



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

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11 March 2024

**MEMORANDUM NO. 09**

Series of 2024

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

**SUBJECT: Preparation of Purchase Request (PR) 2024 and Amendment of PPMP/APP 2024: 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 2024.
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:

<b>Cut-off Period</b>	<b>Deadline of Amendment of PPMP</b>
3 <sup>rd</sup> Quarter	22 March 2024
4 <sup>th</sup> Quarter including savings from the three quarters	31 May 2024



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Purchase Requests for items planned for 1<sup>st</sup> and 2<sup>nd</sup> quarter that were not submitted as part of the early procurement must be moved to the third or fourth quarter.

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

3. The deadline for the submission of signed PRs and RFQs for competitive bidding to the Bids and Awards Committee Secretariat (BAC Sec) Office of the PPMP/APP 2024 are as follows:

Cut-off Period	Deadline of Submission
3 <sup>rd</sup> Quarter	3 May 2024
4 <sup>th</sup> Quarter	5 July 2024

4. The end-users must submit PRs and RFQs for Alternative Mode of Procurements above PhP50,000.00 to the BAC Secretariat for stamping and PhilGEPS posting at least one (1) month prior to the milestone indicated in the PPMP. End-users must consult the TWGs in crafting specifications for the RFQs before having it signed by approving authorities of the units. Please refer to Annexes A and B for the TWG assignments and standard specifications.

For facility of use, please refer to the following:

- Annex A - TWG Assignments
- Annex B - Standard specifications
- Annex C - Non-BAC matter

For strict compliance.

**ROLANDO T. BELLO**  
Vice Chancellor