
CIRCULAR 03-2017

10 March 2017

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 : Revised Procurement Monitoring Report (PMR) Form

1.0 Purpose

This Circular is being issued to inform all procuring entities of the Revised Procurement Monitoring Report (PMR) Form.

2.0 Coverage

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 Legal Background

3.1 Pursuant to Section 12.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, “[t]he BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB. The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended.”

3.2 Section 13.1 of the 2016 Revised IRR of RA 9184 provides that to enhance the transparency of the process, the BAC shall, during the eligibility checking, shortlisting, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification, invite, in addition to the representative of the

COA, at least two (2) observers, who shall have no right to vote, to sit in its proceedings.

4.0 Approval of Revised PMR Form

4.1 For ease of monitoring and to be consistent with the provisions of Section 12.2 and 13.1 of the 2016 Revised IRR of RA 9184, the following are the changes in the PMR Form, thus:

4.1.1 Provide separate rows for Completed and On-going Procurement Activities;

4.1.2 Revise “IAEB” Column to Invitation to Bid “IB”;

4.1.3 Change “Acceptance/Turnover” column to “Inspection & Acceptance”;

4.1.4 For the “Date of Receipt of Invitation of Observers” column, revise the “Delivery/Acceptance” sub-column to “Delivery/Completion/Acceptance” and add the parenthetical phrase “(If applicable)”, which will only be accomplished if an agency opted to invite observers during contract implementation; and

4.1.5 Delete the following sub-columns:

4.1.5.1 Pre-Procurement Conference;

4.1.5.2 Notice of Award; and

4.1.5.3 Contract Signing.

4.2 The Revised PMR Form, attached as **Annex “A**, shall be uploaded and made available at the GPPB website.

5.0 This Circular shall take effect immediately.

6.0 For guidance and compliance.

(SGD)
BENJAMIN E. DIOKNO
Chairperson

(Name of Agency) Procurement Monitoring Report as of month/day/year

Code (UACSP AP)	Procurement Program/Project	FMO/ End-User Procurement	Mode of Procurement	Actual Procurement Activity										Source of Funds	ABC (P/P)		Contract Cost (P/P)		List of Invited Observers	Date of Receipt of Invitation	Remarks (Explaining changes from the AP)
				Pre-Proc Conference	Asst Post of B Conf	Pre-bid Eligibility Check	Sub/Open of Bids Evaluation	Bid Eval	Post Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Inspection & Acceptance		Total	MOCE	CO	Total			
COMPLETED PROCUREMENT ACTIVITIES																					
Total Allotted Budget of Procurement Activities																					
Total Contract Price of Procurement Activities Conducted																					
Total Savings (Total Allotted Budget - Total Contract Price)																					

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Total Contract Price of Procurement Activities Conducted																					
Total Savings (Total Allotted Budget - Total Contract Price)																					

ON-GOING PROCUREMENT ACTIVITIES																					
Total Allotted Budget of On-going Procurement Activities																					

Prepared by:

BAC Secretariat

Recommended for Approval by:

BAC Chairperson

APPROVED:

Head of the Procuring Entity