



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

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11 August 2023

MEMORANDUM NO. 29

Series of 2023

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

SUBJECT: **Submission of 2024 First and Second Quarter Purchase Request (PR) for the Conduct of Early Procurement Activities from September to December 2023**

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 FY 2024 Indicative Annual Procurement Plan (APP).
2. End-users must submit the PRs approved for **competitive bidding** to the BAC Secretariat, for scheduling of the bidding process on or before **31 August 2023 (Thursday)**.
3. Consult the TWG in crafting specifications using the standard format of Request for Quotation (RFQ) before having it signed by approving authorities of your respective units.
4. The RFQs must be readable, at least 12 in font size, with complete information of the end-user (contact person, contact number, email address), signed by the end-user and TWG, and must indicate the delivery terms.
5. Softcopies of Request for Quotations (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.
6. PRs with Requests for Quotations (RFQs) for alternative modalities approved in the FY 2024 Indicative APP shall be submitted to the BAC Sec **as per need basis** for Philippine Government Electronic Procurement System (PhilGEPS) posting purposes.

7. The FY 2024 Indicative APP can be downloaded from the bac.uplb.edu.ph under Announcements or directly at <https://bac.uplb.edu.ph/announcement/procurement-for-2024/> and google drive <https://drive.google.com/drive/folders/1oWc0V-z5bBDOINLXiw2ajglFHI2eAiVo>

For strict compliance.


ROLANDO T. BELLO
Vice Chancellor