



Unit 2504 Raffles Corporate Center
F. Ortigas Jr. Road, Ortigas Center
Pasig City, Philippines 1605

CIRCULAR 02-2020

20 May 2020

TO : All Procuring Entities

SUBJECT : Guidelines in the Posting and Submission of Annual Procurement Plans, Procurement Monitoring Reports and Agency Procurement Compliance and Performance Indicator Results

1.0 Purpose

This Circular is being issued to guide Procuring Entities (PEs) in the simplified posting and electronic submission of the Annual Procurement Plans (APPs), Procurement Monitoring Reports (PMRs) and Agency Procurement Compliance and Performance Indicator (APCPI) Results.

2.0 Coverage

This Circular shall apply to all PEs or to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Units

3.0 General Guidelines

- 3.1 All PEs shall post their respective APPs and PMRs, duly approved by the Head of the Procuring Entity (HoPE), in the designated section of their agency website or in the absence thereof, at any conspicuous place reserved for this purpose within the premises of the PE. In either case, the Head of the Bids and Awards Committee (BAC) Secretariat shall submit a certification to the Government Procurement Policy Board (GPPB) stating that the PE has complied with the posting requirement using the form provided in Appendix 1.
- 3.2 All PEs shall likewise submit to the GPPB their respective APPs, PMRs and APCPI Results, duly approved by the HoPE, through electronic mail in both Microsoft Excel and Portable Document Format (PDF) files.

The deadline for submission of the above procurement reports shall be, as follows:

Report	Frequency	Deadline for Submission
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APP (current fiscal year)	First Submission	31 January of the current fiscal year (FY)
	Changes within the 1 st Semester	July of the current FY
	Changes within the 2 nd Semester	January of the succeeding FY
PMR (current fiscal year)	1 st Semester	14 July of the current FY
	2 nd Semester	14 January of the succeeding FY
APCPI Results (preceding fiscal year)	Annual	31 March of the succeeding FY

However, in view of the Corona Virus Disease 2019 pandemic, which resulted in the declaration of a State of Public Health Emergency in the country, the deadlines for submission of the following procurement reports shall be extended as follows:

Report	Frequency	Deadline for Submission
FY 2020 APP (Updated/Supplemental)	Changes within the 1 st Semester	30 September 2020
	Changes within the 2 nd Semester	31 March 2021
FY 2021 APP	First Submission	31 March 2021
FY 2020 PMR	1 st Semester	30 September 2020
	2 nd Semester	31 March 2021
FY 2019 APCPI Result	Annual	30 June 2020 ¹

4.0 Specific Guidelines

- 4.1. All PEs shall ensure that their approved APPs and PMRs are posted within the designated section of the agency website. In the case of APP, it shall be posted on the agency Transparency Seal.²

In the absence of an agency website, the PE shall post their approved APPs and PMRs at the designated conspicuous place reserved for this purpose within the premises of the PE.

Accordingly, the GPPB shall no longer post said procurement reports on its website.

- 4.2. All PEs shall submit to the GPPB their approved APPs, PMRs and APCPI Results through the electronic mail address below:

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

All reports shall be electronically submitted in both Microsoft Excel and PDF

¹ Approved under GPPB Resolution No. 04-2020 dated 19 March 2020.

² Provided under Department of Budget and Management National Budget Circular No. 542 dated 29 August 2012.

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

- 4.3. For APPs and PMRs, electronic submission to the GPPB shall include the aforementioned certification duly signed by the Head of the BAC Secretariat that the same has been posted in the agency website of the PE or in conspicuous place, as the case may be.

Hence, submission of printed copies of the said procurement reports to the GPPB or the GPPB-Technical Support Office (TSO) shall no longer be accepted upon effectivity of this Circular .

Upon electronic submission, PEs should be able to receive an auto-generated acknowledgment from the GPPB-TSO. The acknowledgment mail shall serve as the PE's proof of submission. In case of non-receipt of the auto-acknowledgment within one (1) hour after submission, the PE shall re-submit the report/s to the same electronic mail address. If no acknowledgment is still received, the PE shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900-6741 to 44 to confirm whether the submission was received, and if so, request for the acknowledgment of receipt of the submitted report/s.

The receipt of auto-generated acknowledgment serves only as the PE's proof of submission and does not guarantee compliance in terms of correctness, completeness at timeliness of the report submitted.

- 4.4 PEs shall be responsible for ensuring the correctness, completeness and timeliness of their submissions, in accordance with the following standards:

4.4.1 The PE shall submit the procurement reports on or before the deadline set in Section 3, duly approved by the HOPE, or his/her duly designated second ranking official to the appropriate electronic mail address indicated in Section 4.2 hereof;

4.4.2 The procurement reports shall comply with the GPPB prescribed forms posted and downloadable from this link:

Document	Downloadable Link
APP	https://www.gppb.gov.ph/downloadables/forms/NEW%20APP%20Format%20(EPA)rev.xlsx
PMR	https://www.gppb.gov.ph/downloadables/forms/PMR%20Format%20(EPA)_final.xlsx
APCPI	https://www.gppb.gov.ph/apcpi.php

4.4.3 For the APP, the document shall be approved based on the approved budget of the agency. Submission of Indicative APPs are not considered as compliance. The GPPB-TSO shall not accept any submission of the Indicative APP as the same is required only to be posted in the Transparency Seal of the PE's website.

4.4.4 PEs shall ensure that it has submitted the complete report, with the required and approval. In the case of APCPI, the submission shall include the accomplished Self-Assessment Form, Consolidated Procurement Monitoring Report, APCPI Questionnaire, and Action Plan.

The GPPB-TSO shall conduct a validation of the submitted APCPI Results to determine the correctness and accuracy of the information provided in the report. The result of said validation shall accordingly be communicated to the concerned PE.

- 4.5 The submission of the approved APP and initial APCPI Results to the GPPB are among the requirements for the eligibility for the grant of PBB. PEs shall be responsible for ensuring the correctness, completeness and timeliness of their submissions to be determined compliant and eligible for the grant of PBB.
- 4.6 The GPPB-TSO shall post a list of complying PEs, or those which have submitted their APPs, PMRs and APCPI Results, on the GPPB website. Requests for copy of any of said procurement reports shall be made directly to the PE concerned. Any such request submitted to the GPPB-TSO shall be referred to the PE for appropriate action. On the other hand, any request for certification, confirmation or statement of compliance on the submission of any procurement reports to the GPPB shall be referred to the GPPB website for the list of complying PEs which may be printed by any interested party.

5.0 Effectivity

This Circular shall take effect immediately.

Sgd.

WENDEL E. AVISADO

*Chairperson
GPPB*

<Agency Logo>

POSTING CERTIFICATION

This is to certify that the <Name of Procuring Entity> has posted its <Choose which among these are applicable, then delete the others: Annual Procurement Plan, Updated/Supplemental Annual Procurement Plan/s No/s. ____, Procurement Monitoring Report for the 1st Semester, Procurement Monitoring Report for the 2nd Semester> for FY <indicate applicable fiscal year> on <Choose whichever is applicable, then delete the other> its agency website and can be accessible through this link: <indicate specific link were the document is posted> or a conspicuous place within the premises of the Procuring Entity, due to absence of an agency website.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this <Day> of <Month>, <Year>.

and Awards Committee Secretariat>

<Name and signature of the Head of the Bids

Head, Bids and Awards Committee Secretariat



2016 REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT (RA) NO. 9184

Section 12. Functions of the Bids and Award Committee (BAC)	
ORIGINAL	AMENDMENT
<p>12.2 The 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.</p>	<p>12.2 The 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.</p>