



07 March 2023

MEMORANDUM NO. 01

Series of 2023

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

R E: Submission of Indicative Project Procurement Management Plan (PPMP) as basis for VSU's Indicative Annual Procurement Plan (APP) for 2024

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 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 respective PPMPs for their PAPs for 2024 in **manual form (not thru SPPMIS)** to the **Procurement Office** on or before **March 31, 2023**.

All PPMPs submitted will be forwarded to the Budget Office for evaluation in order to ensure consistency with VSU's budget proposal and compliance with existing budgeting rules. Those PPMPs included in the budget proposal will be forwarded to the Bids and Awards Committee (BAC) Secretariat for consolidation into an **Indicative APP** and to the BAC for review.

Please take note that the indicative PPMP is **not yet** your final PPMP for 2024 since this is just an input/basis for the Indicative APP, which will support VSU's budget proposal to DBM. As soon as the GAA for 2024 becomes final, the PPMPs shall be revised to reflect the actual budget allocation for their respective PAPs, this time, through the **SPPMIS**, in order to be included in the final **FY 2024 Annual Procurement Plan** of the university. An advice on when the SPPMIS will be ready for accepting PPMPs for 2024 will be disseminated.

Finally, **end-users** are reminded of the importance of conduct of market research/study for all their PAPs prior to the preparation of PPMP in order to come up with a realistic one, thereby, reducing the chance of failure of procurement.

For your information and compliance.


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