



## RESOLUTION NO. 02-2022

### APPROVING THE CONDUCT OF THE PILOT TESTING OF THE REVISED PROCUREMENT REPORTS

**WHEREAS**, Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”, took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2016;

**WHEREAS**, Section 63.1(d) of the 2016 revised IRR of RA No. 9184 mandates the Government Procurement Policy Board (GPPB) to ensure the proper implementation by Procuring Entities (PEs) of the Act, IRR, and all other relevant rules and regulations pertaining to public procurement. Relatedly, Section 63.3(e) of the 2016 revised IRR of RA No. 9184 directs the GPPB-Technical Support Office (TSO) to monitor the compliance to the Act and assist the PEs improve their compliance;

**WHEREAS**, Section 7.3.2 of the 2016 revised IRR of RA No. 9184 requires the preparation of the Project Procurement Management Plan (PPMP) by the end-user units reflecting the PE’s priorities and objectives for the budget period. The PPMP is a planning tool containing the list of projects and/or requirements including corresponding estimated budgetary requirements of each end-user unit. It is used for resource and financial management, allowing PEs the flexibility to optimize the utilization of scarce resources;<sup>1</sup>

**WHEREAS**, in accordance with Section 7 of the 2016 revised IRR of RA No. 9184, PPMPs shall be consolidated into the Annual Procurement Plan (APP) to reflect the entirety of the procurement activities that will be undertaken by the PE<sup>2</sup> within the fiscal year;

**WHEREAS**, Section 12 of the 2016 revised IRR of RA No. 9184 requires PEs to prepare the Procurement Monitoring Report (PMR) on a semestral basis to track the status of their Procurement Projects.<sup>3</sup> The PMR covers all procurement activities specified in the APP, whether ongoing and completed, including the details and timelines for each of the Procurement Projects;

**WHEREAS**, in 2020, the GPPB-TSO, through its Performance Monitoring Division (PMD), reviewed the existing forms used in the procurement activities, namely the PPMP, APP, and PMR (collectively referred here as “Procurement Reports”) to ensure that said reports will, serve as an effective planning and monitoring tools, be responsive to the needs of PEs, and be a reliable data source for the national procurement statistics to be used for policy recommendations to the GPPB;

**WHEREAS**, in undertaking the revision of Procurement Reports, the GPPB-TSO conducted online surveys, meetings, workshops, and a focus group discussion with PEs, GPPB-TSO Recognized Trainers, and representatives from development partners to identify gaps and issues on the current Procurement Reports, and gather feedbacks and suggestions on its proposed revision;<sup>4</sup>

<sup>1</sup> See Generic Procurement Manual Volume 1

<sup>2</sup> *Ibid.*

<sup>3</sup> Procurement Project, as defined under GPPB Circular No. 06-2019 dated 17 July 2019, refers to a specific or identified procurement covering goods, infrastructure projects or consulting services.

<sup>4</sup> **Date** **Activity**

27 April to 7 May 2020  
6 May 2020

Internal User Testing of the initial proposed revised forms with GPPB-TSO Users  
Focus-Group Discussion with select PEs

**WHEREAS**, the GPPB-TSO, in collaboration with the Open Contracting Partnership (OCP) and United Nations Office on Drugs and Crime (UNODC), conducted online consultations and a workshop to determine compliance of the Procurement Reports with the Open Contracting Data Standard, and validate the terms of reference for the hiring of a Consultant for the automation of the revised Procurement Reports. The automation of the revised Procurement Reports will enable PEs to prepare all such reports online; link the system with the Philippine Government Electronic Procurement System (PhilGEPS); automatically fill-out and compute data; generate reports and analytics; and ensure an accurate and real-time source of procurement data;

**WHEREAS**, in light of the foregoing, the GPPB-TSO determined that the conduct of pilot testing of the revised Procurement Reports is necessary to: validate the effectiveness thereof; check accessibility of the data needed to accomplish the same; determine the roles and responsibilities of procurement officers involved therein; and identify the constraints and concerns of PEs in the implementation of the revised Procurement Reports;

**WHEREAS**, on 8-10 February 2022,<sup>5</sup> the GPPB-TSO conducted an online survey to identify the PEs that are willing and able to participate in the conduct of the pilot testing of the revised and automated Procurement Reports;

**WHEREAS**, on 11 February 2022, the GPPB-TSO identified and invited<sup>6</sup> thirty-eight (38) PEs to participate in the conduct of pilot testing of the revised Procurement Reports, based on the following considerations:

<b>Considerations</b>	
GPPB Member-Agencies	<ul style="list-style-type: none"> <li>• Uniqueness of the types of Procurement Projects.</li> </ul>
Previously engaged PEs	<ul style="list-style-type: none"> <li>• Participation in previous activities for the revision of Procurement Reports;</li> <li>• Compliance with submission of 2020 APP and 2020 1<sup>st</sup> and 2<sup>nd</sup> Semester PMRs;</li> <li>• Uniqueness of Procurement Projects; and</li> <li>• Sector where the PE belongs (i.e., education, security, economic, etc.)</li> </ul>
PEs that participated and responded	<ul style="list-style-type: none"> <li>• Sector where the PE belongs (i.e., education, security, economic, etc.);</li> <li>• Size of procurement or the amount of budget in the approved APP;</li> </ul>

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20-22 January 2021	Online Survey on the preparation of procurement reports with select PEs
26 March 2021	Workshop with the GPPB-TSO Recognized Trainers
2-3 November 2021	Workshop with the OCP and UNODC feedback and suggestion from the OCP and UNODC on compliance of the forms in Open Contracting Data Standard, among others.
11 January 2022	Internal Workshop of the PMD to determine the data and data types necessary to monitor procurement activities of PEs
8-10 February 2022	Online survey relative to the pilot testing of the Revised and Automated Forms for Procurement Reports disseminated during the 2022 Procurement Forum
30 March 2022	Online meeting with the Department of Public Works and Highways to discuss experiences and challenges encountered in the development of their internal automated system
31 March 2022	Online meeting with the Department of the Interior and Local Government to discuss experiences and challenges encountered in the development of their internal automated system
31 March 2022	Online meeting to discuss the integration of the automated Procurement Reports with the Modernized PhilGEPS

<sup>5</sup> During the 2022 Procurement Forum

<sup>6</sup> Invitations were sent on 1 and 4 March 2022.

affirmative in the online survey <sup>7</sup>	<ul style="list-style-type: none"> <li>• Location of the PE so that there will be representations from Luzon, Visayas, Mindanao, Cities, and Municipalities; and</li> <li>• Availability of personnel who will undertake the necessary activities for the Pilot Testing</li> </ul>
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**WHEREAS**, from the thirty-eight (38) invited PEs, the GPPB-TSO selected the pilot agencies on a “first-come, first-served” basis or considered the first seventeen (17) PEs that submitted their signed commitment forms.<sup>8</sup> The selection of pilot PEs ensures that the activity will be manageable and cost-effective. Moreover, in selecting the pilot agencies, the GPPB-TSO also made sure that the following sectors are well-represented:

1. Ecological Protection and Climate Change Management Sector;
2. Economic Development Sector;
3. Food Security Sector;
4. Good Governance Sector;
5. Human Development Sector;
6. Security, Peace, and Justice Sector; and
7. Local Government Units;

**WHEREAS**, on 17 February 2022, the GPPB-TSO presented to the Inter-Agency Technical Working Group (IATWG) the proposed revised Procurement Reports, selection criteria for the pilot agencies, list of agencies to be invited in the pilot testing, and the process flow for the conduct of pilot testing. Among the comments raised by the IATWG members are the identification of personnel who will be responsible for the preparation of Procurement Reports especially the PMR, the provision of additional tool tips to guide the handling officer in filling out the Procurement Reports, and the conduct of training on the revised Procurement Reports. The IATWG agreed to provide further comments and recommendations until 2 March 2022;

**WHEREAS**, on 24 February and 2 March 2022, the Department of the Interior and Local Government and National Economic Development Authority (NEDA), respectively, provided additional comments and recommendations on the proposed revised Procurement Reports;

**WHEREAS**, on 10 March 2022, during the 2<sup>nd</sup> GPPB Meeting, the GPPB-TSO presented the revised Procurement Reports, and the Board agreed, as follows:

1. To include the PEs which confirmed their participation as pilot agencies for the pilot testing of the revised Procurement Reports, subject to the submission of commitment forms;
2. The conduct of pilot testing of the revised Procurement Reports, which includes the conduct of preliminary activities such as the orientation of PEs, validation of results, and finalization of the Procurement Reports; and
3. The use of the proposed revised Procurement Reports during the pilot testing, subject to the comments of the GPPB.

**WHEREAS**, on 17 and 21 March 2022, additional comments on the revised Procurement Reports were received from the Department of Science and Technology (DOST) and Department of Transportation, respectively;

<sup>7</sup> The online survey was disseminated and conducted to the participants of the FY 2022 Procurement Form held via Zoom on 8-10 February 2022.

<sup>8</sup> Commitment form elaborates the tasks and expected outputs of the participating PEs. Deadline for submission was on 8 March 2022.

**WHEREAS**, on 28 March 2022, the PMD further revised the Procurement Reports based on the received comments and suggestions;

**WHEREAS**, on 7 April 2022, during the 3<sup>rd</sup> GPPB Regular Meeting, the GPPB-TSO presented anew the proposed revised Procurement Reports, with the following highlights:

1. The revised Procurement Reports shall be accomplished through drop-down menus, auto-compute, auto-fill and auto-harvest functions which will reduce the manual and repetitive encoding of information in the Procurement Reports. This will address the concerns of the IATWG on the perceived complexity of completing Procurement Reports. Accordingly, the filling out of PMR is distributed as follows:

<b>Particulars</b>	<b>No. of columns</b>	<b>%</b>
Columns to be filled out manually	15	27%
Manual but with dropdown options	11	20%
Hybrid: Auto-generated unless PE did not post in the PhilGEPS	17	30%
Data are auto-generated/harvested	13	23%
<b>TOTAL</b>	<b>56</b>	<b>100%</b>

2. Further changes were made on the revised Procurement Reports to further simplify the filling up process, as follows:
  - a. New columns or items were added on the Procurement Reports to ensure that necessary information are covered. These include, among others, the single code identifier that will allow the PE to trace its procurement project from planning to monitoring, date of bidder's acceptance of the Notice of Award, Purchase Request and contract reference numbers, total amounts of Public Bidding and Alternative Modes of Procurement;
  - b. Columns were rearranged based on the category of information to properly guide the PEs in planning and tracking its procurement projects. For PPMP, the columns are arranged based on project, schedule, and funding requirements. APP is arranged by procurement requirements, budget requirements, and procurement and contracting arrangement. Finally, PMR is arranged by project details, procurement details, contract details, observer's participation and protest mechanism;
  - c. New tool tips were added to provide description and purpose on the information being required and to better guide PEs on what the activity entails;
  - d. Formula and drop-down menus were added or adjusted to lessen the time consumed in preparing the reports, to ensure standard format of and minimize errors on information to be provided by the PEs;
  - e. Grammatical and/or typographical corrections and page layout/formatting were applied; and
  - f. Color legend scheme was applied to assist PEs in determining specific areas on the reports that need to be manually encoded, that are auto-filled, can be harvested from other sources, automatically computed, and with drop down options.

3. The pilot testing will likewise address and or validate the other observations, questions, and recommendations raised during the consultation process, such as:
  - a. the officers/office who/that will be responsible for filling out specific columns of the PMR;
  - b. the scope of planning and monitoring that will be included in the training program as part of the roll-out of the revised Procurement Reports;
  - c. the information that should (or not) be part of the revised Procurement Reports; and
  - d. any possible overlap with the Modernized PhilGEPS;
  
4. Seventeen (17) PEs which submitted commitment forms to participate in the pilot testing of the revised Procurement Reports, namely:
  - a. Bureau of Plant Industry;
  - b. City Government of Cavite;
  - c. Department of Budget and Management;
  - d. Department of Finance;
  - e. Department of Health;
  - f. Department of Information and Communications Technology;
  - g. DOST;
  - h. NEDA;
  - i. National Housing Authority;
  - j. National Irrigation Administration - Balog Balog Multipurpose Project;
  - k. National Parks Development Committee;
  - l. Philippine National Police;
  - m. Philippine Navy;
  - n. Philippine Space Agency;
  - o. Philippine Veterans Affairs Office;
  - p. Veterans Memorial Medical Center; and
  - q. West Visayas State University.

**WHEREAS**, in the same meeting, the Board approved the recommendation of the GPPB-TSO to conduct the pilot testing of the revised Procurement Reports with the 17 PEs that submitted commitment forms, using the proposed revised Procurement Reports.

**NOW, THEREFORE**, for and in view of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **Us** by law and other executive issuances, hereby **RESOLVE** to confirm, adopt and approve, as **WE** hereby confirm, adopt and approve the following:

1. **APPROVE** the conduct of pilot testing of the revised Procurement Reports;
  
2. **APPROVE** the following PEs that will be included in the pilot testing:<sup>9</sup>

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<sup>9</sup> Pilot PEs were able to submit their respective accomplished commitment forms approved by their Head of the Procuring Entity. The commitment form enumerates the responsibilities of the Pilot PEs which include the following:

1. Attendance to the meetings to be scheduled by the GPPB-TSO;
2. Accomplishment of the forms using actual data from latest procurement reports;
3. Revision of inputs in the forms based on feedback from the GPPB-TSO and/or other participants;
4. Document the process, including resources needed for the accomplishment of the forms;
5. Establish and maintain a system of regular and open communication with GPPB-TSO;
6. Present user experience and feedbacks; and
7. Participation in other activities as may be determined during its course.

- a. Bureau of Plant Industry;
- b. City Government of Cavite;
- c. Department of Budget and Management;
- d. Department of Finance;
- e. Department of Health;
- f. Department of Information and Communications Technology;
- g. Department of Science and Technology;
- h. National Economic and Development Authority;
- i. National Housing Authority;
- j. National Irrigation Administration - Balog Balog Multipurpose Project;
- k. National Parks Development Committee;
- l. Philippine National Police;
- m. Philippine Navy;
- n. Philippine Space Agency;
- o. Philippine Veterans Affairs Office;
- p. Veterans Memorial Medical Center; and
- q. West Visayas State University; and

3. **APPROVE** the use of the proposed revised Procurement Reports for the conduct of Pilot Testing. Said Procurement Reports are attached as **Annexes "A", "B", and "C"**.

This Resolution shall take effect immediately.

**APPROVED** this 7<sup>th</sup> day of April 2022 at Pasig City, Philippines.

Sgd.

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**TINA ROSE MARIE L. CANDA**  
*GPPB, Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

Sgd.

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**ROLANDO U. TOLEDO**  
*Alternate to the Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

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**NATIONAL ECONOMIC AND  
DEVELOPMENT AUTHORITY**

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**DEPARTMENT OF EDUCATION**

Sgd.

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**DEPARTMENT OF ENERGY**

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**DEPARTMENT OF FINANCE**

Sgd.

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**DEPARTMENT OF HEALTH**

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**DEPARTMENT OF THE INTERIOR AND  
LOCAL GOVERNMENT**

Sgd.

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**DEPARTMENT OF NATIONAL  
DEFENSE**

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**DEPARTMENT OF PUBLIC WORKS AND  
HIGHWAYS**

Sgd.

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**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

Sgd.

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**DEPARTMENT OF TRADE AND INDUSTRY**

Sgd.

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**DEPARTMENT OF TRANSPORTATION**

Sgd.

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**DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY**

Sgd.

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**PHILIPPINE SPACE AGENCY**

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**PRIVATE SECTOR REPRESENTATIVE**

# Annex "A" - Proposed revised Project Procurement Management Plan

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. \_\_\_\_\_, for CY \_\_\_\_\_**

End-User Unit: \_\_\_\_\_

PPMP Type: \_\_\_\_\_

Total amount of budget for the office excluding Personnel Services: \_\_\_\_\_

Total Approved Budget for the Planned Procurement: 0.00

**TOOL TIP:**

- **Indicative PPMP for Budget Proposal:** PPMP submitted in support of the budget proposal for the succeeding year.
- **Indicative PPMP based on the National Expenditure Program (NEP) or similar document:** Revision of the indicative PPMP consistent with the NEP or similar document, once the same is approved.
- **PPMP:** PPMP is accordance with the approved budget (i.e., General Appropriations Act, Corporate Budget, appropriations ordinance, as the case may be)
- **Updated/Revised PPMP:** Reflects the changes made in the PPMP (i.e., additional projects or update on the details of items in the latest PPMP).
- **Supplemental PPMP:** Contains additional projects supplemental to the latest PPMP (i.e., projects to be included without necessarily revising the whole PPMP). This forms part of the latest PPMP.

**Legend:**

Column to be filled out manually

Data are auto-generated/harvested

With dropdown option

**TOOL TIP:**

End-users should know the nature of the project as well as its availability in the market. Given that, they will also be able to determine the appropriate modality taking into consideration the conditions set in the rules.

Project Requirements											
Code (PAP)	System-Generated Identifier	Program, Activity, or Project	Procurement Project	Project Recurrence	Nature of the Procurement Project	Recommended Mode of Procurement	Delivery Type	Contracting Type	Procurement Outsourcing	Is Framework Agreement to be adopted?	Date of Submission of the Purchase Request
<i>Indicate the applicable code of the Program, Activity, or Project based on the Unified Accounts Code Structure (UACS)</i>	<i>The automated system shall assign a unique code for each procurement project or easier identification across the forms (PPMP, APP, and PMR)</i>	<i>Program, activity, project, or general requirement as indicated in the approved budget i.e., GAA, appropriations ordinance, corporate budget (or proposed budget in case indicative PPMP)</i>	<i>Specific/breakdown of items to be procured based on the general requirement, program, activity, or project, on a per lot basis (1 lot = 1 row)</i>  <i>Note: The lot item indicated here may be the same as the program, activity, project, or general requirement based on the approved budget.</i>	<i>New: refers to newly proposed PAP. Expanded: refers to PAP with previous implementation but with bigger scope. Recurring: PAPs which are required by the office every year.</i>  <i>Please do not deviate from the options given for this column.</i>	<i>Category of the subject procurement project: Goods, Works, or Consulting Services</i>  <i>In case of mixed procurements, the nature of procurement shall be determined based on the primary purpose of the contract.</i>	<i>Choose from the drop down menu the applicable mode of procurement.</i>  <i>The mode of procurement in this form is recommendatory in nature only. The final recommendation of the mode of procurement to be reflected in the Annual Procurement Plan is the responsibility of the Bids and Awards Committee.</i>	<i>A procurement item may be scheduled to be delivered on a one time basis, staggered, progressive delivery.</i>  <i>One time: All items are delivered on a specific date</i> <i>Staggered: Delivery of items are divided on different dates.</i> <i>Progressive: Project delivery with phases (i.e., for Infra and Consulting Projects)</i>	<i>Refers to the type of duration of the contract being entered into.</i>  <i>Single year: contract duration of 1 year or less</i> <i>Multi-year: contract duration of more than 1 year</i>	<i>In order to hasten project implementation, PEs which may not have the proficiency or capability to undertake a particular procurement, as determined by the HoPE concerned, may outsource the procurement tasks (see Section 7.3.2 of the IRR of RA No. 9184)</i>  <i>Choose from the dropdown menu the type of outsourcing to be adopted. If any, otherwise, choose N/A</i>	<i>PEs may use Framework Agreement, as a contractual arrangement, in the procurement of goods and services which are repeatedly required but by their nature, use, or characteristic, the quantity or exact time of need cannot be accurately predetermined and which are not advisable to be carried in stock (see the Guidelines on the use of Framework Agreement by all Procuring Entities issued through through GPPB Resolution No. 27-2019 dated 10 December 2019)</i>	<i>Indicate the date by which the end-user unit should submit the PR in order to facilitate the procurement activities on time</i>
				New	Goods	Competitive Bidding	One Time	Single Year	Another government agency - To request another government agency to undertake the procurement project of the PE	Yes	
		<b>TOOL TIP:</b> <i>EXAMPLE 1:</i> Program, Activity, or Project: General Administrative Services: Sanitary Services	<b>TOOL TIP:</b> <i>EXAMPLE 1:</i> Procurement Project: Pest Control Services	Expansion	Works	Limited Source Bidding	Staggered	Multi-Year	Private agent - To engage private procurement agents to directly undertake the procurement project	No	
		<b>EXAMPLE 2:</b> Program, Activity, of Project: Information and Communications Technology Equipment	<b>EXAMPLE 2:</b> Procurement Project: Lot 1: Desktop servers Lot 2: Digital camera Lot 3: Laptop computers	Recurring	Consulting Services	Direct Contracting	Progressive		Consultant - To engage consultant to directly assist in the conduct of procurement and/or train staff in the management of the procurement		
						Repeat Order			N/A		
						Shopping					

Prepared by:  Signature : _____ Printed Name : _____ Designation : _____ Date Signed : _____  <p style="text-align: center;"><i>[End-User Unit Representative]</i></p>	Submitted by:  Signature : _____ Printed Name : _____ Designation : _____ Date Signed : _____  <p style="text-align: center;"><i>[Head of the End-User Unit]</i></p>
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For pilot testing use only



# Annex "A" - Proposed revised Project Procurement Management Plan

as of: \_\_\_\_\_ <insert date>

Schedule of Requirements					Funding Requirements			Are the specifications, Terms of Reference (TOR), and/or Scope of Work (SOW) already set?	Reasons/Justifications in case of non-preparation of the specifications, TOR, and/or SOW	Remarks
Start Date of Implementation of PAP/ Date of the Activity	Delivery Date	Location / Delivery Site/ Venue	Number of Suppliers/ Service Providers identified during market scoping	Conduct of Market Scoping / Cost Benefit Analysis	Budget source	Quantity / Size	Approved Budget for the Contract (in PHP)			
Commencement data of the implementation of the PAP itself.  In some instances the delivery date may be the same as the date of implementation of PAP.	The date of delivery shall be the date of execution of contract by the supplier or contractor.  In case the procurement project is to be delivered in a staggered or progressive basis, the date to be indicated shall be the first delivery date.	Area of delivery for goods and services or site of implementation in case of service delivery or construction	Suppliers/Service Providers in the Market Scoping sheet shall be filled out in order to assess the market readiness of the items to be procured.  Upon completing the form, the number of suppliers/service providers identified as source of market information shall be indicated in this column.	Market scoping or Cost Benefit Analysis is conducted to determine if the needs of the user are available in the market and to determine the most competitive costing thereof. The market scoping summary template is on a separate sheet.	Source of Fund to pay the item be procured.	Quantity + Unit of Measure	The ABC shall be the final estimated budget for the project/items to be procured after considering various factors for project costing, such as: market price, delivery cost, installation cost, taxes, etc.	Select from the dropdown options whether technical specifications, terms of reference, and/or scope of work for each project are already prepared.  If the answer is "No", kindly provide reason/justification on the next column.	In case the answer for the previous column is "No", kindly provide reason/justification on this column	Additional details regarding the project
				Yes	Government of the Philippines (current year's budget)		0.00	Yes	N/A	
				No	Government of the Philippines (continuing budget)		0.00	No	Provide reason/justification [remove this text]	
				NOTE: Shall be automatically filled out in the automated system. But for purposes of pilot testing of the forms, the dropdown option shall be used.	Government of the Philippines (current year's and continuing budget)		0.00		#N/A	
					Grant by an International Financing Institution		0.00		#N/A	
					Loan from an International Financing Institution		0.00		#N/A	
							0.00		#N/A	
							0.00		#N/A	
							0.00		#N/A	
							0.00		#N/A	
							0.00		#N/A	
							0.00		#N/A	
							0.00		#N/A	
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT</b>								<b>0.00</b>		

Evaluated by: [include comments, if any] <div style="text-align: center; margin-top: 20px;">                     _____                      Budget Officer                 </div>	Received by: [the receiving BAC Secretariat should ensure that the signatures are in place and supporting documents are present and complete.] <div style="text-align: center; margin-top: 20px;">                     _____                      [BAC Secretariat]                 </div>
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# For pilot testing use only

# Annex "A" - Proposed revised Project Procurement Management Plan

**MARKET SCOPING TEMPLATE**

**TOOL TIP:**  
Market scoping (or may also be referred to as market study or market research) is conducted by the End-User Unit to gather as much information about the goods, infrastructure projects or expertise required.

as of: <insert date>

End-User Unit: \_\_\_\_\_

UACS	System-Generated Identifier	Program, Activity, or Project	Procurement Project	Market Information 1					Market Information 2						
				Supplier	Address	E-mail address	Contact Number	Quotation (in Php)	Source of Market Information Kindly select from dropdown options	Supplier	E-mail address/es	Contact Number/s	Contact Number/s	Quotation (in Php)	Source of Market Information Kindly select from dropdown options
<b>SAMPLE ENTRY ONLY:</b>															
50604050 02	xxxxxxxx	Information and Communications Technology Equipment	1 unit of Video Camera	Company A	Address A	company.a@gmail.com	(02) XXXX-XXXX; 09XX-XXX-XXXX	123,800.00	Canvass within the last 6 months upon submission of PPMP for budget proposal	Company B	Address B	company.b@gmail.com	(02) XXXX-XXXX; 09XX-XXX-XXXX	135,000.00	Proposal from previous procurement of the PE within the last 6 months from date of proposal and upon submission of PPMP for budget proposal
		<b>TOOL TIP:</b> EXAMPLE 1: Program, Activity, or Project: General Administrative Services: Sanitary Services	<b>TOOL TIP:</b> EXAMPLE 1: Procurement Project: Pest Control Services												Canvass within the last 6 months upon submission of PPMP for budget proposal
		<b>EXAMPLE 2:</b> Program, Activity, of Project: Information and Communications Technology Equipment	<b>EXAMPLE 2:</b> Procurement Project: Lot 1: Desktop servers Lot 2: Digital camera Lot 3: Laptop computers												PhiGEPs posting of award of contract issued within the last 6 months upon submission of PPMP for budget proposal
															From current or previous contract of the PE (based on cost of item delivered within the last 6 months upon submission of PPMP for budget proposal)
															PhiGEPs posting of award of contract issued within the last 6 months upon submission of PPMP for budget proposal
															Supplier website within the last 6 months upon submission of PPMP for budget proposal
															Phone Inquiry within the last 6 months upon submission of PPMP for budget proposal
															Brochure issued within the last 6 months upon submission of PPMP for budget proposal
															Proposal from previous procurement of other PEs received within the last 6 months upon submission of PPMP for budget proposal
															Input from Consultant within the last 6 months upon submission of PPMP for budget proposal
															Others (please specify)

This is to certify that market scoping activities were undertaken by the End-User Unit for all the procurement projects/items indicated in this form and that supporting documents (e.g., source of market information) are available and may be requested from the same, if necessary.

Prepared by: \_\_\_\_\_

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Designation : Procurement Focal Person/End-User Unit Representative

Date Signed : \_\_\_\_\_

# For pilot testing use only

# Annex "A" - Proposed revised Project Procurement Management Plan

**TOOL TIP:**  
Life-cycle costing is the assessment/evaluation of the costs of an asset throughout its life cycle starting from purchase to disposal (i.e. total cost of ownership of a product, including its cost of installation, operation, maintenance, conversion, and/or disposal). (Reference shall be included - See GPM and USAID training notes).  
Include on this column additional costs pertaining to the total cost of ownership for the

**TOOL TIP:**  
Additional costs may include, but not limited to, the following:

**NOTE:**  
Additional columns may be added, if needed.

Market Information 3					Average Quotation	Delivery Cost/Installation Cost	Life-cycle costing	LCC cost components considered	Other project costs (please specify in the Remarks column)	Approved Budget for the Contract	Requirement Specifications	Remarks
Address	E-mail address/es	Contact Number/s	Quotation (in PhP)	Source of Market Information Kindly select from dropdown options	Reference for the Approved Budget for the Contract to be reflected in the PPMP	Include other price components in case not yet included in the market costing			Total budget allocated for the project resulting from the market scoping and other study	A requirement specification is a condition of capability that must be met or possessed by a system, product, service, result or component to satisfy the end-user/unit's requirements  Select which among the following specification types are considered: 1. <b>Functional</b> : Purpose, duty, role or function 2. <b>Performance</b> : Capability, input/output criteria, performance characteristics 3. <b>Technical</b> : Detailed physical characteristics	Indicate other details (e.g., if market study only specific "other project costs")	
Address C	company.c@gmail.com	(02) XXXX-XXXX; 09XX-XXX-XXXX	143,500.00	Supplier website within the last 6 months upon submission of PPMP for budget proposal	134,100.00	300.00	2,000.00	Service and maintenance cost (e.g., battery change, repair of unit, etc.) within 5 years	N/A	136,400.00	Functional, Performance, and Technical	
					#DIV/0!					#DIV/0!	Function and Performance	
					#DIV/0!					#DIV/0!	Functional and Technical	
					#DIV/0!					#DIV/0!	Performance and Technical	
					#DIV/0!					#DIV/0!	Functional only	
					#DIV/0!					#DIV/0!	Performance only	
					#DIV/0!					#DIV/0!	Technical only	
					#DIV/0!					#DIV/0!	No technical specification yet	
					#DIV/0!					#DIV/0!		
					#DIV/0!					#DIV/0!		

**TOOL TIP:**  
**Sample Specifications:**  
**Functional:** a device capable of capturing images and videos in digital memory  
**Performance:** can be used to capture video for at least 4 hours (continuous), with certificate from a certifying body confirming that the digital camera has been tested in accordance with ISO 18283:2015 or similar standard for digital cameras, with after-sales services support and spare parts within 6 months after delivery  
**Technical:**  
**Weight:** 150g (without battery)  
**Video:** HD video recording (1280 x 720), xxx  
**Images:** JPEG format, xxx  
**Storage:** micro SD (2GB), micro SDHC (up to 32GB), xxx  
**Color:** Black

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Annex "A" - Proposed revised Project Procurement Management Plan

**LIST OF PROSPECTIVE BIDDERS TO BE INVITED FOR PROJECTS TO BE UNDERTAKEN THROUGH ALTERNATIVE METHODS OF PROCUREMENT (PROVIDED BY END-USER UNITS)**  
*\*To be submitted together with the Purchase Request*

Procurement Project: \_\_\_\_\_

Purchase Request/Job Order  
Request No.: \_\_\_\_\_

End User Unit: \_\_\_\_\_

	NAME OF COMPANY/STORE/SHOP (At least three)	ADDRESS	CONTACT PERSON	TELEPHONE/MOBILE NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
6					
7					
8					
9					
10					

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# Annex "B" - Proposed revised Annual Procurement Plan

## ANNUAL PROCUREMENT PLAN CY <YEAR>

Name of Agency: \_\_\_\_\_  
 Complete Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Agency Email Address: \_\_\_\_\_  
 Agency Classification: \_\_\_\_\_

Total Amount of ABC in the APP: **0.00**  
 Total Amount of projects under Competitive Bidding: **0.00**  
 Total Amount of projects under Alternative Modes: **0.00**  
 Total Amount of ABC for EPA Projects: **0.00**  
 APP Type: \_\_\_\_\_

*<During registration, in case PE name is not on the list, kindly indicate complete agency name in this portion>*

**TOOL TIP:**  
 • **Indicative APP for Budget Proposal:** Consolidation of indicative Project Procurement Management Plans (PPMPs) in support of the budget proposal for the succeeding year  
 • **Indicative APP based on the National Expenditure Program (NEP) or similar document:** Revision of the Indicative APP consistent with the NEP or similar document, once the same is approved  
 • **APP:** Consolidation of the revised PPMPs upon approval of and in accordance with the General Appropriations Act, Appropriations Ordinance, or Corporate Budget, as the case may be  
 • **Updated/Revised APP:** Reflects the changes made in the APP (i.e., additional projects or updates on the details of procurement projects in the latest APP)  
 • **Supplemental APP:** Contains additional projects supplemental to the latest APP (i.e., projects to be included without necessarily revising the whole APP). This forms part of the latest APP.

**Bids and Awards Committee (BAC) and End-User Unit Representatives Sex Disaggregated Data**

Female	Male	Prefer not to say	Total
			0
			0
			0
			0

No. of BAC members including BAC Chairperson:  
 No. of BAC Sec members including Head:  
 No. of Technical Working Group members including Head:  
 No. of designated End-User Unit Representatives:

**Legend:**

Column to be filled out manually

Data are auto-generated/harvested

**NOTE:**  
 The Nature of Procurement and End-User Unit shall be automatically filled out in the automated system. But for purposes of pilot testing of the forms, the dropdown option shall be used.

**Legend:**

Hybrid: Auto-generated but PE may edit/customize

With dropdown options

Code (PAP)	System-Generated Identifier	Program, Activity, or Project	Procurement Project	Nature of the Procurement Project	End-User Unit	Is this an Early Procurement Activity?	Mode of Procurement	Number of Prospective Suppliers/ Services Providers identified for invitation	Schedule of Submission of Purchase Request of the End-User Unit
<i>Indicate the applicable code of the Program, Activity, or Project based on the Unified Accounts Code Structure (UACS)</i>	<i>The automated system shall assign a unique code for each procurement project or easier identification across the forms (PPMP, APP, and PMR)</i>	<i>Program, activity, project, or general requirement as indicated in the approved budget i.e., GAA, appropriations ordinance, corporate budget (or proposed budget in case Indicative APP)</i>	<i>Specific/breakdown of items to be procured based on the general requirement, program, activity, or project on a per lot basis (1 lot = 1 row)</i>  <i>Note: The lot item indicated here may be the same as the program, activity, project, or general requirement based on the approved budget, example: Construction of Building or Highway.</i>	<i>Choose from dropdown options if procurement project is Goods, Works, and Consulting Services.</i>  <i>In case of mixed procurements, the nature of procurement shall be determined based on the primary purpose of the contract.</i>	<i>In case of multiple end-users, all units shall be indicated.</i>	<i>Choose from the drop down menu whether the subject project is procured under early procurement.</i>	<i>Choose from the drop down menu the applicable mode of procurement. PEs cannot deviate from the options given here in.</i>	<i>Indicate here the minimum number of entities to be invited to participate in the procurement project to be undertaken through Alternative Methods of Procurement.</i>  <i>The number as indicated in the PPMP/s shall be considered for this.</i>	<i>Indicate the date by which the end-user unit should submit the PR in order to facilitate the procurement activities on time</i>  <i>BAC should consider the target date of delivery and implementation set by the end-user unit when computing the for timeline for the submission of PR.</i>
		<b>TOOL TIP:</b> EXAMPLE 1: Program, Activity, or Project: General Administrative Services: Sanitary Services  EXAMPLE 2: Program, Activity, of Project: Information and Communications Technology Equipment	<b>TOOL TIP:</b> EXAMPLE 1: Procurement Project: Pest Control Services  EXAMPLE 2: Procurement Project: Lot 1: Desktop servers Lot 2: Digital camera Lot 3: Laptop computers	Goods Works Consulting Services		Yes No	Competitive Bidding Limited Source Bidding Direct Contracting Repeat Order Shopping NP-53.1 Two Failed Biddings NP-53.2 Emergency Cases NP-53.3 Take-Over of Contracts NP-53.4 Adjacent or Contiguous		

Prepared by:

Recommended by:

BAC Secretariat

BAC Chairperson

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## Annex "B" - Proposed revised Annual Procurement Plan

**NOTE:**  
 The following shall be automatically filled out in the automated system. But for purposes of pilot testing of the forms, the dropdown option shall be used:  
 1. Approved Budget for the Contract  
 2. Contracting Type  
 3. Procurement Outsourcing  
 4. Framework Agreement  
 5. Project Recurrence

Schedule of Procurement Activity		Budget Source	Approved Budget for the Contract (in PHP)	Contracting Type	Procurement Outsourcing	Is Framework Agreement to be adopted?	Project Recurrence	Remarks
Issuance of IB/RFQ/RFP	Issuance of Notice of Award							
<p><i>Consider the dates indicated by the end-user in its PPMP. The date to commence procurement shall be earlier than the date of delivery and implementation of PAP.</i></p> <p><i>In case of multiple end-user units, the earliest date shall be considered</i></p>	<p><i>Consider the target date of issuance of award based on the prescribed procurement timelines.</i></p>	<p><i>Source of fund to pay the item procured</i></p>	<p><i>Refers to the budget for the contract duly approved by the HoPE, consistent with the approved budget. The ABC shall be the final estimated budget for the project/items to be procured after considering various factors for project costing, such as: market price, delivery cost, installation cost, taxes, etc.</i></p>	<p><i>Refers to the type of contract being entered into. Choose from the drop-down options.</i></p> <p><i>Single year: Contract duration of 1 year</i>  <i>Multi-year: Contract duration of more than 1 year</i></p>	<p><i>In order to hasten project implementation, PEs which may not have the proficiency or capability to undertake a particular procurement, as determined by the HoPE concerned, may outsource the procurement tasks (see Section 7.3.3 of the IRR of RA No. 9184)</i></p> <p><i>Choose from the dropdown menu the type of outsourcing to be adopted, if any, otherwise, choose N/A</i></p>	<p><i>PEs may use Framework Agreement, as a contractual arrangement, in the procurement of goods and services which are repeatedly required but by their nature, use, or characteristic, the quantity or exact time of need cannot be accurately predetermined and which are not advisable to be carried in stock (see the Guidelines on the use of Framework Agreement by all Procuring Entities issued through through GPPB Resolution No. 27-2019 dated 10 December 2019)</i></p>	<p><i>Knowing the status of the project will provide an idea to the BAC whether the project will be simple, complex or highly technical. This will also allow the BAC to determine extent of it review the preparedness of the procurement project.</i></p> <p><i>Please do not deviate from the options given for this column.</i></p> <p><i>New: refers to newly proposed PAP</i>  <i>Expanded: refers to PAP with previous implementation but with bigger scope.</i>  <i>Recurring: PAPs which are required by the office every year.</i></p>	<p><i>Other description for the project not reflected in the columns.</i></p>
Indicate Date	Indicate Date	Government of the Philippines (current year's budget)	0.00	Single Year	Another government agency - To request another government agency to undertake the procurement project of the PE	Yes	New	
Indicate Date	Indicate Date	Government of the Philippines (continuing budget)	0.00	Multi-Year	Private agent - To engage private procurement	No	Expanded	
Indicate Date	Indicate Date	Government of the Philippines (current year's and continuing budget)	0.00		Consultant - To engage consultant to directly		Recurring	
Indicate Date	Indicate Date	Grant by an International Financing Institution	0.00		N/A			
Indicate Date	Indicate Date	Loan from an International Financing Institution	0.00					
Indicate Date	Indicate Date		0.00					
Indicate Date	Indicate Date		0.00					
Indicate Date	Indicate Date		0.00					
Indicate Date	Indicate Date		0.00					

Approved by:

Head of the Procuring Entity

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Name of Agency:  
 Completed Address:  
 Contact Person:  
 Contact Number:  
 Agency Email Address:  
 Classification:  
 Semester covered:

Total Amount of Approved Budget for the Contract (ABC) for Completed Projects: 0.00  
 Total Amount of ABC for On-Going Procurement Projects: 0.00  
 Total Amount of ABC for Awarded Projects: 0.00  
 Total Amount of ABC of projects subjected to Early Procurement Activities: 0.00  
 Total Amount of ABC of projects with Green Specifications: 0.00

**Legend:**

- Columns to be filled out manually
- With dropdown options
- Auto-generated unless PE did not post in PhilGEPS
- Data are auto-generated/harvested

Code (PAP)	System-Generated Identifier	Program, Activity, or Project	Procurement Project	Nature of the Procurement Project	End-User Unit	PhilGEPS Reference Number	Purchase Request Number	Date of Receipt of Purchase Request from the End-User Unit	Is this an Early Procurement Activity?	Adoption of Green Specifications	Mode of Procurement	Approved Budget for the Contract (in PHP)	Budget Source
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<b>COMPLETED CONTRACTS (This shall refer to Procurement Projects that are successfully implemented and final payment to supplier/contractor has been made.)</b>													
				Goods					Yes	Yes	Competitive Bidding	0.00	Government of the Philippines (current year's budget)
				Works					No	No	Limited Source Bidding	0.00	Government of the Philippines (continuing budget)
				Consulting Services							Direct Contracting	0.00	Government of the Philippines (current year's and continuing budget)
											Repeat Order	0.00	Grant by an International Financing Institution
											Shopping	0.00	Loan from an International Financing Institution
											NP-53.1 Two Failed Biddings	0.00	
											NP-53.2 Emergency Cases	0.00	
											NP-53.3 Take-Over of Contracts	0.00	
											NP-53.4 Adjacent or Contiguous	0.00	
											NP-53.5 Agency-to-Agency	0.00	
											NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	0.00	
											NP-53.7 Highly Technical Consultants	0.00	
											NP-53.8 Defense Cooperation Agreement	0.00	
											NP-53.9 - Small Value Procurement	0.00	
											NP-53.10 Lease of Real Property and Venue	0.00	
											NP-53.11 NGO Participation	0.00	
											NP-53.12 Community Participation	0.00	
											NP-53.13 UN Agencies, Int'l Organizations or International Financing Institutions	0.00	
											NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	0.00	
											Others - Foreign-Funded Competitive Bidding (International Financing Institution Rules)	0.00	
											Others - Foreign-Funded Alternative Modes (International Financing Institution Rules)	0.00	
												0.00	
												0.00	
												0.00	
												0.00	
												0.00	
<b>Total Allotted Budget (ABC) of Completed Projects</b>												<b>0.00</b>	
<b>Contract Price of Completed Contracts</b>												<b>0.00</b>	
<b>Total Savings</b>												<b>0.00</b>	

<b>AWARDED PROJECTS / ONGOING CONTRACT IMPLEMENTATION (This shall refer to projects where the Contract and NTP (if necessary) is/are issued, but contract is not yet perfected.)</b>													
													0.00
													0.00
													0.00
<b>Total Amount ABC of Awarded Projects</b>												<b>0.00</b>	
<b>FAILED PROCUREMENT PROJECTS (This shall refer to procurement projects that are declared as failed within the period covered)</b>													
													0.00
													0.00
													0.00
<b>ONGOING PROCUREMENT PROJECTS (This shall refer to procurement projects that has already begun its procurement process but no signed Contract and/or NTP (if needed), yet.)</b>													
													0.00
													0.00
													0.00
<b>Total Amount of ABC of Ongoing Projects</b>												<b>0.00</b>	

Prepared by:

BAC Secretariat

Recommended by:

BAC Chairperson

Approved by:

Head of the Procuring Entity

Annex "C" - Proposed revised Procurement Monitoring Report

PROCUREMENT DETAILS																							
Date of Pre-Procurement Conference	Date of Issuance/Posting of Opportunity	Number of Prospective Suppliers/Service Providers invited for Alternative Modalities	Date of Pre-bid Conference	No. of Supplemental/Bid Bulletins (SBB) posted	Reason for Issuance of SBB	No. of Bidders who acquired Bidding Documents	No. of Bidders who Submitted Bids	Date of Opening of Proposal	No. of Bidders Declared Eligible	Date of Post-qualification	Date of BAC Resolution Recommending Award/ Declaring Failure	Date of Approval of Notice of Award	Date of receipt/acceptance of Notice of Award	Form of Bid Security	Form of Performance Security	Awarded Bidder (supplier/provider)	Rank of Awarded Bidder	PHIGEPS registration number of the winning supplier/provider	Date of Issuance of Contract	Contract Reference Number	Contract Cost (PHP)	Date of Approval of Notice to Proceed	Status of Procurement
Follow the prescribed date format in case of multiple pre-procurement conferences conducted, indicate on this column the date of the 1st one and the succeeding dates on the remarks section.  Leave this portion blank in case pre-procurement conference is not conducted.	Follow the prescribed date format.  Issuance of opportunity also pertains to the date the Invitation to Bid, Request for Quotation, and Request for Proposal is post-dated.  For projects not required for posting, input date of issuance of RFQ/RFP manually.	Indicate here the number of entities invited to participate in the procurement project undertaken under Alternative Methods of Procurement.	Follow the prescribed date format.  Leave this portion blank in case pre-bid conference is not conducted.	Number of bid bulletins issued by the agency including postponement of bids.	Choose from the drop down menu.	Number of bidders who acquired bidding documents for the subject procurement project.  Bidders who downloaded the bid docs from the PHIGEPS shall be included regardless if the bidding documents is free or with a fee).	Number of bidders who submitted bids for the subject procurement project.  Bidders who submitted late bids shall be counted.	Follow the prescribed date format.  Date of opening of proposal may be the same date of deadline of submission of bids/ proposal.	Number of bidders who were declared eligible for the subject procurement project.  Late bids shall be included to those who were declared ineligible.	Follow the prescribed date format.  Date of post-qualification shall pertain to the date the activity was completed.	Follow the prescribed date format.  This pertains to the date of effectivity of the BAC Resolution.	Follow the prescribed date format.  This pertains to the date the Notice of Award was approved by the HOPE.	Follow the prescribed date format.  The date by which the Notice of Award is received/accepted by the winning bidder.	Follow the prescribed date format.  This pertains to the form of Bid Security submitted by the bidder/contractor during opening of bids.	Follow the prescribed date format.  This pertains to the form of Performance Security submitted by the bidder/contractor prior to signing of contract.	Name of the bidder awarded with the contract.	Particular ranking of the awarded bidder based on the Abstract of Bids as Calculated.	Provide the registration number as reflected in the PHIGEPS Certificate of Registration or as verified in the PHIGEPS website.	Follow the prescribed date format.  This pertains to the date the Contract was signed by both the HOPE and winning supplier/service provider.	Pertains to the reference number/code used in the Contract or Purchase Order.	Amount of Contract with the supplier/service provider.	Follow the prescribed date format.  This pertains to the date the Notice to Proceed was approved by the HOPE.  Leave this portion blank in case an NTP is not issued.	Choose from the available items in the drop down menu.
					Change of date of a procurement activity									Cash or cashier's manager's check	Cash or cashier's manager's check		Single Calculated and Responsive Bidder			0.00			Awarded
					Change in the specifications									Bank draft/guarantee or irrevocable letter of credit	Bank draft/guarantee or irrevocable letter of credit		Lowest Calculated and Responsive Bidder			0.00			Ongoing
					Change in documentary requirements									Surety bond	Surety bond		2nd Lowest Calculated and Responsive Bidder			0.00			Failed under Section 35.1 (a)
					Others, please specify									Performance Securing Declaration	Performance Securing Declaration		3rd Lowest Calculated and Responsive Bidder			0.00			Failed under Section 35.1 (b)
														N/A	N/A		4th Lowest Calculated and Responsive Bidder or beyond			0.00			Failed under Section 35.1 (c)
																				0.00			Failed under Section 35.1 (d)
																				0.00			Failed under Section 35.6 (a)
																				0.00			Failed under Section 35.6 (b)
																				0.00			Failed under Section 35.6 (c)
																				0.00			Failed under Section 35.6 (d)
																				0.00			Failed under Section 41 (a)
																				0.00			Failed under Section 41 (b)
																				0.00			Failed under Section 41 (c)
																				0.00			
																				0.00			
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## Annex "C" - Proposed revised Procurement Monitoring Report

CONTRACT IMPLEMENTATION DETAILS (to be answered by the End-User Unit Representative)										OBSERVER PARTICIPATION DETAILS				PROTEST MECHANISM DETAILS			Remarks (Explaining changes from the APP)	
Contracting Type	Procurement Outsourcing	Is Framework Agreement adopted?	Contract Duration: Start and End Dates		Contract amendment document, if any	Contract Amendment Date	Delivery Type	Dates of Delivery/ Completion	Date of Final Payment	Status of Contract	Supplier/Service Provider performance rating	List of Invited Observers	Date of Receipt of Invitation by Invited Observers	Names of Observers Attended	Reasons for Non-attendance of Observers	Requests for Reconsideration (RRs), Protests, Court Cases, etc. Received		Cause for filing RRs, Protests, Court Cases, etc.
Refers to the type of contract being entered into. Choose from the drop-down options.  Single year- contract duration of 1 year or less Multi-year- contract duration of more than 1 year	In order to hasten project implementation, PEs which may not have the proficiency or capability to undertake a particular procurement, as determined by the HoPE concerned, may outsource the procurement tasks (see Section 7.3.3 of the RP of RA No. 9184).  Choose from the dropdown menu the type of outsourcing adopted, if any, otherwise, choose N/A	PEs may use Framework Agreement, as a contractual arrangement, in the procurement of goods and services which are repeatedly required but by their nature, use, or characteristic, the quantity or exact time of need cannot be accurately predetermined and which are not advisable to be carried in stock (see the Guidelines on the use of Framework Agreement by all Procuring Entities issued through through GPPB Resolution No. 21-2019 dated 10 December 2019)	Start date as stipulated in the contract	End date as stipulated in the contract	In case of contract amendment, specify the contract amendment document. Choose from the dropdown menu.	Date the amended contract is signed by both parties (PE and supplier/provider)	A procurement item is scheduled to be delivered on a one time basis; staggered, progressive delivery  One time- All items are delivered on a specific date Staggered- Delivery of items are divided on different dates Progressive- Project delivery with phases (i.e., for Infra and Consulting Projects)	Date of delivery/completion shall pertain to the actual date of delivery of the supplier/service provider or completion of the project as indicated in the inspection and Acceptance or Certificate of Completion.	The date by which the PE releases the final payment to the supplier/service provider	This portion shall be filled out by the end-user unit representative.  Choose from the drop down menu the applicable status of contract. PEs cannot derive from the options given for this column.	For Infra projects, use of CPES For Goods, Services, and Consulting Services, the PE may use their own standards	Specific names of observers invited	Indicate dates on which the observers are invited to attend the procurement activities	Specific names of observer present during any stage of procurement. Also indicate the activities attributed by the observer.	Reasons for non attendance of the observer shall be identified by the procurement office.	Identify which of the items in the drop down menu are applicable  Court cases are those within Regular Courts, Centrori, as contemplated under Section 58 of RA No. 9184 and its	Identify which of the following was the basis for filing RR, Protests, Court Cases, etc.  In case the reason is not included in the dropdown list, kindly select "Other".  If this column is not applicable, please select "N/A".	Count the number of RRs, Protests and Court Cases received.  Leave this portion blank if not applicable.
Single Year	Another government agency - To request another government agency to undertake the procurement project of the PE	Yes			Amendment to Order		One-Time			Ongoing					Insufficient period to invite observers	Request for Reconsideration	Failure to comply with legal requirements	
Multi-Year	Private agent - To engage private procurement agents to directly undertake the procurement project Consultant - To engage consultant to directly assist in the conduct of procurement and/or train staff in the management of the procurement.	No			Variation Order		Staggered			Suspended					No response	Protest	Failure to comply with technical requirements	
					Supplemental Contract		Progressive			Completed					CSO has limited funds for transportation costs	Court Case	Contesting the eligibility of the bidder	
	N/A				Amended Contract					Terminated					Observers have limited manpower to send as representatives	Complaint	Contesting the decision of the BAC	
					N/A										Observers have no technical capability to observe government procurement proceedings	No RR, Protests, Court Cases Received	Others/Please specify	
															N/A - Attended	N/A		

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