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F. Ortigas Jr. Road, Ortigas Center,
Pasig City, Philippines 1605

CIRCULAR 07-2015

16 July 2015

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units

SUBJECT : Preparation of the Annual Procurement Plan (APP)

1.0 Purpose

- 1.1. This Circular is being issued to reiterate the requirement of preparing the APP and inform all procuring entities to prepare the APP in the format approved by the GPPB.
- 1.2. The accurate preparation of the APP fosters meticulous and judicious procurement planning at the agency level.
- 1.3. This is also being issued to clarify that the APP-Common-Use Supplies and Equipment (APP-CSE), which is to be submitted to the Department of Budget and Management – Procurement Service (DBM-PS) on or before 15 November of every year pursuant to Administrative Order (AO) No. 17 Series of 2012, and DBM Circular Letter No. 2013-14, for the purpose of determining the quarterly cash requirements for common supplies, materials, and equipment of the agency and for the over-all management of the central procurement of common-use supplies and equipment by the DBM-PS, is different from the APP prescribed by Republic Act (R.A.) No. 9184 and its associated issuances.

2.0 Scope

All Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units.

3.0 Preparation and Submission of APP

- 3.1. Section 7 of R.A. No. 9184 and its revised Implementing Rules and Regulations (IRR) mandates the preparation of the APP which should include procurements considered crucial to the efficient discharge of governmental functions.

- 3.2. On 30 March 2015, the Office of the President issued Administrative Order No. 46 Series of 2015 which included the submission of the APP to the GPPB-TSO within the first month of the year, and for those who have not submitted, to comply before the end of April, as one of the measures to speed up the procurement procedures;

4.0 APP Prescribed Form

- 4.1. Per GPPB Resolution No. 20-2015, the GPPB approved the revised format of the APP (attached as Annex "A"), to be used by all procuring entities where all of their procurement activities for the year, including the requirements in its APP-CSE, are reflected.

The APP shall contain the following information, among others:

1. Name of the project/procurement;
2. Project management office/end-user unit;
3. General description of the project/procurement;
4. Procurement methods to be adopted;
5. Time schedule for a) advertisement/posting; b) submission and receipt/opening of bids; c) award of contract; d) contract signing.
6. Source of funds; and
7. Approved Budget for the Contract.

5.0 This Circular shall take effect immediately.

6.0 For guidance and compliance.

(Sgd.)
FLORENCIO B. ABAD
Chairperson

(Name of Agency) Annual Procurement Plan for FY _____

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	

DEFINITION

- 1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- 2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- 3. PMO/End User** - Unit as proponent of program or project
- 4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- 5. Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- 6. Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- 7. Estimated Budget** - Agency approved estimate of project/program costs
- 8. Remarks** - brief description of program or project

Remarks

- Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.
- Breakdown into mooe and co for tracking purposes; aligned with budget documents
- Any remark that will help GPPB track programs and projects