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MEMORANDUM NO. CMLT-2024-134

TO	:	**All Concerned**
THROUGH	:	**The Deans, Directors, and Heads of Units/Offices**
SUBJECT	:	**Reiteration of the Procurement Guidelines and Procedures**

In our continuous endeavor to streamline procurement procedures and standardize the processes, the following guidelines are being reiterated:

1. **Processing of Purchase Requests (PRs):**
   a. For services: The Terms of Reference (TOR) should be approved first by the Head of the Procuring Entity (HoPE) before the PR is processed.
   b. For goods: Ensure that the PR includes the technical specifications.
   c. For alternative modes of procurement: Please refer to Memorandum No. CMLT-2024-101 for the documentary requirements that need approval prior to processing of PR.

2. **Procurement of Information and Communications Technology (ICT) equipment (e.g. laptops, computers, scanners, printers, tablets, etc.):**
   a. The technical specifications should be submitted first to the Information Management System (IMS) for review and approval before the preparation of PRs, and the costing will be standardized to avoid different proposals for the same brands/models.
   b. A justification letter should contain the intended use of the ICT equipment with special technical requirements from the end-users.
   c. The evaluation of bids/quotations should require review from the IMS.
   d. In preparing PPMP/SPPMP, offices are required to secure approval from the IMS when including technical specifications.

3. **Internal guidelines on the conduct of procurement by end-users and the Bids and Awards Committees (BACs)** [Basis: Memorandum No. CCDP 2017-070: Internal Guidelines on the Implementation of Increased Threshold for Shopping and Small Value Procurement as per 2016 Revised IRR of RA 9184]
   a. Public bidding remains the default mode. Alternative modes of procurement shall only be resorted to in exceptional cases, which must be justified. Please refer to Memorandum No. CMLT-2024-101 for the documentary requirements for alternative modes of procurement.
   b. Procurement with an Approved Budget for the Contract (ABC) above Php 1,000,000.00 should be conducted through public bidding by the concerned BAC.
      - BAC 2: Infrastructure, Services, and Consulting Services
      - BAC 3: Goods

c. Procurement with an ABC of more than Php 500,000.00 up to Php 1,000,000.00 should be conducted by the concerned BAC adopting the procedure and timeline for small value procurement. However, procurement can be delegated to the end-user subject to the issuance of a BAC resolution.
d. Procurement amounting to Php 500,000.00 and below is conducted by the end-user for goods and by the Campus Planning Development and Maintenance Office (CPDMO) for works. The Procurement Management Office (PMO) conducts procurement for Central Administration (CAD) units/offices for goods for this amount. The end-users shall ensure that the procurement commences after the approval of the documents and prior to the events and delivery of goods. The final documents shall include a Notice of Award (NOA), Contract/Purchase Order (PO), and Notice to Proceed (NTP). Proper reporting and monitoring of procurement are required.

4. **Documentary requirements to be submitted to the PMO to proceed with procurement.** [Basis: Memorandum No. CCDP 2023-157: List of Requirements for Procurement Through Public/Competitive Bidding)
   a. For procurements to be conducted by the BAC, please refer to the attached checklist of documentary requirements that must be included in the approved PR to be submitted to the PMO. This checklist will assess the project's readiness. The PMO will transmit the complete documents to either BAC 2 or BAC 3 for the procurement process.
   b. All required documents should be secured in a project folder with the checklist placed on top. To ensure efficiency, arrange the documents according to the checklist. Any project folder containing incomplete documents will be returned to the end-user or project proponent for the completion of the requirements.

5. **Renewal and Extension of Regular and Recurring Services**
   a. The approved request for renewal or extension of contracts for regular and recurring services should be submitted to the BAC at least one month prior to their expiration.
   b. The documentary requirements for renewal that need to be attached to the request include a copy of the existing contract, approved PR, PPMP/SPPMP, Cost Benefit Analysis (CBA), and other relevant documents.
   c. Extension of contracts for regular and recurring services is allowed if the procurement or renewal process has commenced but a new contract has not been awarded or the existing contract has not been renewed. The duration of each contract extension shall not exceed three (3) months. However, the total combined period covering all contract extensions shall not exceed six (6) months.

For your information, guidance, and compliance.

Dr. Michael L. Tee
Professor and Chancellor