



14 October 2020

MEMORANDUM NO. 443

Series of 2020

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

R E: Submission of Purchase Requests (PRs) for Supplies, Materials & Equipment and Detailed Plans & Estimates for Infrastructure Projects charged against the 2021 GAA

DBM Circular Letter 2018-8 dated July 30, 2018 mandates all government agencies to undertake timely procurement planning and conduct of early procurement activities (EPA) to ensure efficient implementation of programs, activities, and projects as the budget shifts from the two-year obligation-based appropriations to the annual cash-based system.

With this, all project management offices or end-user units are hereby directed to submit their Purchase Requests for the procurement of supplies and materials charged against General Fund 2021 (MOOE) on or before October 30, 2020 to the Procurement Office.

Likewise, end-user units for the purchase of equipment charged to 2021 Capital Outlay (CO) and those in-charge in the preparation of detailed plans and cost estimates for infrastructure projects are given the same deadline for their submission of their outputs as basis by the Procurement Office in making the necessary preparations and posting of the invitation to bid in the PhilGEPS.

Based on the same DBM Circular, agencies are mandated to conduct early procurement of supplies, materials and capital outlay after the issuance of the National Expenditure Program (NEP) but short of award as of December 31 of the year when the NEP was issued and received. Thus, the necessity for us to conduct EPA especially that the university has a big CO allocation for 2021.

Aside from complying the above-mentioned Circular in conducting EPA, the university will likewise improve its performance in budget utilization rate, which were constantly below target.

Specifically, for the approved CO projects, the following in-charge are directed to submit the required detailed plans and estimates to the Procurement Office on the deadline set:

Project Title	ABC	In-Charge (End-User)
1. Expansion of the University Gym/Alternate Evacuation Center & Retrofitting of the sound system	10,000,000.00	Engr. Mario Lilio P. Valenzona / Engr. Marlon G. Burlas
2. Installation of Fire Safety System in all Student Dormitories & Academic	4,500,000.00	Engr. Mario Lilio P. Valenzona / Engr. Marlon G. Burlas

Buildings for VSU Main		
3. Management Information System for the VSU Main & External Campuses	28,705,000.00	Mr. Toni Marc L. Dargantes
4. Acquisition of Furniture & Fixtures for GAD	2,504,000.00	Prof. Maria Aurora Teresita W. Tabada
5. Rehabilitation of the VSU Front Fence	20,000,000.00	Engr. Mario Lilio P. Valenzona / Engr. Marlon G. Burlas
6. Completion of Street lighting Project	15,000,000.00	Engr. Mario Lilio P. Valenzona / Engr. Marlon G. Burlas
7. Purchase of Equipment (OBE)	5,472,000.00	Dr. Beatriz S. Belonias
8. Construction and Refurbishing of CME/ADE & CoEd	5,000,000.00	Engr. Mario Lilio P. Valenzona / Engr. Marlon G. Burlas
9. Repair and Rehabilitation of ABC Building into a two (2) storey Admin. Bldg. for VSU Alang-alang (Phase 1)	22,500,000.00	Engr. Mario Lilio P. Valenzona / Engr. Marlon G. Burlas / Engr. Jeffrey Dagami
10. Completion of Lecture Hall & Classroom, Rehabilitation of Plant Breeding Nursery, Seed Storage Facility and Tissue Culture Laboratory of the DPBG	8,391,000.00	Mr. Rommel Garrido

The Bids and Awards Committee, through the BAC Secretariat, is directed to immediately schedule the bidding to comply with the EPA requirement.

Please be guided accordingly.


EDGARDO E. TULIN
 President