



Republic of the Philippines  
Department of Environment and Natural Resources

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## MEMORANDUM

FOR : All Heads of Offices Concerned  
DENR Central Office

FROM : The Undersecretary for Management and  
Technical Services

SUBJECT : **SUBMISSION OF AN UPDATED APPROVED PROJECT  
PROCUREMENT MANAGEMENT PLAN (PPMP) FOR  
THE SECOND SEMESTER OF CY-2005 NOT LATER  
THAN 30 JUNE 2005.**

DATE : June 10, 2005

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In order to expedite the procurement of office supplies and materials of the Department for the second semester of CY 2005, you are hereby required to review and submit an Updated Approved Project Procurement Management Plan (PPMP) of your respective Offices to the BAC Secretariat **not later than June 30 this year.**

The BAC Secretariat will then consolidate and prepare the Updated Agency Procurement Plan (APP).

This is 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).

The PPMP shall include:

- a) the 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 PPMP shall likewise include provisions for repair and periodic maintenance of office furniture, equipment and facilities including unforeseeable emergencies based on historical records such as but not limited to renovation/rehabilitation of office and facilities, preventive/remedial maintenance of motor cycles, vehicles and air

conditioning units as well as the supply and replacement of parts and consumables.

All goods, which are similarly available from the PS List, will be procured from the Procurement Service, DBM for purposes of economy and uniformity.

To facilitate the consolidation of your respective PPMPs, your PPMP should be grouped into the following major categories:

- PS Items (for supplies and materials requirements that are similarly available in the Procurement Service List of Common-use supplies, materials and equipments);
- Non-PS Items (for non-common-use goods, supplies and materials and related services); and
- Exclusive Items (for items exclusively distributed by a sole distributor or manufacturer).

Henceforth, all purchase requests of all concerned Offices must be included in their respective approved PPMP. Otherwise, the BAC shall not process requests that are not included in the PPMP.

Please be guided accordingly.

  
**ARMANDO A. DE CASTRO**

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