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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
08-02-2016
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DEPARTMENT ORDER)
NO. **161**)
Series of 2016)

SUBJECT: Preparation and Submission of Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for Infrastructure, Consulting Services, and Goods and Services

Department Order No. 151, series of 2016 (Prescribing the Use of the DPWH Procurement Manual) cites Rule II, Section 7 of R.A. No. 9184 and its revised Implementing Rules and Regulations (IRR), which mandates the preparation of the Annual Procurement Plan (APP) in the standard format prescribed by the Government Procurement Policy Board (GPPB) which should include procurements considered crucial to the efficient discharge of governmental functions.

Section 7.2 of RA 9184 and its revised IRR, states that "No procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity". The APP must be consistent with its duly approved yearly budget and shall bear the approval of the Head of the Procuring Entity (HOPE), i.e., the Secretary for the DPWH Consolidated APP, Regional Director for the Regional Office APP and the District Engineer for District Engineering Office APP.

The APP shall be formulated and revised only in accordance with the following guidelines:

1. Upon issuance of the budget call, the Procuring Entity (PE) shall prepare its indicative APP for Infrastructure, Consulting Services, and Goods and Services not later than 01 August to support its budget taking into consideration the budget framework for that year in order to reflect its priorities and objectives.
2. In the preparation of the indicative APP, the end-user or implementing units of the PE shall formulate their respective Project Procurement Management Plan (PPMP) for their different programs, activities, and projects (PAPs).
3. The indicative PPMP shall be submitted to the PE's Budget Office for evaluation in order to ensure consistency with the PE's budget proposal and in compliance with existing budgeting rules. The indicative PPMPs included in the budget proposal shall be forwarded to the BAC Secretariat for consolidation into an indicative APP; and to the BAC for final recommendation of the appropriate procurement modality. The indicative APP and budget proposal shall be simultaneously submitted to the HOPE for its approval by 30 September and onward submission to the Procurement Service of its copy and electronic file (in excel format) for consolidation into DPWH Consolidated Indicative Annual Procurement Plan and subsequent submission to the GPPB.

4. As soon as the GAA becomes final, the end-user or implementation units shall revise and adjust the PPMPs to reflect the budgetary allocation for their respective PAPs. The revised PPMPs shall be submitted to the BAC, through its Secretariat, for the final recommendation of the methods of procurement. The indicative APP shall then be revised and approved in accordance with Section 7.2 of the revised IRR of RA 9184. The e-file (in excel format) of the final APP shall be submitted to the Procurement Service for consolidation into DPWH Annual Procurement Plan on or before the 15th day of January of the budget year and consequently, submitted to GPPB on or before the end of January of the budget year and shall be posted in the DPWH website and shall be posted in accordance with E.O. 662, series of 2007.
5. Changes in the individual PPMPs and the consolidated APP may be undertaken every six (6) months or as often as may be required by the HOPE. The respective end-user or implementing units of the procuring entities shall be responsible for the changes in the PPMPs, while the BAC Secretariat shall be responsible for the consolidation of these PPMPs into an APP, which shall be subject to the approval of the HOPE.

This Order shall take effect immediately upon publication and amends Item A. Procurement Planning of Department Order No. 64 series of 2012.


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