

**NPM No. 04-2022**

06 April 2022

## **HEADS OF PROCURING ENTITIES**

**Re: Use of the GPPB Online Portal for the (I) Posting of Procurement Information for Coronavirus Disease 2019 Vaccines and its Ancillary Supplies and Services, and (II) Online Preparation of the Philippine Bidding Documents**

**Dear Sir/Madam:**

This opinion is being issued to guide all Procuring Entities (PEs) on the use of the Government Procurement Policy Board (GPPB) Online Portal for the (i) posting of information specified under Section 6 of Republic Act (RA) No. 11525<sup>1</sup> for Coronavirus Disease 2019 (COVID-19) related items and Vaccines and <sup>2</sup>, and (ii) online preparation of the Philippine Bidding Documents (PBDs).

To ensure clarity and to respond to various inquiries raised to the Government Procurement Policy Board – Technical Support Office (GPPB-TSO), please refer to the frequently asked questions and answers below:

## **FREQUENTLY ASKED QUESTIONS**

### **A. GPPB Online Portal**

#### **1. What is the GPPB Online Portal?**

The GPPB through its TSO, established the GPPB Online Portal in April 2020 to promote greater accountability and transparency in the procurement of Goods and Services, Infrastructure Projects, and ancillary services<sup>3</sup> for the mitigation of COVID-19 under the *Bayanihan* I.<sup>4</sup> It is an internet-based platform that serves as the source of data or information used by the GPPB and its TSO to monitor COVID-19 related procurements and later on adopted by Congress for posting of procurement of Goods and Services, Infrastructure Projects, and ancillary services<sup>5</sup> for reducing the adverse impact of COVID-19 under the *Bayanihan* II.<sup>6</sup>

Particularly, PEs, private entities and the Philippine Red Cross are required to post in the GPPB Online Portal information relative to the procurement of COVID-19 Vaccines and its Ancillary Supplies and Services in accordance with the RA No. 11525 or the COVID-19 Vaccination Program Act of 2021 (COVID-19 Vaccine Law).<sup>7</sup>

#### **2. What are the other features of the GPPB Online Portal?**

<sup>1</sup> COVID19 Vaccination Program Act of 2021, signed on 26 February 2021.

<sup>2</sup> For the purpose of GPPB Circular No. 02-2021, dated 25 March 2021, Ancillary Supplies and Services or other Goods and Services necessary for the storage, transport, deployment, and administration of COVID-19 vaccines shall be collectively referred to herein as "Ancillary Supplies and Services."

<sup>3</sup> Section 4 k of *Bayanihan* I.

<sup>4</sup> Republic Act (RA) No. 11469, also known as *Bayanihan* to Heal as One Act, signed on 24 March 2020.

<sup>5</sup> Section 4 u of *Bayanihan* II.

<sup>6</sup> RA No. 11519, also known as *Bayanihan* to Recover as One Act, signed on 11 September 2020.

<sup>7</sup> Signed on 26 February 2021.

In addition to the foregoing, the GPPB Online Portal has been enhanced by the GPPB-TSO to make procurement more efficient with the Philippine Bidding Document (PBD) Builder feature, launched in January 2021 during the GPPB - TSO Procurement Forum.<sup>8</sup> The PBD Builder was conceptualized to make the preparation of PBDs more efficient as PEs need only to encode the details of their Procurement Projects, choose from drop-down options, and upload the bidding documents when finished, thus making the preparation of the PBDs more efficient and minimize the possibility of errors.

**3. What information can the public view in the GPPB Online Portal?**

All posted information on the procurement conducted under the *Bayanihan* Acts<sup>9</sup> and the COVID-19 Vaccine Law<sup>10</sup> can be viewed and downloaded in the GPPB Online Portal. The respective Notice of Award (NOA), Contract or Purchase Order (PO), the Annual Procurement Plan (APP), and other relevant documents of the Procurement Projects are posted in the GPPB Online Portal whereby links must be clicked to see the contents of the said documents.

**4. What is needed to obtain a copy of the viewed information in the GPPB Online Portal?**

There is no requirement in obtaining soft copies of the documents posted in the GPPB Online Portal, thus registration, enrollment, or request is not necessary to get a copy of the viewed information therein. The information in tabular form can be directly downloaded by clicking on the excel icon (overlapping squares) at the bottom of the table. On the other hand, the soft copies of the NOA, Contract or PO, APP, and other files may be downloaded and saved from the website browser by clicking on the link to said files.

**5. Is there an available user guide for the use of the GPPB Online Portal features?**

Yes. The step-by-step procedure on the use of the features in the GPPB Online Portal such as the Use of the PBD Builder and Posting of the Procurement of Vaccines and its Ancillary Supplies and Services can be accessed here:

[https://www.gppb.gov.ph/gppbonlineportal\\_issuances.php](https://www.gppb.gov.ph/gppbonlineportal_issuances.php)

**6. How can the PEs reach the GPPB-TSO in case they are encountering user access problems or need further clarifications in the use of the GPPB Online Portal?**

For user access problems or other clarifications, you may contact the GPPB-TSO using the following electronic mail (email) addresses:

ISSUES	EMAIL ADDRESSES
Registration including the change of Official User, if any	<a href="mailto:GPPBonlineregistration@gppb.gov.ph">GPPBonlineregistration@gppb.gov.ph</a>

<sup>8</sup> PBD Builder launched, other innovations highlighted in GPPB's 3rd Annual Procurement Forum, created date 22 January 2021, <https://dbm.gov.ph/index.php/secretary-s-corner/press-releases/list-of-press-releases/1808-pbd-builder-launched-other-innovations-highlighted-in-gppb-s-3rd-annual-procurement-forum>.

<sup>9</sup> Supra note nos. 3 and 5.

<sup>10</sup> Supra note 6.

COVID19 Vaccine Law Queries on Procurement Procedure	<a href="mailto:legal@gppb.gov.ph">legal@gppb.gov.ph</a>
Data Entry Errors in the GPPB Online Portal	<a href="mailto:GPPBonlineportal@gppb.gov.ph">GPPBonlineportal@gppb.gov.ph</a>
User Access Problems	

## B. PE's Official User for the GPPB Online Portal

### 1. Who are required to enroll in the GPPB Online Portal?

To ensure authenticity of the posted procurement information on the GPPB Online Portal and avail of the use of the PBD Builder, PEs would need to enroll their designated Official Users through this link:

<https://gppbgovph.com/peenroll.php>

If a PE has previously enrolled an Official User in the GPPB Online Portal, it need only to submit a confirmation that its existing Official User meets the criteria indicated in Item 9 of this Advisory, by sending an email to the GPPB-TSO through this address: [GPPBonlineregistration@gppb.gov.ph](mailto:GPPBonlineregistration@gppb.gov.ph)

### 2. What documents must be submitted to enroll the PE's Official User in the GPPB Online Portal?

The Official User must upload a copy of the Department Order (DO), Office Order (OO), or any equivalent document, which was approved by the Head of the Procuring Entity (HoPE) upon recommendation of the Bids and Award Committee (BAC), authorizing him/her to use and manage the PE's account in the GPPB Online Portal, and a scanned copy of his/her agency ID.

### 3. What criteria should the BAC use in recommending or designating its Official User for the GPPB Online Portal?

The BAC in making its recommendation to the HoPE for the PEs' Official User of the GPPB Online Portal, shall use the following criteria, wherein he or she should be:

- a. a member of the BAC Secretariat or part of the Procurement Unit;
- b. knowledgeable and familiar with the procurement posting rules or procedures and drafting of bidding documents;
- c. holding a *plantilla* position in the PE;
- d. an employee with no pending case involving moral turpitude and violations enumerated under Section 65 of RA No. 9184 and its Implementing Rules and Regulations (IRR);
- e. technically capable to use an online system or program; and
- f. known to embody honesty and integrity.

### 4. How many Official Users can the PE designate?

A maximum of two (2) for each BAC can be designated as an Official User.

**5. Is the enrollment for 2 Official Users of the same BAC, be done at the same Application?**

No. The concerned PE must make separate enrollments for each Official User in accordance with the aforesaid requirements.

**6. Is the access to the GPPB Online Portal automatic upon enrollment of the PE's Official User to the GPPB-TSO?**

No, the GPPB-TSO shall notify the PE via its given email address on the approval of the enrollment for its Official User/s after the conduct of the necessary verification, such as checking if the signature in the DO, OO, or equivalent document is consistent with the specimen signature and confirming with the human resource office if the DO, OO, or equivalent document, designating the Official User/s is/are true, correct, and duly signed and issued by the HoPE, before giving access to the concerned Official User/s.

**7. How will the PE replace its existing Official User if it decides to do so?**

The PE, through its BAC Secretariat Head, shall promptly notify the GPPB-TSO, through the email address stated in Item no. A.6, for any change in its Official User. In designating a replacement, the PE must register anew for an Official User, as provided in Item nos. B.2 and B.3. Once the GPPB-TSO has approved the replacement, the previous Official User's access shall be restricted, and the new Official User shall be allowed access to the GPPB Online Portal.

**8. What degree of diligence must the PE's Official User observe when using the GPPB Online Portal?**

The PE's Official User must exercise ordinary or due diligence<sup>11</sup> in posting information or preparing the PBDs through the PBD Builder by cross-checking the important details being encoded against the requirements of their specific Procurement Projects.

**C. Access to the GPPB Portal for the Posting Compliance under the COVID-19 Vaccine Law and *Bayanihan* Acts**

**1. What information must be posted on the GPPB Online Portal to comply with the requirements of the *Bayanihan* Acts?**

All PEs are directed to post on the GPPB Online Portal the following information<sup>12</sup> relative to the Procurement Projects undertaken through Emergency Procurement under the *Bayanihan* Acts:

- a. Updated APP;
- b. Project Name;
- c. Approved Budget for the Contract;
- d. Contract period;
- e. Name of Winning Supplier, Distributor, Manufacturer, Contractor or Consultant;
- f. Amount of Contract as Awarded;
- g. NOA, date of award and acceptance; and

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<sup>11</sup> Article 1163 of the New Civil Code on ordinary diligence states, "Every person obliged to give something is also obliged to take care of it with the proper diligence of a good father of a family, unless the law or the stipulation of the parties requires another standard of care."

<sup>12</sup> The required information were previously indicated in the GPPB-TSO Advisory No. 04-2020, dated 27 April 2020, and Advisory No. 05-2020, dated 17 June 2020.

h. Contract or PO.

**2. What information must be posted on the GPPB Online Portal to comply with the requirements of the COVID-19 Vaccine Law?**

All PEs are directed to post the following information<sup>13</sup> relative to the procurement of COVID 19 Vaccines and its Ancillary Supplies and Services:

- a. Approved Budget for the Contract;
- b. Name and details of the ordered or procured COVID-19 Vaccines or Ancillary Supplies or Services;
- c. Name of the Winning Supplier, Distributor, Manufacturer, or service provider;
- d. Amount of Advance Payment and the reasons therefor; and
- e. Amount of Contract as Awarded.

**3. Can the PEs still post in the GPPB Portal although the fund releases under the Bayanihan Acts have lapsed?**

For Procurement Projects that were undertaken through Emergency Procurement under RA No. 11469 or the *Bayanihan I*,<sup>14</sup> the posting on the GPPB Online Portal was closed on 31 August 2020, but for the updated APP, it was allowed until 30 September 2020 based on an earlier GPPB-TSO Advisory.<sup>15</sup> Nonetheless, the PEs may request access for the posting of the required procurement information by sending an email stated in Item no. I.6.

On the other hand, the PEs can still post the required procurement information for Procurement Projects undertaken through Emergency Procurement under RA No. 11494 or the *Bayanihan II*.<sup>16</sup>

Despite the lapse in the effectivity of the *Bayanihan Acts*,<sup>17</sup> it is still necessary for the PEs to comply with the posting requirements for transparency and audit purposes.

**4. Until when can the Official Users post the procurement requirements under the COVID-19 Vaccines law on the GPPB Online Portal?**

The posting requirement under Section 6 of the COVID-19 Vaccines law may be done by the Official Users until 31 December 2022,<sup>18</sup> thereafter, the posting access will be closed. Nonetheless, PEs may request access after the said date, with sufficient justification, for the posting of the required procurement information by sending an email stated in Item no. A.6.

**D. Use of the PBD Builder**

**1. What PBDs are included in the PBD Builder?**

Only the PBD for Goods and Services, and Infrastructure Projects are the available PBDs in the PBD Builder.

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<sup>13</sup> Item 7.1 of the GPPB Circular No. 02-2021.

<sup>14</sup> Supra note 3.

<sup>15</sup> GPPB-TSO Advisory No. 08-2020, dated 03 August 2020, with subject "Extended Deadline of Posting of Procurement Data for All Contracts Awarded Under Emergency Procurement Under the Bayanihan Act."

<sup>16</sup> Supra note 5.

<sup>17</sup> Supra note nos. 3 and 5.

<sup>18</sup> Unless the law would be extended.

**2. Is the use of the PBD Builder by the PEs mandatory?**

No. The use of the PBD Builder is not mandatory but is highly encouraged as it simplifies and minimizes errors in the preparation of the PBDs. It uses the updated 6<sup>th</sup> Edition PBD for Goods and Infrastructure Projects.

**3. What are the benefits of using the PBD Builder by the Official User?**

The PBD Builder was designed to be used online in preparing the PBDs. It makes preparation of the PBDs more efficient as it minimizes errors and saves time. Moreover, use of the PBD Builder helps ensure that the PEs comply with the required standards, quality, content, accuracy, and reliability of information with respect to the texts, graphics, documents, links, and forms in the uploaded PBDs.

The PBDs are saved in portable document format and shall be posted in the Philippine Government Electronic Procurement System according to Section 21.2 of the 2016 revised implementing rules and regulations of RA No. 9184.

For the information and guidance of all.

**ATTY. ROWENA CANDICE M. RUIZ**  
*Executive Director V*