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Department of Environment Natural Resources
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16 DEC 2020

MEMORANDUM

FOR/TO : ALL END-USER UNITS/CONCERNED OFFICES
DENR Central Office

FROM : Undersecretary for Legal, Administration, Human Resources and
Legislative Affairs

SUBJECT : PREPARATION AND SUBMISSION OF PROJECT
PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CY
2022

With the prohibition of mass gatherings pursuant to Inter-Agency Task Force (IATF) Guidelines, the planned Project Procurement Management Plan (PPMP) Writeshop activity cannot proceed. Nonetheless, all end-user units are hereby advised to prepare its PPMP for CY 2022 in accordance with the following provisions of the 2016 Revised Implementing Rules and Regulation (IRR) of Republic Act (RA) No. 9184:

- a. **Section 7.1: All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity.** Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP).”
- b. **Section 7.2: No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto.**

A Procurement Project, referring to goods, consulting services, or infrastructure projects shall be described, detailed, and scheduled in the Project Procurement Management Plan (PPMP) which shall be consolidated into an APP.

- c. **Section 7.3.2:** In the preparation of the indicative APP, the end-user or implementing units of the Procuring Entity shall formulate their respective PPMPs for their different programs, activities, and projects (PAPs).
- d. **Section 18. Reference to Brand Name.** “Specifications for the procurement of Goods shall be based on relevant characteristics, functionality and/or performance requirements. **Reference to brand names shall not be allowed** except of the same make and brand, and to maintain the performance, functionality and useful life of the equipment.”
- e. **Section 54.1 Splitting of Government Contracts is not allowed.** Splitting of Government Contracts means the division or breaking up of GoP contracts into smaller quantities and amounts, or dividing contract implementation into artificial phases or sub-contracts for the purpose of evading or circumventing the requirements of law and this IRR, particularly the necessity of competitive bidding and the requirements for the alternative methods of procurement.

Foregoing considered, the following are hereby directed:

1. **END-USER UNITS** to prepare its PPMP for CY 2022 using the prescribed template and in accordance with the above enumerated provisions and to submit to the **Budget Division not later 15 January 2021**;
2. **BUDGET DIVISION** to evaluate the submitted PPMPs to ensure consistency with the Department's proposal and compliance with existing budgeting rules and forward to the Bids and Awards Committee (BAC) through its Secretariat not later than **29 January 2021**.
3. **PROCUREMENT MANAGEMENT SECTION-PROPERTY AND SUPPLY MANAGEMENT DIVISION acting as the BAC SECRETARIAT** to consolidate the received PPMPs into an Indicative Annual Procurement Plan (APP) at least thirty (30) calendar days prior to the deadline of posting in the Transparency Seal of the Department's website; and
4. **BAC** to recommend the appropriate procurement modality and submit to the Head of the Procuring Entity (HOPE) for approval at least fifteen (15) calendar days prior to the deadline of posting in the Transparency Seal of the Department's website.

Further, the prescribed PPMP template in excel file shall be provided to the End-user Units by the BAC Secretariat through emails provided by the focal persons for PPMP preparation. **PPMPs not in the prescribed format shall not be accepted by the Budget Division and BAC Secretariat.**

Should you have any questions and concerns, you may contact Ms. Dianne Ibias/Ms. Jessa Montes through Telephone No. 8926-2675 or through Facebook messenger at <https://www.facebook.com/denrco.procurementmgtsection>.

For widest information and compliance of all end-user units/concerned offices.


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