

Bugarin, Melanie C.

From: PMR <pmr@gppb.gov.ph>
Sent: Friday, January 13, 2023 12:41 PM
To: Bugarin, Melanie C.
Subject: Automatic reply: FY 2022 PMR for 2nd Semester

Dear Sir/Ma'am:

Good day!

This is to acknowledge receipt of your electronic mail (email).

For the proper, efficient, and timely processing of your email correspondence, kindly note the following:

1. Only submissions of Procurement Monitoring Reports (PMRs) are accepted in this email account. Other procurement reports such as the following shall be submitted to its respective e-mail address, otherwise, submission shall be deemed not received and therefore not compliant:

Report/Document	E-mail Address
Annual Procurement Plan	app@gppb.gov.ph
Agency Procurement Compliance and Performance Indicators Results	apcpi@gppb.gov.ph
Certification relative to the conduct of Early Procurement Activities (EPA)	earlyprocurement@gppb.gov.ph

2. PMRs are reviewed in accordance with Government Procurement Policy Board (GPPB) Circular No. 02-2020^[1] dated 20 May 2020, particularly on the following areas:
 - 2.1. PMR conforms with the prescribed format;^[2]
 - 2.2. PMR is submitted in both Microsoft Excel and Portable Document Format (PDF) files;
 - 2.3. PMR is approved by the Head of the Procuring Entity;
 - 2.4. PMR is accompanied by a Posting Certification^[3] attesting that the PMR submitted is posted on your agency website or in absence of website, in a conspicuous place within your agency premises;
 - 2.5. PMR has been submitted through pmr@gppb.gov.ph on or before the set deadline
3. PEs are determined compliant with the above requirements shall be included in the Positive List of PEs posted in the GPPB website.

For concerns, please call us at telephone nos. (02) 7900-6741 to 44 or email us at gppb@gppb.gov.ph.

Please do not reply to this email.

Thank you.

Very truly yours,

PERFORMANCE MONITORING DIVISION

*Government Procurement Policy Board - Technical Support Office
Unit 2504 to 2506 Raffles Corporate Center
F. Ortigas Jr. Rd
Ortigas Center, Pasig City*

How to contact GPPB-TSO: https://gppb.gov.ph/gppb-tso_advisoryonhowtocontactus.php

We value your feedback! May we request a few minutes of your time to give us a feedback and answer the client satisfaction survey in this link:
https://docs.google.com/forms/d/e/1FAIpQLSdBVxTLWNjqp0_NjPnVKIHRvsnp28mywfmLv_JU4FZfW6EKQ/viewform

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Moreover, the private views and opinions expressed in this email shall not be construed as the opinion or position of the Government Procurement Policy Board or its Technical Support Office.

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- [1] Guidelines in the Posting and Submission of Annual Procurement Plans, Procurement Monitoring Reports, and Agency Procurement Compliance and Performance Indicator (APCPI) Results
[2] Updated PMR form may be downloaded through this link: [https://www.gppb.gov.ph/downloadables/forms/PMR%20Format%20\(EPA\)_final.xlsx](https://www.gppb.gov.ph/downloadables/forms/PMR%20Format%20(EPA)_final.xlsx)
[3] Appendix "1" of the [GPPB Circular 02-2020](#).