



15 October 2019

**MEMORANDUM CIRCULAR NO. 03**

Series of 2019

TO: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/UNITS

RE: Preparation and submission of the Purchase Request for the First and Second Quarters of 2020

Please prepare your Purchase Request (PR) for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2020. Make separate PR based on the following categories: (a) office supplies and equipment; (b) agricultural supplies (feeds, fertilizer, etc.); (c) laboratory supplies and equipment; (d) construction materials; (e) industrial equipment; (f) pakyaw labor services; (g) transport services (van rental, etc.); (h) catering services includes sites of services. If you need a computer system, please include the use, will it be for clerical use only? high-end for desktop publishing, lay outting, designing, need statistical analysis? It is best to note in the PR the specifications (all needed parameters identified) and purpose of use. Peg your budget on the allotment you had for 2019. If there will be any adjustment to be made, we will reflect that in the 3<sup>rd</sup> and 4<sup>th</sup> quarter PRs. Also submit the whole year Project Procurement Management Plan (PPMP) with monthly schedule of what you will need. The release of budget will depend on the PR and PPMP. All items in the PR must be found in the PPMP which will be consolidated into one APP.


Please wait for the item specifications with prices to be released by the BAC Secretariat soon. This is to ensure uniformity in the specification and price. Do not put name of the brand and model.

Default mode of procurement will be public bidding.

We have to make the first round of bidding starting November 2019 for the 2020 budget.

Submit your completed approved PR for 1<sup>st</sup> and 2<sup>nd</sup> quarter with approved PPMP by November 5, 2019.

Those who have budget for the capital outlay, please make sure you have your PPMP already by 30 October 2019. We will start our bidding with the capital outlay.

  
**DILBERTO O. FERRAREN**  
Vice President for Planning,  
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