in-house reviews, planned/calendared seminars/trainings/workshops, meetings, etc.

The basic principle is, "there will only be one PPMP per fund source for the whole year per PMO/End-user to be submitted; no additional PPMP will be accepted, except on the grounds, stipulated in the next paragraph.

Henceforth, the succeeding PPMPs (per fund source) that will be accepted beyond the deadline shall fall under the following circumstances but not limited to:

1. **New PPMPs** charged to savings derived after the conduct of procurement, approved request for funding, or new released fund;
2. **Amendment PPMP** is accepted if there is a need to amend the existing PPMP due to changes in priorities of activities that increases the output of the PMO/End-user unit or the streamlining;
3. **Supplemental PPMPs** are accepted if there are needed items that were not included in the original and approved PPMP due to justifiable reasons. Such should not be due to poor procurement planning of the end-user concerned.

Note carefully, no procurement will proceed until the new PPMPs, amendment PPMPs and supplemental PPMPs are generated into an approved APP. Meaning be aware and conscious that your PPMPs are included in the approved supplemental APP.

In addition, emergency procurement as provided in Section 53.2 of the Revised IRR of RA 9184 (Government Procurement Act) can be resorted to only *in case of imminent danger to life and property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life and property, or to restore vital public services, infrastructure facilities and other public utilities.*

Please take note that successful procurement starts with the end-user's proper procurement planning, conduct of market research, and timely submission of realistic procurement documents.

For your guidance and compliance.



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