



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

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | +63 999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

09 February 2023

MEMORANDUM NO. 08

Series of 2023

TO: All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Preparation of Purchase Request (PR) 2023 and Amendment of PPMP/APP 2023: 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 2023.
2. 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
3 rd Quarter	31 March 2023
4 th Quarter	31 May 2023

All approved and signed PPMPs shall be submitted to the Bids and Awards Committee Secretariat (BAC- SEC) a week after the deadline.

3. The deadline for the submission of signed PRs and RFQs for competitive bidding of the PPMP/APP 2023 to the BAC-SEC are as follows:

Cut-off Period	Deadline of Submission
2 nd Quarter	28 February 2023
3 rd Quarter	28 April 2023
4 th Quarter	30 June 2023

4. The end-users must submit PRs and RFQs for Alternative Mode of Procurement above ₱50,000.00 to the BAC-SEC for stamping and PhilGEPS posting at least one (1) month prior to the milestone indicated in the PPMP.

For strict compliance.

ROLANDO T. BELLO
Vice Chancellor