

ADVISORY 04 - 2021

FOR: ALL PROCURING ENTITIES

SUBJECT: EXTENSION OF THE DEADLINE FOR THE SUBMISSION OF PROCUREMENT REPORTS

DATE: 4 June 2021

The Government Procurement Policy Board (GPPB) issued Resolution No. 08-2021¹ (Resolution) allowing Procuring Entities (PEs) which have not submitted their FY 2021 Annual Procurement Plan (APP), FY 2020 2nd Semester Procurement Monitoring Report (PMR), and FY 2020 Agency Procurement Compliance and Performance Indicator (APCPI) Results (“Procurement Reports”) to submit the same until **30 June 2021**, subject to the submission of a letter containing the justification or reasons for failure to submit on 31 March 2021, duly signed by the Head of the Procuring Entity.

Frequently Asked Questions and Answers

1.0 Can PEs which have already submitted their Procurement Reports re-submit until 30 June 2021?

A: No, only PEs which have NOT submitted their Procurement Reports as of 31 March 2021 may submit until 30 June 2021.

Nonetheless, PEs which submitted their Procurement Reports on or before 31 March 2021 but which may have some corrections may provide the said correction to the GPPB-Technical Support Office (TSO).

2.0 What about those PEs which requested for extension, are they covered by the above Resolution?

A: Yes. The GPPB, in the same Resolution, approved the requests of the following PEs for extension of the below-cited reports:

Requesting PEs	Subject Procurement Report
National Bureau of Investigation	FY 2021 APP, FY 2020 2 nd Semester PMR, FY 2020 APCPI Results
Philippine Pharma Procurement, Inc.	FY 2020 2 nd Semester PMR, FY 2020 APCPI Results
Tourism Infrastructure and Enterprise Zone Authority	FY 2020 APCPI Results
Procurement Service	FY 2021 APP
Local Government Unit (LGU) of Mabini,	FY 2021 APP

¹ GPPB Resolution entitled Approving the Requests for Extension of Various Procuring Entities and the Extension of Deadline for the Submission of Procurement Reports approved during the Special GPPB Meeting on 17 May 2021 and was published on 3 June 2021

Requesting PEs	Subject Procurement Report
Pangasinan	
LGU Jaen, Nueva Ecija	FY 2021 APP
Department of Science and Technology - Forest Products Research and Development Institute	FY 2020 APCPI Results
Bicol Regional Training and Teaching Hospital	FY 2020 APCPI Results
Presidential Management Staff	FY 2020 APCPI Results
Northern Mindanao Medical Center	FY 2020 APCPI Results
Authority of the Freeport Area of Bataan	FY 2020 APCPI Results

However, the said PEs can submit the above reports until 30 June 2021 without the letter of justification and reasons because the same have been incorporated in their requests for extension.

3.0 Which Procurement Reports may be submitted until 30 June 2021?

A: The following are covered by the extension:

1. FY 2021 APP
2. FY 2020 2nd Semester PMR
3. FY 2020 APCPI Results

4.0 Is there any additional requirement for a PE (other than those mentioned in item 2.0) for submission of the covered Procurement Reports on or before 30 June 2021?

A: Yes, a PE is required to submit a letter containing its justification or reason for failure to submit on 31 March 2021, duly signed by the Head of the Procuring Entity.

5.0 How should the Procurement Reports be submitted to the GPPB?

A: Pursuant to GPPB Circular No. 02-2020², Procurement Reports³ shall be electronically submitted in both Microsoft Excel and Portable Document Format (PDF) Files through the corresponding electronic mail address as shown below:

Report	Electronic Mail Address
APP	app@gppb.gov.ph
PMR	pmr@gppb.gov.ph
APCPI	apcpi@gppb.gov.ph

In case of discrepancy in the submitted copies, the data provided in the PDF File shall prevail.

² Section 4.2 of GPPB Circular 02-2020 dated 20 May 2020

³ Consistent with GPPB Resolution 08-2021 which was published on 3 June 2021

6.0 When is an electronic submission of Procurement Reports considered successful?

A: PEs which successfully submitted the Procurement Reports should receive an auto-generated acknowledgment receipt from the GPPB - TSO upon submission through electronic mail. If no acknowledgment receipt was received within one (1) hour after the submission, PEs should contact the GPPB-TSO through Performance Monitoring Division (PMD) at (02) 7900-6741 to 44 local 102, to validate their 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.

7.0 What to do in case further clarifications are needed relative to the subject Resolution?

A: PEs may contact the GPPB-TSO PMD at telephone no. (02) 7-900-6741 to 44 local 102, Monday to Friday, 7:00am – 4:00pm or contact by email at monitoring@gppb.gov.ph.

8.0 For the information and reference of all concerned.

ROWENA CANDICE M. RUIZ
Executive Director V