



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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23 SEP 2020

MEMORANDUM

FOR/TO : ALL CONCERNED OFFICES

FROM : The Assistant Secretary for Policy, Planning and Foreign Assisted Special Projects & Chairperson, Bids and Awards Committee for Regular Operations

SUBJECT : **SUBMISSION OF PURCHASE REQUEST FOR PROCUREMENT PROJECTS FOR CY 2021 UNDER EARLY PROCUREMENT ACTIVITIES (EPA)**

Pursuant to the approval of the National Expenditure Program (NEP) by the President and its submission to congress, and to comply to one of the qualifying indicators for the grant of Performance Based Bonus (PBB) for CY 2020, at least 50% of the total value of eligible procurement projects included in the proposed budget of the Department in the FY 2021 NEP as outlined in the Department's Indicative APP-Non CSE must be undertaken through the Early Procurement Activities (EPA).

The following methods of procurement, commonly used by the Department, shall be the basis in determining the total value of eligible procurement projects to which 50% of the total value must be conducted through EPA:

1. **Competitive Bidding** (Sec. 10)
2. **Alternative Method of Procurement**
  - a) Direct Contracting (Sec. 50)
  - b) Negotiated Procurement (NP)-Adjacent or Contiguous (Sec. 53.4)
  - c) NP-Agency to Agency (Sec. 53.5)
  - d) NP-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Sec. 53.6)
  - e) NP-Highly Technical Consultants (Sec. 53.7)
  - f) NP-Lease of Real Property and Venue (Sec. 53.10)
  - g) NP-United Nations Agencies, International Organizations or International Financing Institutions (Sec. 53.13)

Further, please note that the award of contracts for procurement projects undertaken through EPA may be made only upon the approval and effectivity of CY 2021 GAA or the reenactment of the CY 2020 budget which constitutes the CY 2021 authorized budget, when authorized by the Constitution, law or rules.

In this regard, all concerned offices are **hereby directed to submit its Purchase Requests (PRs) with complete documentary requirements** for Non-common Use Supplies and Equipment (Non-CSE) requirements for CY 2021 **on or before 30 September 2020** to the Bids and Awards Committee (BAC) for Regular Operations through its Secretariat, the Procurement Management Section-Property and Supply Management Division (PrMS-PSMD).

We shall appreciate receiving your PRs with attached complete documents, enumerated in Memorandum No. 2020-23 dated 10 January 2020, the soonest possible time so we could commence with the procurement process. Otherwise, the BAC shall be constrained from processing your procurement projects.

**FOR STRICT COMPLIANCE.**

  
MARCIAL C. AMARO, JR., CESO III