



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 Head of Offices Concerned
DENR Central Office

FROM : The Undersecretary for Management & Technical Services

DATE : 14 October 2005

SUBJECT : **SUBMISSION OF AN APPROVED PROJECT PROCUREMENT
MANAGEMENT PLAN (PPMP) FOR CY-2006 NOT LATER
THAN 28 OCTOBER 2005.**

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-2006, you are hereby required to submit an Approved Project Procurement Management Plan (PPMP) of your respective Offices duly certified to be within your budget allocation by the BUDGET DIVISION, not later than October 28, 2005 to the BAC thru its Secretariat for consolidation into an Annual Procurement Plan (APP).

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.

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

To facilitate the consolidation of your respective PPMPs, your PPMP should be in the prescribed format (soft copy can be secured to the BAC Secretariat) and group into the following major categories:

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

Henceforth, all purchase requests must be included in their respective approved PPMP; otherwise, the BAC is hereby directed not to process purchase request of the various Offices that are not included in their respective PPMP.

Please be guided accordingly.

Armando A. De Castro

ARMANDO A. DE CASTRO

art

Memo 278

App2006