



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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10 February 2022

**MEMORANDUM NO. 09**

Series of 2022

**TO : All Vice Chancellors, Deans, Directors and Heads of Units**

**SUBJECT : Preparation of Purchase Request (PR) 2022 and Amendment of PPMP/APP 2022: For General and Revolving Funds**

Please be reminded that in accordance with Sec. 7.2 of RA 9184, Procurement Law, no procurement shall be undertaken unless in accordance with the Approved Annual Procurement Plan (APP), including approved changes thereto of the procuring entity. In view of this, please observe the following:

1. All UPLB units shall prepare their Purchase Requests (PRs) and Request for Quotations (RFQs) based on the approved consolidated Annual Procurement Plan (APP) and on the unit's Project Procurement Management Plan (PPMP) for 2022.
2. The cut-off period/deadline for the submission of signed PRs and RFQs to the Bids and Awards Committee Secretariat (BAC Sec) Office of the PPMP/APP 2022 for public bidding are as follows:

<b>Cut-off Period</b>	<b>Deadline of Submission</b>
3 <sup>rd</sup> Quarter	31 March 2022
4 <sup>th</sup> Quarter	30 June 2022



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3. The cut-off period/deadline for the submission of the amended PPMP and consolidation of the amended PPMPs to the Amended APP for General Fund (GF) and Revolving Fund (RF) in the UIS are as follows:

Cut-off Period	Deadline of Submission
1 <sup>st</sup> and 2 <sup>nd</sup> Quarter	23 February 2022
3 <sup>rd</sup> Quarter	31 May 2022
4 <sup>th</sup> Quarter	31 August 2022

All approved and signed PPMPs shall be submitted to the BAC Secretariat a week after the deadline.

For strict compliance.

**ROLANDO T. BELLO**  
Vice Chancellor