



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CGPS

27 February 2024

**STANDARD OPERATING PROCEDURE
NUMBER 05-24**

**GUIDELINES AND PROCEDURES IN POSTING AND SUBMISSION OF APP,
PMR, APCPI TO THE GPPB AND BI-MONTHLY REPORTING OF
PROCUREMENT ACTIVITIES TO THE DEPARTMENT OF TRANSPORTATION**

I. REFERENCES:

- A. Executive Order No. 662, s. 2006 Enhancing Transparency Measures Under Republic Act No. 9184 and Creating the Procurement Transparency Board;
- B. Inter-Agency Task Force (IATF) Memorandum Circular 2023-1 dtd 22 August 2023;
- C. Department of Transportation (DOTr) Memorandum dtd 28 September 2022; and
- D. Government Procurement Policy Board (GPPB) Resolution 11-2020 dtd 20 May 2020

II. PURPOSE:

These guidelines are issued to provide unified and timely submission of the regular procurement reports to the Government Procurement Policy Board (GPPB) and Department of Transportation (DOTr).

III. SCOPE AND APPLICABILITY:

This shall apply to all Philippine Coast Guard (PCG) procurement units concerned and involved in the submission of the Annual Procurement Plan, Plan Monitoring Report, Agency Procurement Compliance and Performance Indicator, and Bi-Monthly Reporting of Procurement Activities.

IV. DEFINITION OF TERMS:

1. **Annual Procurement Plan (APP)** - The document that consolidates the various Project Procurement Management Plans (PPMPs) submitted by the various Project Management Offices (PMOs) and end-user units within the Procuring Entity. APP reflects the entirety of the procurement activities that will be undertaken by the Procuring Entity within the calendar year.

2. **Procurement Monitoring Report (PMR)** – Covers all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. It shall be approved and submitted by the Head of the Procuring Entity to the GPPB in electronic format.
3. **Agency Procurement Compliance and Performance Indicator (APCPI)** – the System that defines the standard procurement monitoring, assessment and evaluation tool which aim to determine, in a qualitative and quantitative manner, procurement strengths and weaknesses of agencies, and formulate a reasonable action plan to address identified areas for improvement while adopting measures to sustain strengths alongside a competitive, transparent, economical, efficient and accountable public procurement regime.
4. **Bi- Monthly Reporting of Procurement Activities** – Mandatory submission of reports to DOTr as part of the efforts to systemize the monitoring of the procurement activities for the DOTr and its attached agencies.
5. **Government Procurement Policy Board (GPPB)** – the Government Body that promulgates rules and regulations to carry out the policy statement and intent, which serve as the basis for the procurement operation of the Procurement Service (PS) of the Department of Budget and Management (DBM) and other government agencies.
6. **Head of Procuring Entity (HOPE)** – the Head of the agency or his duly authorized official, for national government agencies.
7. **Procuring Entity (PE)** – refers to any branch, department, office, agency, or instrumentality of the government, including state universities and colleges, government-owned and/or -controlled corporations, government financial institutions, and local government units procuring goods, consulting services and infrastructure projects.

V. GENERAL GUIDELINES AND PROCEDURES:

1. All Procuring Entities (PEs) shall post their respective APPs and PMRs to the PCG website or at any conspicuous place provided duly signed by the Head of Procuring Entity (HoPE) and furnish Coast Guard Procurement Service (CGPS) with a scanned copy.

2. All PEs shall likewise submit to the GPPB their respective APPs, PMRs and APCPI Results, duly approved by their respective HoPE, through electronic mail in both Microsoft Excel and Portable Document Format (PDF) files and submit CGPS with an e-copy.
3. All PEs shall submit a Report of all Procurement Activities Bi-monthly (“twice a month”) during the 15th and the 30th days of the month through electronic mail to the DOTr and furnish CGPS with an e-copy.
4. All PEs shall submit to the GPPB their approved APPs, PMRs, APCPI and furnish CGPS with an e-copy.
5. All PEs shall submit Bi-Monthly Procurement Reports Results to the DOTr via electronic mail and furnish CGPS with an e-copy.
6. The deadline for the submission of the regular procurement reports shall be as follows:

Report	Frequency	Deadline for Submission	Electronic Mail Address
APP	First Submission	31 January of the current fiscal year	app@gppb.gov.ph cgps.ppmp.app@gmail.com
	Changes within the 1 st semester	July of the current FY	
	Changes within the 2 nd semester	January of the succeeding FY	
PMR	1 st Semester	14 July of the current FY	pmr@gppb.gov.ph cgps.ppmp.app@gmail.com
	2 nd Semester	14 January of the succeeding FY	
APCPI	Annual	31 March of the succeeding FY	apcpi@gppb.gov.ph cgps.ppmp.app@gmail.com
Bi-Monthly	Twice a Month	15 th of the Month and 30 th of the Month	obpms@dotr.gov.ph cgps.ppmp.app@gmail.com

VI. SUPPLEMENTARY APPLICATION:

All existing Memoranda, Circulars and SOPs from DOTR, GPPB and other concerned agencies shall apply supplementary to this SOP.

VII. LIABILITY CLAUSE:

Non-compliance shall affect the grant of PBB starting FY 2023 under IATF Memorandum Circular 2023-01. Further, non-compliance of the foregoing shall be considered a violation and shall be dealt with accordingly and may be charged criminally, civilly and administratively as provided under Section 7, EO-662 S.2007.


VIII. EFFECTIVITY:

Supplementary provisions of this SOP shall take effect fifteen (15) days after publication of the Coast Guard Adjutant.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant