



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
 TECHNICAL SUPPORT OFFICE**

**CIRCULAR 01- 2024**

18 December 2024

**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, including Bidders

**SUBJECT** Guidelines on the Conduct of Procurement Activities during the Election Period for the 12 May 2025 National and Local Elections

**1.0 PURPOSE**

- 1.1** This Circular is issued to provide guidance to the Procuring Entities (PEs) relative to the conduct of procurement activities during the 2025 National and Local Elections from 12 January 2025 to 11 June 2025 (Election Period) pursuant to the Commission on Election (COMELEC) Resolution Nos. 10999 dated 24 May 2024,<sup>1</sup> and 11060 dated 13 September 2024,<sup>2</sup> including the Procurement Projects and Activities that are prohibited under Section 261(v) and (w) of the Omnibus Election Code (OEC).<sup>3</sup>
- 1.2** This also serves to remind the government agencies that the election ban is not intended to paralyze the operations of the government, but to insulate government procurement from political partisan activities, such as those involving new projects designed to influence the public, during the upcoming 12 May 2025 National and Local Elections.

**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 Definition of Terms**

- 3.1 Expenditure** - The term "expenditure" includes the payment or delivery of money or anything of value, or a contract, promise, or agreement to make an expenditure, for the purpose of influencing the results of the election. It shall also include the use of facilities personally owned by the candidate, the money

<sup>1</sup> Calendar of Activities and Periods of Certain Prohibited Acts in Connection with the May 12, 2025 National and Local Elections and BARMM Parliamentary Elections.

<sup>2</sup> Rules and Regulations on the Prohibition Against the Release, Disbursement, or Expenditure of Public Funds for Social Services and Housing-Related Projects, and Issuance of Treasury Warrants and Similar Devices under Sections 261(v) and (w) of the Omnibus Election Code in connection with the May 12, 2025 National and Local Elections and BARMM Parliamentary Elections.

<sup>3</sup> Batas Pambansa Bilang 881, series of 1985.

value of the use of which can be assessed based on the rates prevailing in the area.<sup>4</sup>

- 3.2 Public Works** - refers to “infrastructure projects” as defined under Section 5(o) of Republic Act No. 12009 or the New Government Procurement Act. It shall include the construction, improvement, rehabilitation, demolition, repair, restoration, or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control, and drainage, water supply, sanitation, sewerage, and solid waste management systems, shore protection, energy/power, and electrification facilities, national buildings, school buildings, hospitals buildings, and other related construction projects of the government.
- 3.3 Social Welfare and Services** - refers to the services rendered by the government to provide aid, support, or assistance to the disadvantaged, distressed or vulnerable persons or sectors of society.
- 3.4 Housing-Related Projects** - refer to activities or projects undertaken by the Department of Human Settlements and Urban Development and any other office of the government performing functions similar to the said department.
- 3.5 Routine, Normal or Administrative Expenses** – This refers to expenses required for the day-to-day operations of the government entity, such as salaries, light, heat, and power.

#### **4.0 General Conditions**

- 4.1** PEs are allowed to proceed with the commencement and completion of Procurement Activities during the Election Period. However, the release, disbursement, and expenditure of public funds by the PEs pursuant to COMELEC Resolution Nos. 10999 and 11060, specifically the issuance of a Notice of Award, are prohibited for the following Procurement Projects (Prohibited Projects) starting 28 March 2025 (Friday) until 11 May 2025 (Sunday):
  - a. All kinds of Public Works and Housing-related Projects, except those provided in Section 4.2.1 and Section 4.2.3 of this Circular respectively;
  - b. Social Welfare and Services Projects of national, regional, provincial, and local government units and those of government-owned or controlled corporations and their subsidiaries, except for Assistance to Individuals in Crisis Situations, the distribution of which is prohibited from 2 May 2025 to 12 May 2025, except those provided in Section 4.2.2 of this Circular;
  - c. Housing-Related Projects, except those provided in Section 4.2.3 of this Circular; and
- 4.2** The following Procurement Projects are excepted from the application of the prohibition provided in Item 4.1 of this Circular, thus:
  - 4.2.1 For Public Works**
    - a. Maintenance of existing and/or completed public works where no additional laborers are employed;

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<sup>4</sup> Section 94, Article XI of Batas Pambansa Blg. 881 or the OEC.

- b. Work undertaken by contract through public bidding or negotiated contract awarded before 28 March 2025;
- c. Preparatory works or the payment for the usual cost of preparation for working drawings, specifications, bills of materials, estimates, and other procedures preparatory to actual construction including the purchase of materials and equipment before 28 March 2025;
- d. Ongoing projects commenced before the campaign period and are listed as authorized public works or projects by the COMELEC;
- e. Projects under foreign agreements or ongoing foreign-assisted projects submitted to the COMELEC; and
- f. Emergency work necessitated by the occurrence of a public calamity but limited to the restoration of the damaged facility;

4.2.2 For Social Welfare and Services Projects

- a. Routing and Normal Expenses; and
- b. Such other expenses as may be authorized by the COMELEC after due notice and hearing.

4.2.3 For Housing-Related Projects

- a. Administrative Expenses; and
- b. Such other expenses authorized by the COMELEC after due notice and hearing.

**5.0 Submission of Documents and Request for Exemption**

The submission of the list of exemptions to the COMELEC shall be subject to the Commission's rules and regulations. Should PEs intend to award Procurement Projects which are covered by the Prohibited Projects, they may direct their request for exemption to the COMELEC for resolution.

**6.0** For guidance and compliance.

**7.0** This Circular shall take effect immediately.

**SGD**  
**AMENAH F. PANGANDAMAN**  
*GPPB Chairperson*