



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

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07 September 2022

MEMORANDUM NO. 30

Series of 2022

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

SUBJECT : Submission of 2023 First and Second Quarter Purchase Request (PR) for the Conduct of Early Procurement Activities from September to December 2022

Please be reminded that in accordance with Sec. 7.2 of the 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) thru the University Information System (UIS) in accordance with the schedule for the **first and second quarter** based on the approved indicative Annual Procurement Plan (APP) for 2023.
2. End-users must submit the PRs approved for competitive bidding to the BAC Secretariat, for scheduling of the bidding process on or before **23 September 2022 (Friday)**.
3. Consult TWG in crafting specifications using the standard format of Request for Quotation (RFQ) before having it signed by the approving authorities of your respective units.
4. Soft copies of RFQs in excel format shall be emailed to bacsecretariat.uplb@up.edu.ph with the subject in the format of **PR Number Unit** before submission of the hard copies of the Purchase Requests.
5. PRs with RFQs for alternative modalities shall be submitted to the BAC Sec as per need basis for Philippine Government Electronic Procurement System (PhilGEPS) posting purposes.

6. The Indicative APP FY 2023 can be downloaded from the bac.uplb.edu.ph (website <https://bac.uplb.edu.ph/announcement/procurement-for-2023/> google drive https://drive.google.com/drive/folders/1RvpTDgfj7gxpdljvtGLHvGPCS_xn0AZL (Note: Cut-off date of approved PPMPs captured in the UIS is 17 August 2022). PPMPs approved after the cut-off date shall have to wait for the succeeding call for submission of PRs.

For inquiries, you may contact Ms. Jaybee M. Punzalan at 09285158308 or email bacsecretariat.uplb@up.edu.ph.

For strict compliance.



ROLANDO T. BELLO
Vice Chancellor