



Republic of the Philippines  
Department of Environment and Natural Resources  
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25 SEP 2020

**MEMORANDUM**

**FOR/TO** : ALL CONCERNED OFFICES

**FROM** : THE UNDERSECRETARY  
Legal, Administration, Finance, Human Resources and  
Information Systems

**SUBJECT** : SUBMISSION OF PURCHASE REQUESTS FOR GOODS,  
INFRASTRUCTURE PROJECTS AND/OR CONSULTING  
SERVICES REQUIREMENTS FOR CY 2021

**DATE** :

In connection with the approval of the FY 2021 National Expenditure Program (NEP) of the Department of Budget and Management and to facilitate the early processing of related procurement documents and ensure continued and uninterrupted delivery of public service in the Department, you are hereby directed to submit your respective Purchase Requests (PRs) for your Non-Common Use Supplies and Equipment (Non-CSE) requirements for CY 2021 to the Bids and Awards Committee thru the Procurement Management Section - Property and Supply Management Division.

Please be informed that undertaking of early procurement for 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 FY 2021 APP-Non CSE is one of the qualifying indicators for the grant of 2020 Performance-Based Bonus (PBB).

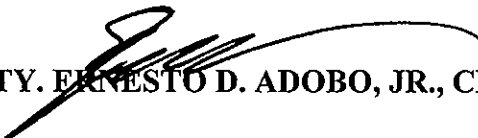
Further, procurement projects which will use the following modalities are excluded in determining the total value pursuant to item 1.4 of GPPB Circular No. 06-2019:

1. Repeat Order (Sec. 51);
2. Shopping (Sec. 52);
3. Negotiated Procurement- Emergency Cases (Sec. 53.2);
4. Negotiated Procurement- Take-Over of Contracts (Section 53.3); and
5. Negotiated Procurement - Small Value Procurement (Sec. 53.9)

In this regard, you are hereby instructed to submit your respective PRs together with *complete documentary* requirements not later than **30 September 2020**. Please see attached Annex "A" for your reference.

Failure to comply within the specified deadline shall constrain the Bids and Awards Committee from processing your procurement requirements.

FOR STRICT COMPLIANCE.

  
ATTY. ERNESTO D. ADOBO, JR., CESO I

**CHECKLIST OF REQUIREMENTS FOR  
PUBLIC BIDDING**

PR No.: \_\_\_\_\_

DATS No.: \_\_\_\_\_

**REQUIREMENTS PRIOR NUMBERING OF PR:**

- Purchase Request Form signed by the Proponent/Head of Requesting Office/End-user Unit
- Approved S/PPMP
- DEAIR with Control Number. Signatories must be consistent with PR.
- Technical Documents:
  - \_\_\_ For Goods and Services : Technical Specification and/or Terms of Reference
  - \_\_\_ For Consulting Services : Terms of Reference, Eligibility and Technical Criteria and the corresponding Ranking/Rating System
  - \_\_\_ Infrastructure/Civil Works including Repair/Renovation/Rehabilitation : Detailed Engineering (see Annex "A" of the 2016 Revised IRR of RA 9184), Scope of Work, Bill of Materials/Quantities, Plans/Lay Outs/Drawings

**ADDT'L REQUIREMENT PRIOR TO ISSUANCE OF BAC  
RESO RE METHOD OF PROCUREMENT & PROCESSING:**

- List of Nominated Members to the BAC Technical Working Group (TWG)
- Fund Earmarking Certificate issued by Budget Division

Date Received: \_\_\_\_\_

Notes/Remarks: \_\_\_\_\_

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**DOCUMENTARY REQUIREMENTS BEFORE ISSUANCE OF A BAC RESOLUTION INDICATING THE MODE OF PROCUREMENT AND CONDUCT OF PROCUREMENT**

**I. Main Document:**

**1) Duly filled up and signed Purchase Request (PR) Form**

- *Can be accessed in Drive I:, particularly in the network shared folder DENR Procurement⇒Procurement Related Forms⇒Purchase Request (revised as of March 2019).*
- *Must be signed by the Proponent/Head of the Requesting Office/End-user Unit*
- *Must be cleared with the Knowledge and Information Systems Service (KISS) for all Infrastructure, Communication and Technology (ICT) related equipment, accessories and consumables.*

**II. Supporting Documents**

**1) Approved Supplemental/Project Procurement Management Plan (S/PPMP).**

- *Must be approved by the Assistant Secretary for Finance, Information Systems and Mining Concerns and Assistant Secretary for Administration, Human Resources and Legislative Affairs*
- *Must be included or reflected in the approved Annual Procurement Plan (APP).*

**2) Certification on Earmarking/Allocation of Funds issued by the Budget Officer/Division**

**3) Technical Documents:**

**i) For Goods and Services**

- *Technical Specifications and/or Terms of Reference*

**ii) For Consulting Services**

- *Terms of Reference*
- *Eligibility and Technical Criteria and the corresponding Ranking/Rating System*

**iii) For Infrastructure/Civil Works including Repair/Renovation/Rehabilitation**

- *Detailed Engineering (see Annex "A" of the 2016 Revised IRR of RA 9184)*
- *Scope of Work*
- *Bill of Materials/Quantities*
- *Plans/Lay Outs/Drawings*

**4) Duly filled-up and signed DENR Environmental Aspect and Impact Registry.**

- *Signature must be consistent with the PR.*
- *Must be controlled/numbered by the Green Procurement Committee through Materials Handling Section.*

**III. Additional Documentary Requirements**

**1) For projects through Competitive Public Bidding:**

- list of nominated members to the BAC Technical Working Group (TWG)

**2) For projects through Alternative Methods of Procurement:**

| Particulars   | Documentary Requirements  | METHOD OF PROCUREMENT                  | TIMELINES/REMARKS  |
|---|---|--|--|
| <p><b>For goods that can be source through a single supplier (Direct Contracting)</b></p> | <p>Any of the following documents:</p> <p>a) Duly certified Patents, Copyrights or Trademark/Trade Name, whenever applicable</p> <p>b) Certification issued by the End-User/Proponent that the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provision of its contract</p> <p>c) Justification issued by the End-User/Proponent that the item may only be procured through Direct Contracting, and it must be able to prove that there is no suitable substitute in the market that can be obtained at more advantageous terms</p> | <p>Section 50.0 Direct Contracting</p> | <ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul> |
| <p><b>Repeat Order of Goods</b></p>   | <p>a) Certification issued by the End-user/Proponent stating the following:</p> <ul style="list-style-type: none"> <li>• that the goods were procured under Contract previously awarded through Competitive Public Bidding</li> <li>• Unit prices are the same or lower than those in the original contract, provided that such prices are still the most</li> </ul>  | <p>Section 51.0 Repeat Order</p>       | <ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of</li> </ul>           |

| Particulars   | Documentary Requirements   | METHOD OF PROCUREMENT                    | TIMELINES/REMARKS  |
|---|--|--|--|
|   | <p>advantageous to the government after price verification</p> <ul style="list-style-type: none"> <li>• Repeat Order will not result in splitting of contracts, requisition or purchase orders</li> <li>• availed within six (6) months from the date of Notice to Proceed arising from original contract, provided that there has been partial delivery, inspection and acceptance of goods within the same period.</li> <li>• does not exceed twenty-five percent (25%) of the quantity of each item in the original contract.</li> </ul> <p>b) Copy of original Contract &amp; Notice to Proceed</p> <p>c) Proof of delivery, inspection and acceptance of goods within the period specified in the original contract (applies to partial deliveries, as well)</p>  |  | <p>contract.</p>   |
| <p><b>Procurement of Goods, Infrastructure and Consulting Services from another agency of the Government of the Phil (i.e. Servicing Agency [SA])</b></p> | <p>a) Cost-Benefit Analysis by the End-User/Proponent indicating that entering into Agency-to-Agency Agreement with the Servicing Agency (SA) is more efficient and economical to the government</p> <p>b) Proof that the SA that has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the End-User/Proponent and that it owns or has access to the necessary tools and equipment required for the project (e.g., Certification from the relevant officer of the SA that it complies with this requirement, Copy of law creating the SA and/or enumerating its functions, Inventory of Tools and Equipment</p> <p>c) For infrastructure projects, proof that the SA has a track record of having completed or</p> | <p>Section 53.5<br/>Agency-to-Agency</p> | <ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul> |

| Particulars   | Documentary Requirements   | METHOD OF PROCUREMENT  | TIMELINES/REMARKS  |
|---|--|--|--|
|   | supervised a project, by administration or by contract, similar to and with a cost of at least fifty percent (50%) of the project at hand (e.g., Certification from the relevant officer of the SA that it complies with this requirement, Project Implementation Report)  |  |  |
| <p><b>Scholarly or Artistic Work, Exclusive Technology and Media Services</b></p> <p><i>(see Appendix "1" for list of procurement requirements covered)</i></p> | <p>a) Justification by the End-User supported by Market Study determining the probable sources and confirmation that the supplier, contractor, consultant or service provider could undertake the project at a more advantageous terms</p> <p>b) Draft Contract with the Individual Consultant with attached:</p> <ul style="list-style-type: none"> <li>(i) PhilGEPS registration</li> <li>(ii) Professional License/Curriculum Vitae</li> <li>(iii) Conformance to End-User's TOR</li> <li>(iv) Personal Data Sheet (2017 CSC Version)</li> <li>(v) BIR Certificate of Registration (BIR Form 2303)</li> </ul>   | Section 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services | <ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul> |
| <p><b>Highly Technical Consultants</b></p>  | <p>a) Justification by the End-User/Proponent that the engagement of the individual meet the following conditions as set forth in Section 53.7 of the 2016 Revised IRR of RA No. 9184:</p> <ul style="list-style-type: none"> <li>(i) Individual Consultant will be hired to do work that is either: <ul style="list-style-type: none"> <li>(1) Highly technical or proprietary; or</li> <li>(2) primarily confidential or policy determining, where trust and confidence are the primary consideration</li> </ul> </li> <li>(ii) The term of the individual consultant, shall, at most, on a six (6) month basis, renewable at the option of the appointing HOPE, but in no case shall</li> </ul> | Section 53.7 Highly Technical Consultants  | <ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the target effectivity of contract.</li> </ul>                         |

| Particulars  | Documentary Requirements   | METHOD OF PROCUREMENT                | TIMELINES/REMARKS   |
|--|--|--------------------------------------|---|
|  | <p>exceed the term of the latter</p> <p>b) Certification issued by Personnel Division that the services engagement of the Consultant is Highly Technical</p> <p>c) Draft Contract with the Individual Consultant with attached:</p> <ul style="list-style-type: none"> <li>(i) PhilGEPS registration</li> <li>(ii) Professional License/Curriculum Vitae</li> <li>(iii) Conformance to End-User's TOR</li> <li>(iv) Personal Data Sheet (2017 CSC Version)</li> <li>(v) BIR Certificate of Registration (BIR Form 2303)</li> </ul> |                                      |   |
| Food/Catering Services   | Notice of Meeting/Special Order/Authority  |                                      | For requirements with ABC amounting to PhP50,000.00 to PhP1,000,000.00, submit at least ten (10) working days prior the event/activity. |
| Repair/Preventive/Remedial Maintenance of Office Equipment and Furniture | <p>a) Vehicle Repair Request/Job Order/Request and Pre-Technical Inspection Report to be secured from General Services Division (GSD)</p> <p>b) Pre-Inspection Report to be secured from the Inspection and Pre-Acceptance Committee (IPC)</p> <p>c) For Remedial Maintenance, validation or equivalent document to prove that the ABC for the maintenance does not exceed thirty percent (30%) of the subject item's current market price.</p>  | Section 53.9 Small Value Procurement | For requirements with ABC not exceeding PhP1,000,000.00, submit at least ten (10) working days prior the activity.                      |
| Repair/Renovation/Rehabilitation of Facilities/Offices                   | <p>a) Job Order/Request and Pre-Technical Inspection Report to be secured from General Services Division</p> <p>b) Pre-Inspection Report to be secured from the Inspection and Pre-Acceptance Committee (IPC)</p>  |                                      |   |

| Particulars   | Documentary Requirements   | METHOD OF PROCUREMENT                          | TIMELINES/REMARKS  |
|---|--|--|--|
| Car/Bus Service/Rental  | a) Notice of Meeting/Special Order/Authority<br>b) Certification from GSD that no service vehicle available for dispatch for the specific duration                                 |  |  |
| Printing Services   | a) Design/Content of the Requirements<br>b) Certification from GSD that the printing services cannot be accommodated   |  |  |
| Lease of Real Property and Venue (Note: This may include meals and accommodation) | a) Notice of Meeting/Special Order/Authority<br>b) Justification from the End-User Unit that resorting to privately-owned venue is more efficient and economical to the government | Section 53.10 Lease of Real Property and Venue | <ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity.</li> </ul> |

**Note: BAC Resolution shall only be issued if 1) the mode of procurement will be different from the mode indicated in the approved APP and 2) the amount of ABC in the PR is higher than the ABC in the approved APP.**