



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM**

Order No. **319**  
Series of 2024

**FOR :** ALL HEADS OF OFFICES, PMOs, AND ATTACHED AGENCIES  
UNDER THE OFFICE OF THE CHIEF MINISTER  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** GUIDELINES ON ANNUAL PROCUREMENT PLAN

**DATE :** 16 Rabi-ul-Awwal 1446 AH | 19 September 2024

**I. RATIONALE**

These guidelines on the Annual Procurement Plan (APP) of the Office of the Chief Minister-BARMM (OCM-BARMM) are developed pursuant to Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR).

Section 7.2 of the IRR of RA No. 9184 or GPRA states that "no government procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan" and that the same shall be within the duly approved yearly budget of the procuring entity.

These guidelines aim to document the various steps and activities conducted during the planning stage of the procurement process under RA No. 9184, and its IRR, to ensure full transparency, meaningful accountability, prevent delay, and ensure that all End-User Units (EUUs) and their representatives are aware of their various responsibilities, particularly the preparation of their respective Project Procurement Management Plan (PPMP).

In view of the above, all EUUs under the OCM-BARMM shall submit their respective PPMPs.

**II. OBJECTIVE**

This Memorandum Order is issued to provide guidelines in the preparation of the PPMP which shall be consolidated to come up with an OCM-BARMM APP pursuant to the provision of Section 7 of the RA No. 9184 or GPRA.

### **III. SCOPE AND COVERAGE**

This shall apply to all offices, services, and divisions under the OCM Proper, the Project Management Offices (PMOs), and the Attached Offices, excluding offices with fiscal autonomy.

### **IV. GUIDELINES**

To enable OCM-BARMM to prepare an APP for all its procurement projects, all EUUs shall formulate their respective PPMPs as prescribed in Section 7 of the IRR of RA No. 9184.

#### **1. PREPARATION OF THE PPMP**

The PPMP shall be meticulously and judiciously prepared, maintained, and updated by the EUUs and shall include the following information:

- The type of contract to be employed in the procurement. Example, civil works; goods (supplies, materials, equipment, furniture, materials for construction, repair and maintenance of equipment/furniture, media advertisements, health maintenance services, and general support services); and consultancy services;
- The extent/size of the project proposed to be procured in terms of its scopes or packages or lots as the case may be;
- The procurement methods to be adopted, indicating therein if the procurement items are to be outsourced or to be directly purchased;
- The time schedule for each procurement activity to enable the Procurement Service to systematically program the procurement activities, the budget, the cash requirement, and the manpower to undertake such procurement; and
- The estimated budget for the general components of the contract.

Consistent with government fiscal disciplinary measures, only goods, civil works, and consultancy services considered crucial shall be included in the PPMP or those that are required for the day-to-day operations of the EEU in pursuit of its mandate or its contribution to the delivery of the OCM-BARMM's Major Final Output (MFO).

The basic assumption for the PPMP shall include provisions for activities not covered by its regular PPMP. A maximum of ten percent (10%) of the estimated requirements may be provided for contingency and miscellaneous items that may include repair, food, and disaster-related procurement.

The EEU shall initially submit an electronic mail (Excel file copy) of their PPMP to the Procurement Service at [procurement@bangsamoro.gov.ph](mailto:procurement@bangsamoro.gov.ph) using the official email of the EUUs. Only the PPMPs sent from the official email address

of the EUUs to the Procurement Service shall be considered as official submissions. The form to be used in the PPMP is attached as Annex "A-1".

## **2. REVIEW OF THE PPMP**

### **PROCUREMENT SERVICE-PROCUREMENT PLANNING AND MANAGEMENT DIVISION (PS-PPMD)**

- Checks and evaluates the PPMP, including the required attachments, and assigns suggested mode of procurement for items needed in the project/s;
- Encodes the recommended mode of procurement as assigned by the Bids and Awards Committee (BAC) in the submitted soft copy of PPMP;
- Prepares the summary of findings; and
- Forwards the reviewed PPMP to the TMS Planning Officer for further review.

### **TECHNICAL MANAGEMENT SERVICE-PLANNING AND MANAGEMENT DIVISION (TMS-PMD)**

- Checks and evaluates the items indicated in the PPMP if it is consistent with the Programs/Projects/Activities (PPAs) as stipulated in their Work and Financial Plan (WFP);
- Prepares the summary of findings; and
- Forwards the reviewed PPMP to the FMS Budget Officer for further review.

### **FINANCIAL MANAGEMENT SERVICE-BUDGET DIVISION (FMS-BD)**

- Checks and evaluates if the estimated costs of the items in the PPMP, which shall not exceed the allocation for the acquisition of goods, civil works, and consultancy services as indicated in its WFP and Budget Proposal (those in excess of the budget shall not be procured even if in the PPMP);
- Prepares the summary of findings; and
- Notifies the Procurement Service after review.

Reviewed PPMPs will be forwarded via email to EUU by the Procurement Service, with the omnibus comments and recommendations from the reviews done.

## **3. SUBMISSION OF THE PPMP**

The EUUs shall consider any comment(s) or suggestion(s) from the reviewing offices in finalizing their PPMPs.

The EUUs shall print and submit the final copy of the PPMP for approval of the respective signatories within the OCM-BARMM, to wit:

- The preparer shall sign the "Prepared by" portion of the PPMP and submit it to the Procurement Service, including the attachments.
- The PS-PPMD, TMS-PMD, and FMS-BD shall sign in the "Reviewed by" portion.
- Thereafter, the signed PPMP will be returned to the EUUs for certification. The Head of the EUU shall sign the "Certified by" portion.

The duly signed PPMP, including the required attachments, shall be submitted to the Procurement Service for inclusion in the OCM-BARMM APP.

#### **4. CONSOLIDATION OF THE PPMP AND PREPARATION OF THE APP**

For offices under OCM Proper and Project Management Offices, the Procurement Service shall consolidate all duly signed PPMPs into an APP, and will be reviewed by the members of the BAC prior to the approval of the APP. For the Attached Agencies, their designated procurement officer shall be responsible for consolidating their PPMPs into their Agency APP.

The APP shall be approved by the head of the procuring entity (HOPE) or his/her authorized representative and must be consistent with its duly approved WFP for the items to be procured.

The PPMPs during the budget preparation phase shall be submitted along with the budget proposals and consolidated into the Indicative APP, which shall be made an integral part of the OCM-BARMM's WFP required to be submitted to the Ministry of Finance, and Budget and Management (MFBM).

For the current budget year PPMPs, EUUs are required to submit their certified PPMPs to PS-PPMD on or before the 20<sup>th</sup> day of January.

All carry-over projects, if any, shall be included in the final APP for the current Fiscal Year (FY).

Implementation of any project not included in the APP shall not be allowed except in emergency cases that could not be reasonably anticipated in the planning stage of the PPMP.

#### **5. REVISION OF THE PPMP AND THE APP AND SUBMISSION OF SUPPLEMENTAL PPMP**

The revision of PPMPs and APP shall be done in the following circumstances, to wit:

- i) Issuance of the Bangsamoro Expenditure Program (BEP); and
- ii) Issuance of the General Appropriations Act of the Bangsamoro (GAAB).

Revisions shall be based on the allocations approved by the Bangsamoro Parliament.

A Supplemental PPMP is required to be submitted by the EUUs to reflect all the changes made in the approved PPMP and APP, whether to change procurement modes; inclusion of a project in the APP; updating of project's budget; change in project title; substitution of project; deletion/removal of project in the APP; merging of similar/related projects; and division of different/unrelated components of one (1) project to several distinct projects.

The revision of PPMPs and subsequent submission of supplemental PPMPs, if any, shall follow the same procedures.

The updating of the individual PPMPs and the OCM-BARMM's consolidated APP shall be undertaken every six (6) months or as often as may be required by the HOPE or his/her authorized representative pursuant to Section 7.4 of the IRR of the RA No. 9184 or the GPRA.

## 6. SUPPORTING DOCUMENTS

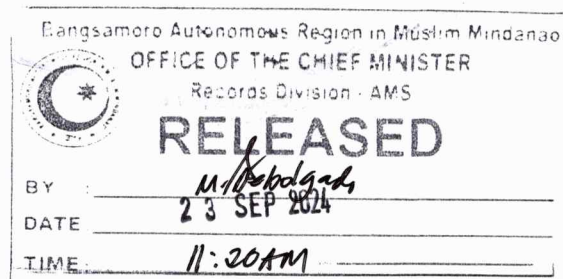
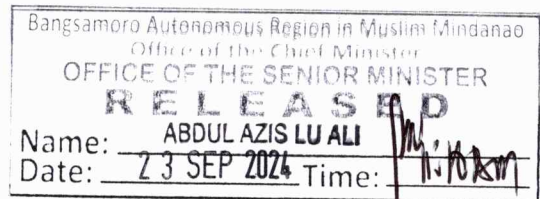
Requestors are advised to refer to the Checklist attached as "Annex B" for the documentary requirements.

## 7. EFFECTIVITY CLAUSE

This Order shall take effect immediately upon issuance and all previous issuances inconsistent with its provisions shall be considered rescinded. Likewise, this Order shall remain in force unless superseded by an appropriate issuance.

**By Authority of the Chief Minister**  
**AHOD B. EBRAHIM**

  
**ABUNAWAS L. MASLAMAMA**  
Senior Minister



**RECEIVED FOR ROUTING**  
By: Masnah K. Midtimbang  
Date: 23 SEP 2024  
Time: 11:16 AM

202X PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)																		
END-USER UNIT : _____																		
CHARGED TO : _____																		
Projects, Programs and Activities (PPAs):																		
CODE	GENERAL DESCRIPTION (Description of Procurement Projects)	QUANTITY/ SIZE	ESTIMATED BUDGET	ALLOTMENT CLASS (PS/MOCE/CO)	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												REMARKS (Brief description of PPAs)
						Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
<b>GOODS</b>																		
<b>INFRASTRUCTURE PROJECTS</b>																		
<b>CONSULTING SERVICES</b>																		
TOTAL BUDGET ₱ -																		

NOTE: Technical Specifications (for Goods), Scope of Works (for Infra), Terms of Reference (for Consulting) for each Item/Project being proposed SHALL be submitted as part of the PPMP

Prepared By:	Reviewed by:			Certified by:
	As to Requirements:	As to PPAs:	As to Budget:	
NAME Designated Procurement Officer	ASNAIFA B. BALINDONG-POLAO Procurement Service	LO IVAN R. CASTILLON TMS-Planning and Management Division	SIETTIE AMINA M. ABDULAZIS FMS-Budget Division	NAME Head of End-User Unit

GUIDE TO PREPARE PPMP		PPMP COLUMN HEADER/S
STEP 1	End-User Unit: Preparer shall input their complete procuring unit name	N/A
STEP 2	Charged to: Preparer shall input the source of funds of the project(s) (i.e., GAAB 202X, Continuing appropriation from GAAB 202X, etc.)	N/A
STEP 3	In the Code column, kindly indicate the PAP Code. Please refer to the code indicated in the WFP as submitted to and reviewed by the TMS, or the the procuring entity's internal numbering system.	CODE
STEP 4	For the General Description column, please align descriptions of program/projects with budget documents and ensure clarity and accuracy in describing each procurement program/project.	GENERAL DESCRIPTION
STEP 5	For the Quantity/Size column, please indicate general description of the lot to be included in a particular contract (the measurement of each procurement project, i.e., lot, piece, items, etc.).	QUANTITY/SIZE
STEP 6	For Estimated Budget (PhP) column, kindly fill out the estimated ABC for each procurement project. Please ensure that amounts indicated are aligned with budget documents.	ESTIMATED BUDGET
STEP 7	For Allotment Class column, kindly fill out either PS, MOOE or CO only. Please ensure that amounts indicated are aligned with budget documents.	ALLOTMENT CLASS
STEP 8	For Mode of Procurement column, all modes of procurement are available as a dropdown list and requirements. Procurement Service, in coordination with the BAC, will be the one to input details here.	Mode of Procurement
STEP 9	For Schedule/Milestone of Activities column, kindly fill/highlight the month to which the activities are intended to be done. Please ensure that these are consistent with the WFP.	SCHEDULE/MILESTONE OF ACTIVITIES
STEP 10	For Remarks column, kindly indicate important remarks that corresponds to procurement project. (Brief description of Programs/Projects/Activities or procurement items)	REMARKS
STEP 11	Before submission to the PS, ensure that the Head of the End-User Unit certifies the PPMP.	N/A

DEFINITIONS	
1	PROGRAM (BESF) – A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
2	PROJECT (BESF) – Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3	PMO/End User - Unit as proponent of program or project
4	Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5	Estimated Budget - Agency approved estimate of project/program costs
6	Remarks - brief description of program or project

**CHECKLIST OF ATTACHMENTS FOR PPMP***(Please indicate "N/A" to items not applicable to the requirements)*

<b>GOODS</b>	
	Technical Specifications
	Schedule of Requirements
	Cost-Benefit Analysis/ Market Study/ Feasibility Study
	The basis for the Approved Budget of the Contract (ABC)
	Terms and Conditions
	Endorsement(s) from Concerned Office(s)
<b>INFRASTRUCTURE PROJECTS</b>	
	Detailed Engineering Design
	Scope and/or Program of Works
	Bill of Quantities, Detailed Unit Price Analysis
	Approved Plans or Drawings
	Contract Duration, Construction Schedule, PERT/CPM
	Cost-Benefit Analysis/ Market Study/ Feasibility Study
	The basis for the Approved Budget of the Contract (ABC)
	Endorsement(s) from Concerned Office(s)
<b>CONSULTANCY SERVICES</b>	
	Terms of Reference
	Certification from HRMD stating that consulting services are of such magnitude and/or scope as would require a level of expertise or attention beyond the optimum in-house capability of the Procuring Entity
	Cost-Benefit Analysis/ Market Study/ Feasibility Study
	Approval of the CM or his/her authorized representative to enter into consultancy agreements