



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
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NHQ-PCG/CG4

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MEMORANDUM CIRCULAR
NUMBER07-19

GUIDELINES ON PREPARING THE ANNUAL PROCUREMENT PLAN (APP), SUPPLEMENTAL PROCUREMENT PLAN (SPP), AMENDATORY PROCUREMENT PLAN (AmPP) AND PREPARING/UPDATING OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

1. REFERENCES:

- a. Republic Act 9184 dated 22 July 2002 and its 2016 Revised Implementing Rules and Regulations
- b. Government Procurement Policy Board Circular 07-2015 dated 16 July 2015, Subject: Preparation of the Annual Procurement Plan (APP)

2. RATIONALE:

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) issued a Circular reiterating the requirements in preparing the Annual Procurement Plan and to prepare the APP/PPMP using the new prescribed format. This proposed circular will guide all PCG Units on the required information to be encoded in preparing their APP, SPP, AmPP and PPMP.

Likewise, this circular is issued to clarify the APP Common Use Supplies and Equipment (APP-CSE) for the purpose of determining the quarterly cash requirements for common supplies, materials and equipment by the Department of Budget and Management – Procurement Service (DBM-PS) and for over-all management of the central procurement of common use supplies and equipment.

3. PURPOSE:

This "Circular on Preparing the Annual Procurement Plan (APP), Supplemental Procurement Plan (SPP), Amendatory Procurement Plan (AmPP) and Preparing/Updating of the Project Procurement Management Plan (PPMP)" will serve as guide on when, what and how to prepare different PCG Units' APP, SPP, AmPP and PPMP using the new prescribed format.

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4. SCOPE AND APPLICABILITY:

This Memorandum Circular shall apply to all PCG units/offices responsible for formulating and developing their unit's Annual Procurement Plan (APP), Supplemental Procurement Plan (SPP), Amendatory Procurement Plan (AmPP) and Project Procurement Management Plan (PPMP).

5. DEFINITION OF TERMS:

a. Annual Procurement Plan (APP) – detailed procurement plan for annual expenses of a unit/office consistent with the Annual Plan and Budget (APB). It is an annual, continuing and recurring activity in connection with the implementation of the APB. The fund for the activities under the APP shall be supported solely by the General Appropriation Act (GAA) under the PCG Appropriation Fund.

b. Supplemental Procurement Plan (SPP) – procurement plan for activities which are funded by other resources other than the GAA – PCG Appropriated Fund.

c. Amendatory Procurement Plan (AmPP) – procurement plan which aims to change/amend any or all particulars of the APP or SPP. AmPP also refers to those PAs funded through PCG Residual either from savings from an implemented projects or captured fund from unimplemented projects of prior and/or recent calendar year.

d. Project Procurement Management Plan (PPMP) – detailed requirement of a project specifying therein the quantity, specifications of an item, scope of work, sub-activity (if any).

e. Direct Support Fund (DSF) – fund categorized under PCG General Appropriations (MOOE) to support mandatory expenses of a Unit.

f. Centrally Managed Fund (CMF) – fund/PAP categorized under PCG General Appropriations (MOOE) being managed by the concerned NHQ-PCG Program Directors/Coordinators.

g. Special Project Activities (SPA) – fund/PAP categorized under PCG General Appropriations (MOOE) being managed by the concerned NHQ-PCG Program Directors/Coordinators or dedicated for a particular Program Activity Project (PAP).

h. Program Activity Project (PAP/S) – title of program or procurement project or activity.

i. Account Code—expense code of an item requirement for accounting purposes.

j. Residual Fund –old fund with new PAP or fund generated from unimplemented PAs or savings from an implemented PAs determined by the O/CG-6 and approved by the Commandant, PCG.

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6. GENERAL GUIDELINES:

The following guidelines shall be observed in the preparation of APP, SPP, AmPP and in the preparation and updating of the PPMP using the prescribed format:

a. The format of APP shall be filled-up with necessary information as required per attached **Annex A** (Annual Procurement Plan).

b. The SPP and AmPP shall have the same format with the APP, only the title shall be changed.

c. The PPMP format shall be filled-up with necessary information as required per attached **Annex B** (Project Procurement Management Plan). Updating of the individual PPMPs shall be undertaken every six months or as often as may be required by the Head of the Procuring Entity. Updating of the PPMPs shall be the responsibility of the respective end-user units as provided in Rule II Sec 7 of the revised IRR of RA 9184 (see also Para 7.f).

7. PROCEDURES:

a. *Preparation of Annual Procurement Plan (ANNEX F: Annual Procurement Plan Preparation Process Flow)*

1) Annual Procurement Plan for the coming year starts with Requirements Determination during 3rd to 4th quarter two years prior (i.e. Requirements Determination for APP CY2019 must be prepared 3rd to 4thQtr of CY2017 and consolidation of PAPs by 1stQtr of CY2018). It will be followed by deliberation and consolidation of the programs, activities and projects of the unit and its subordinate units/offices by 1st quarter of the preceding year (Year -1) for submission to O/ CG-4. Relevant materials that could serve as data in crafting the APP are RIS, previous year APP, DVOR, DSOR and/or other relevant daily reports.

2) Schedule of 1st Deliberation for Annual Procurement Plan ideally upon approval of Annual Plan and Budget. This will be scheduled by O/CG-6 requiring representatives from various Functional/Major Commands, Operational, Admin and Support Commands, Technical Service Commands, Coast Guard Support Bases and Coast Guard Districts. It is usually to be conducted every May of the current year.

3) Schedule of 2nd Deliberation follows upon incorporating all the noted corrections during 1st Deliberation which will be scheduled by O/CG6 requiring same members of panel chaired by Chairman, PCGBAC usually conducted every June - July of the current year.

4) Concerned PCG Units shall submit the corrected and final copy of their Annual Procurement Plan and Project Procurement Management Plan to O/CG6.

5) O/CG-6 incorporates all the corrected and final copy of APP and PPMP to be subsequently submitted to NHQ-PCG BAC through BAC Secretariat.

6) NHQ-PCG BAC holds BAC meeting for determination of modes of procurement to be indicated in the APP format.

7) NHQ-PCG BAC issues resolution concurring for the approval of PCG Units' Annual Procurement Plan and Project Procurement Management Plan.

8) BAC Secretariat/CG Procurement Service or BAC Secretariat transmits the final APP/PPMP to Commandant, PCG the final approval of Annual Procurement Plan for publication and distribution and its implementation on the next calendar year.

b. Supplemental Procurement Plan (SPP) (ANNEX G: Supplemental Procurement Plan Preparation Process Flow)

1) PCG Unit Commander submits their Supplemental Procurement Plan request to the Commandant, PCG (Attn: CG-6) with attached Supplemental Procurement Plan, PPMP, and SAA.

2) CG-6 evaluates the request, returns communications to the originator if it requires modification/correction or additional requirements. If none, CG-6 prepares appropriate communication NHQ-PCG BAC for evaluation and resolution.

3) CG6 prepares DF to Commandant, PCG endorsing for the approval and signature of the SPP based of PCG BAC resolution.

4) Once approved CG-6 issues letter to the requesting unit that their SPP is approved and ready for implementation.

c. Amendatory Procurement Plan (AmPP) (ANNEX H: Amendatory Procurement Plan Preparation Process Flow)

1) PCG Unit Commander requesting for the amendment of Annual Procurement Plan submits request to Commandant, PCG (Attn: Concerned NHQ-PCG Program Director/Coordinator) with duly accomplished APB Amendment Form, APP Amendment Form, PPMP, justification and copy of approved APP showing the project/activity to be amended.

2) Realignment of funds from one expense class (PS, MOOE and CO) to another, as well as the realignment of funds among object of expenditures (account code) within Capital Outlays (CO) shall be subject to the prior approval of the President of the Philippines upon joint recommendation of the Secretary of Transportation (SOTr) and Secretary of Budget and Management (SBM).

3) CG-6 evaluates the request, returns communications to the originator if it requires modification/correction or additional requirements. If none, CG-6 prepares appropriate communication NHQ-PCG BAC for evaluation and resolution.

4) CG-6 prepares DF to Commandant, PCG endorsing for the approval and signature of the SPP based of PCG BAC resolution.

5) Once approved CG-6 issues letter to the requesting unit that their AmPP is approved and ready for implementation.



6) All request for amendatory for a specific PAPs must be done only once. After it has been approved, said Amendatory Procurement Plan cannot be further amended and all request for another amendment will automatically be denied.

d. Accomplishment of Annual/Supplemental/Amendatory Procurement Plan (APP/SPP/AmPP) New Format (Annex A)

The new APP/SPP/AmPP format shall be accomplished/provided with required informations as follow:

Column 1: Code (PAP) – indicates the corresponding PMP Number of the APP/SPP/AmPP.

Column 2: Procurement Program/Project – indicates the specific title of the PAP. The appropriate title to be used in each expense class shall be observed as follows:

1) DSF – title of PAPs under DSF shall be in general term, PAPs in the same category shall be included/merged into one PAP title.

Ex. Telephone Expenses (Landline), Telephone Expenses (Mobile), and Internet Expense shall have title **“Payment for Communication and Connectivity Subscription/Requirement”**. The three procurement activities may have different account codes but they belong to the same Mode of Procurement and purpose.

2) CMF/SPA/CO – title of PAPs under CMF/SPA/CO will have the same title as listed in the project identified for procurement . Further, title of PAPs under Centrally Managed Fund (CMF) which is being managed by respective NHPCG Program Directors like Emergency Repair Fund shall have generic or general term title.

Ex. Emergency Repair of PCG Vessels

3) Common Use Supplies and Equipment (CSE) – PAPs under OPTAR and other items/activities to be procured through PS-DBM shall indicate/incorporate the suffix “(CSE)” to PAP title. The Mode of Procurement shall be “Negotiated Procurement 53.5” and CGLOGCOM as implementing Unit. CGLSC shall consolidate “PAPs (CSE)” on APP for CSE then submit to PS-DBM through NHQ-PCG (O/CG4) using the prescribed format “APP for Common Supplies and Equipment (CSE)”.

Column 3: PMO/End-User – indicates the beneficiary/end-user unit/office of the PAP.

Column 4: Mode of Procurement – indicates the Mode of Procurement used in implementing a particular project. There should be one Mode of Procurement for each procurement project or PAP.

Column 5: Schedule of Each Procurement Activity–refers to the series of actions to be undertaken by the Implementing Unit until the PAP is completed. Implementing Unit may refer to Annex “C” of IRR of RA 9184 and/or

coordinate with NHQ-PCG BAC for the procurement schedule (Annex D). Such actions are detailed as follows:

- 1) Ads/Post of IB/REI - Advertisement/Posting of Invitation to Bid/Request for Expression of Interest
- 2) Sub/Open of Bids – Submission, receipt and opening of Bids
- 3) Notice of Award – Approval of resolution/Issuance of Notice of Award
- 4) Contract Signing –Contract preparation and signing

Column 6: Source of Funds – refers to the specific source of fund in which a particular PAP was programmed. PCG Appropriated Fund as included in the General Appropriation Act (GAA) under Centrally Managed Funds which are subsequently released to other PCG units/offices shall specifically be reflected.

Column 7: Estimated Budget (Php) – indicates the allocated budget of particular PAP which may be funded through MOOE, Capital Outlay or both or other fund transferred to PCG.

Column 8: Remarks (brief description of Program/Project) – refers to the brief description of the PAP.

The duly accomplished APP/SPP/AmPP must bear the signature of the Unit Commander/Head of Office of the originating unit, Chairman, PNBAC and FOIC, PN.

e. Accomplishment of Project Procurement Management Plan (PPMP) (Annex B)

The PPMP format shall be accomplished/provided with required informations as follow:

PPMP Nr. - the source/originating unit control codes for every APP/PPMP made for accounting and monitoring purposes. It is the same/identical Code (PAP) reflected in the APP/SPP/AMPP. PPMP Nr of PAPs on all Amendatory Procurement Plan must bear a suffix "A" at the end of each PPMP Nr to clearly distinguish amended PAPs from the original PAPs in the APB/APP except for those AmPP emanated for the utilization of residual funds.

Implementing Unit – refers to the unit or office having direct supervision over the implementation of the contract or project which may or may not be the End-User itself.

End-User Unit – unit or entity that receives the use and possession of property in exchange for the payment of funds.

Chargeability – the specific source of fund a particular project or activity will be charged for its implementation.

PAPs Title – specific title of the activities/projects. It must be similar with the Procurement Program/Project (Column 2) of the APP/SPP/AmPP.

Column 1: Code - Indicates the corresponding Account Code of a particular item requirement and/or Sub-PAP or activity.

Column 2: General Description—details of the proposed PAP and list of item requirements. Sub-PAP(s)/activity(s) may be used for clarity.

Column 3: Quantity/Size – the corresponding quantity(s) of item(s) listed in "Column 2".

Column 4: Estimated Budget - the amount of item(s) referred to in "Column 2"

Column 5: Mode of Procurement – the type of procurement in which the PAP(s) will be implemented.

Column 6: Schedule/Milestone of Activities – the schedule in which the procurement activity shall be implemented. PCG Units/Offices shall plan ahead and consider preparation phase of the scheduled procurement activity and/or implementation of PAP(s).

Summary– provides information on the total amount programmed per Account Code used in the particular PAP with its corresponding mode of procurement.

f. Procedure in Updating the Project Procurement Management Plan (PPMP)

1) The End-User Unit/Office shall forward request to Commandant, PCG (Attn: CG-6) with justification and attached previous and updated PPMP duly signed by the concerned authority;

2) O/CG-6 then evaluates, returned request for correction if needed or recommends and endorses the request accordingly;

3) PNBAC Secretariat then accepts the updated PPMP and replaces the existing PPMP; and,

4) The End-User Unit/Office shall furnish concerned program director a copy of approved updated PPMP.

Updating of the individual PPMPs shall be undertaken every six (6) months or as often as may be required by the Head of the Procuring Entity. Updating of the PPMPs shall be the responsibility of the respective end-user units as provided in Rule II Sec 7 of the revised IRR of RA 9184 limited to the following conditions:

1) Change of Account code – the Account Code may be changed provided that the Account Code to be used falls on the same expense

purpose/activity. In case it thus not fall under the same expense purpose/activity Amendatory Procurement Plan (AmPP) must executed.

2) General Description – item requirement, activity or sub-activity may be updated as long as it shall support the implementation of the PAP and the total amount and the mode of procurement of the project shall be the same.

3) Schedule/Milestone of Activities –schedule in which the PAP will be implemented may also be updated.

8. RESPONSIBILITIES:

a) PCG Units/Offices:

1) Judiciously plan, consolidate and prepare their unit's and sub unit's APP and PPMP for deliberation and approval.

2) Make appropriate request for SPP, AmPP and PPMP updating duly supported with allied documents and justifiable reason.

3) Prepare and submit request for amendment or realignment to concerned NHPCG Program Director/ Coordinator along with APB Amendment Form and other pertinent documents for its approval prior submitting a separate request for AmPP.

4) Copy furnished concerned NHPCG Program Director copy of approved AmPP and updated PPMP for monitoring purposes.

b) Chairman, NHPCG Bids and Awards Committees:

1) Evaluate and deliberate the APP and PPMP.

2) Recommend modes of procurement if necessary.

3) Review and check the correctness of the TWG for APP Resolution prior endorsing and issuance of BAC Resolution for the approval of APP, SPP and AmPP.

c) AC of S for Comptroller, CG-6:

1) Receive, evaluate and endorse to NHQ-PCG BAC the various PCG Units' requests for amendment and realignment of PAPs and/or funds for their concurrence prior approval of Commandant, PCG.

2) Receive and evaluate all requests for SPP, AmPP and PPMP updating ensuring the completeness of necessary requirements prior endorsing NHQ-PCG BAC.

3) Schedule and deliberate the APP and PPMP of all PCG units.

4) Check the completeness and correctness of the APP and PPMP being submitted prior endorsing NHPCG BAC.

5) Prepare DF to Commandant, PCG for signature and approval of APP, SPP and AmPP upon receipt of PCG BAC Resolution.

6) Inform concerned PCG units the approval of their requests in order to facilitate the implementation of the project.

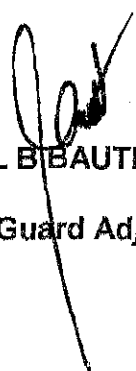
9. **RESCISSION:** All policies and regulation which are inconsistent with this memorandum circular are hereby rescinded or modified accordingly.

10. **EFFECTIVITY:** This guidance shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO PCG:

OFFICIAL

**EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff**


**LIEZEL B BAUTISTA
CDR PCG
Coast Guard Adjutant**
20/09/19/19

