

**MEMORANDUM**

**FOR: JOSE C. CALIDA**  
**Solicitor General**

**FROM: BIDS AND AWARDS COMMITTEE (BAC)**

**RE: SUBMISSION OF PROCUREMENT MONITORING REPORT**

**DATE: September 25, 2020**

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OFFICE OF THE  
SOLICITOR GENERAL  
**RECEIVED**  
SEP 25 2020  
Time: *J. Loya* SECRETARIAT By: *J. Loya*  
Control No.: \_\_\_\_\_

GPPB Resolution No. 11-2020 dated May 2020 requires the Procuring Entity to submit their Procurement Monitoring Report (PMR) for the 1<sup>st</sup> Semester, as approved by the Head, on or before September 30, 2020.

In compliance thereof, attached herewith is the PMR for the second quarter of 2020, for your approval and signature.

Thank you.



05620092870003755

*[Signature]*  
**ASG JOSEPH L. GUEVARRA**  
Chairperson

*[Signature]*  
**JOHN DALE A. BALLINAN**  
BAC Secretariat, Head



## ANNEX "A"

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

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### 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**

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#### 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 <sup>st</sup> Semester	July of the current FY
	Changes within the 2 <sup>nd</sup> Semester	January of the succeeding FY
PMR (current fiscal year)	1 <sup>st</sup> Semester	14 July of the current FY
	2 <sup>nd</sup> 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 <sup>st</sup> Semester	30 September 2020
	Changes within the 2 <sup>nd</sup> Semester	31 March 2021
FY 2021 APP	First Submission	31 March 2021
FY 2020 PMR	1 <sup>st</sup> Semester	30 September 2020
	2 <sup>nd</sup> Semester	31 March 2021
FY 2019 APCPI Result	Annual	30 June 2020 <sup>2</sup>

#### 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.<sup>3</sup>

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	<a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a>
PMR	<a href="mailto:pmr@gppb.gov.ph">pmr@gppb.gov.ph</a>
APCPI	<a href="mailto:apcpi@gppb.gov.ph">apcpi@gppb.gov.ph</a>

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

<sup>2</sup> Approved under GPPB Resolution No. 04-2020 dated 19 March 2020.

<sup>3</sup> Provided under Department of Budget and Management National Budget Circular No. 542 dated 29 August 2012.