

ADVISORY 01- 2021

FOR: ALL PROCURING ENTITIES
SUBJECT: SUBMISSION OF PROCUREMENT REPORTS
DATE: 25 March 2021

Pursuant to **Government Procurement Policy Board (GPPB) Resolution No. 11-2020¹** and **GPPB Circular No. 02-2020²**, this advisory is being issued to remind all Procuring Entities (PEs) on their compliance with the submission of procurement reports.

1.0 What to submit?

All PEs shall submit to the GPPB the following procurement reports to the respective electronic mail addresses provided:

Report	Email
FY 2020 Annual Procurement Plan (APP) (Changes within 2nd Semester)	app@gppb.gov.ph
FY 2021 APP	app@gppb.gov.ph
FY 2020 Procurement Monitoring Report for 2nd Semester	pmr@gppb.gov.ph
FY 2020 Agency Procurement Compliance and Performance Indicator (APCPI) results	apcpi@gppb.gov.ph

2.0 When should these reports be submitted?

The above stated procurement reports shall be submitted **on or before 31 March 2021.**³

3.0 In what form should the reports be submitted in order to be considered as compliant?

All PEs are reminded to comply with the Specific Guidelines⁴ for the submission and preparation of the subject procurement reports, which include the following, among others:

- a. APPs, PMRs and APCPI results must be prepared using the **prescribed format⁵** and submitted in both **Microsoft Excel** and **Portable Document Format (PDF) files**;

¹GPPB Resolution 11-2020 issued on 20 May 2020, may be viewed thru this link:

<https://www.gppb.gov.ph/issuances/Resolutions/GPPB%20Resolution%20No.%2011-2020.pdf>

² GPPB Circular 02-2020 issued on 20 May 2020, can be viewed thru this link:

<https://www.gppb.gov.ph/issuances/Circulars/GPPB%20Circular%2002-2020.pdf>

³ Section 3.2 of *GPPB Circular 02-2020*

⁴ Section 4.0 of *GPPB Circular 02-2020*

⁵ APP prescribed format by GPPB may be downloaded thru this link:

[https://www.gppb.gov.ph/downloadables/forms/NEW%20APP%20Format%20\(RA-11469\).xlsx](https://www.gppb.gov.ph/downloadables/forms/NEW%20APP%20Format%20(RA-11469).xlsx)

PMR prescribed format by GPPB can be downloaded thru this link:

[https://www.gppb.gov.ph/downloadables/forms/PMR%20Format%20\(EPA\)_final.xlsx](https://www.gppb.gov.ph/downloadables/forms/PMR%20Format%20(EPA)_final.xlsx)

APCPI prescribed format can be downloaded thru this link:

<https://www.gppb.gov.ph/monitoring/Erev.APCPI%202018%20Autochecker%20tool.xlsx>

- b. APPs, PMRs and APCPI results must be **duly approved and signed** by the Head of the Procuring Entity or his/her duly designated second ranking official;
- c. Submission of APPs and PMRs must include the **Posting Certification**⁶ duly signed by the Head of the BAC Secretariat; and
- d. APPs submitted shall be in accordance to the approved General Appropriation Act (GAA), corporate budget or appropriate ordinances. Submissions prior to the approval of GAA, corporate budget or appropriation ordinances are considered only as **Indicative APP** and **not the final and approved APP** required to be submitted to the GPPB pursuant to Section 7 of Republic Act 9184 and its 2016 revised Implementing Rules and Regulations.

4.0 ***How does one know if the PE's submission has been successful?***

To be considered as having submitted the procurement reports, the PE should receive an **auto-generated acknowledgment receipt** from the GPPB - Technical Support Office (TSO) upon its submission through electronic mail. **If no acknowledgment receipt was received within one (1) hour after the submission, the PE should contact the GPPB-TSO through Performance Monitoring Division** at (02) 7900-6741 to 44 local 102, to validate its submission and request for an acknowledgement receipt. **Note that, this acknowledgment receipt is the only acceptable proof of submission for purposes of compliance.**

Moreover, due to the large volume of electronic mails we receive during or near the date of the deadline/s, PEs are highly encouraged to submit in advance and avoid last minute submission to ensure the timely receipt of the auto-generated acknowledgment receipt. **The large volume of electronic mails can result in the delayed transmission of electronic mails from network to servers which may result in the delayed receipt or non-receipt of the auto-generated acknowledgment receipt.**

5.0 ***What to do in case you need further clarifications?***

You may contact the GPPB-TSO at telephone no. (02) 7-900-6741 to 44, Monday to Friday, 7:00am – 4:00pm or email us at monitoring@gppb.gov.ph.

6.0 For the information and compliance of all concerned.

ROWENA CANDICE M. RUIZ
Executive Director V