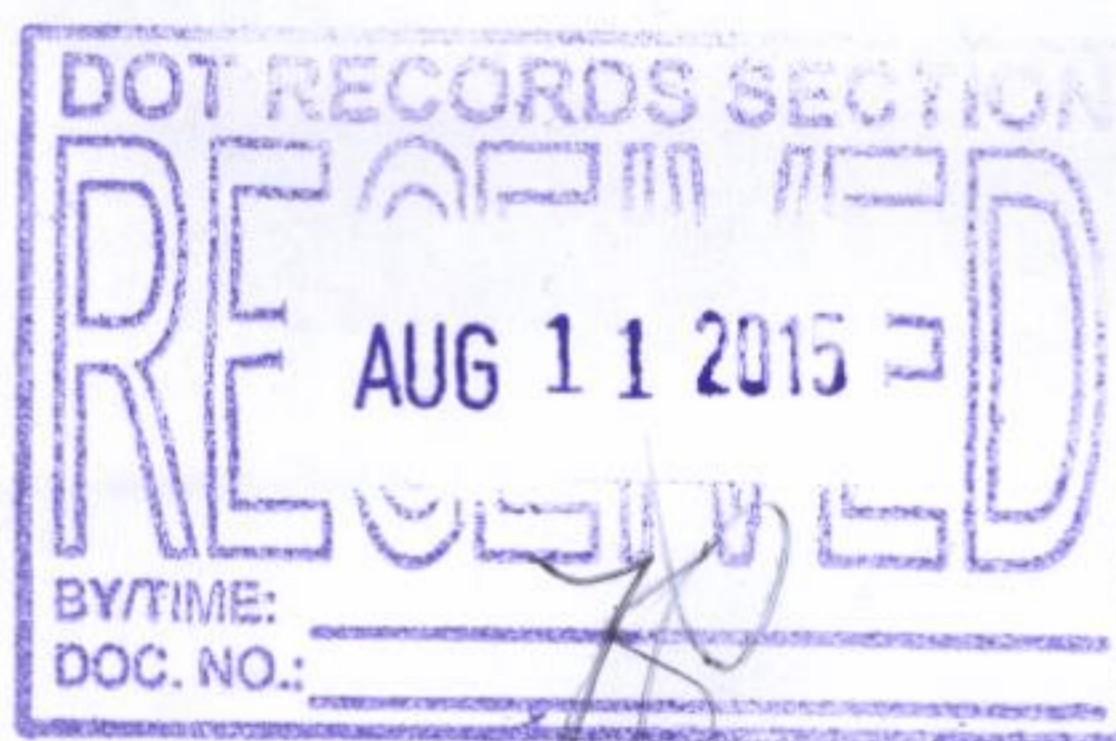




MEMORANDUM



TO : ALL OPERATING UNITS

FROM : UNDERSECRETARY FOR ADMINISTRATION

RE : Submission of Project Procurement Management Plan (PPMP)
for the year 2016

DATE : August 11, 2015

In accordance with Rule II Section 7.2 of the Implementing Rules and Regulations of Republic Act No. 9184 (Government Procurement Reform Act), **no procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP).**

In compliance therewith, all end-user units are directed to submit to the Budget Division their respective **Project Procurement Management Plan (PPMP) for their different Programs, Activities, and Projects (PAPs) for the year 2016 on or before September 11, 2015 using the prescribed format/template (See attached Annex A).** For this purpose, the PPMP shall include supplies, services, production of materials, equipment, etc. The submitted PPMPs shall then be evaluated by the Budget Division and, if warranted, include it in the DOT's budget proposal for approval by the Secretary of Tourism. After the budget proposal has been approved, the Budget Division shall furnish a copy of the DOT's budget proposal as well as the corresponding PPMPs to the Bids and Awards Committee (BAC) Secretariat for review and consolidation into the proposed APP for approval by the Secretary of Tourism from which the BAC shall undertake procurement in accordance with the IRR of RA9184.


Likewise, in as much as RA9184 provides the latest allowable time to complete the bidding process for the procurement of goods, infrastructure projects and consulting services, please be reminded that requests for bidding should be submitted to the BAC through the Secretariat at least forty-five (45) calendar days prior to project implementation.

All requests for bidding should be accompanied by a transmittal memorandum addressed to the undersigned as BAC Chairperson, the corresponding approval of the Secretary or the approved Work Program.

For information of each end-user unit, please refer to the attached Period of Action on Procurement Activities forms, i. e. Latest Allowable Time for Goods (Annex B.1), Consulting Services (Annex B.2), Infrastructure Projects with an ABC 50M and below (Annex B.3), Infrastructure Projects with an ABC above 50M (Annex B.4) and for the Earliest Possible Time for Goods (Annex C.1), Consulting Services (Annex C.2), Infrastructure Projects (Annex C.3) and Annual Procurement Plan for 2016 for Common-Use Supplies and Equipment (Annex D).

The said forms may be downloaded thru our website at www.tourism.gov.ph under Bidding Announcements tab, ITB/REI.

For the information and compliance of all end-user units.


MA. THERESA I. MARTINEZ

Cc: Atty. Christer James Ray A. Gaudiano
Budget Division