



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52
929-66-20 | 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

FOR : All Heads of Offices Concerned
DENR Central Office

FROM : The Undersecretary
Management and Technical Services

DATE : 29 September 2004

SUBJECT : **SUBMISSION OF AN APPROVED ANNUAL PROCUREMENT PROGRAM (APP) FOR CY-2005 NOT LATER THAN 31 OCTOBER 2004.**

In compliance with the Implementing Rules and Regulations part A dated July 11, 2003 of RA No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) and in order to expedite the procurement of Office supplies and materials requirement of the Department for CY-2005, you are hereby required to submit an **Approved Project Procurement Management Plan (PPMP)** of your respective Offices, not later than 31st October this year, to the BAC Secretariat for consolidation into an Agency Procurement Plan (APP).

The PPMP shall include: a) type of contract to be employed; b) the extent/size of the contract scopes/packages; c) the procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 53(e) of the IRR; d) the time schedule for each procurement activity; and e) the estimated budget for the general components of the contract e.g., civil works, goods and consultancy services. The APP shall include provisions for unforeseeable emergencies based on historical records.

For purposes of economy and uniformity, all supplies and materials, which are similarly available from the PS List, will be procured from the Procurement Service, DBM.

To facilitate the consolidation of your respective APPs, your APP should be group into the following categories: PS Items (for supplies and materials requirements that are similarly available in the Procurement Service List of Common-use supplies, materials and equipment); Non-PS items (for non-common-use goods, supplies and materials; Exclusive items (for items exclusively distributed by sole distributor or manufacturer).

An updated PS List for Common-Use Office Supplies and Materials can be downloaded from PS-DBM Website: www.procurementservice.org.

Please be guided accordingly.


ROLANDO L. METIN

App2005

MEMO
488