

August 27, 2024

MEMORANDUM ORDER

No. 243
 Series of 2024

SUBJECT: AMENDMENT TO MEMORANDUM ORDER NO. 163 RE: GUIDELINES IN THE CREATION OF PURCHASE REQUEST (PR) FOR PROCUREMENT

In pursuit of optimal service and to guarantee the precise preparation of purchase requests (PRs) for their efficient and timely processing, the following standards are mandated:

Section 1. Official Format (Annex G-6). This form must be prepared and completed by the requesting person (end-user) for supplies, property, equipment, or other related procurements. It will serve as the foundation for the preparation of the Purchase Order (PO) and other necessary documents. For an electronic version of the form, please access and download it from the KMT Official Drive link: <https://bit.ly/bpiforms>.

The form shall be accomplished as follows:

1.1. Agency	BUREAU OF PLANT INDUSTRY
1.2. Department	Agriculture
1.3. Section/Division	Division/Unit/ Office of the requesting person
1.4. PR No. and Date	The Procurement Management Section (PMS) will indicate the PR number and date.
1.5. Quantity	Quantity of the goods requested.
1.6. Unit of Measurement	Unit of measure (pcs/boxes/packs/sacks, etc.) of the goods requested.
1.7. Item Description	The requesting person must ensure the completeness and detailed specifications of the requested goods. If the specifications are lengthy, please provide an additional sheet.
1.7.1. Place of delivery	Specify the place of the delivery of the goods to be purchased: BPI Offices within NCR including offices at Quezon City, Seaports, and Airports- The place of delivery must be <u>Property and Supply Section-BPI San Andres, Malate, Manila.</u> BPI Offices outside NCR/Regional Offices- complete office address.

Section 2. Attachments. The end-user must ensure that the request for goods/services is supported by the necessary documents:

2.1. For Meals. The list of the menu must be attached to the PR.

2.2. For Meals and accommodation. The end-user must attach the **DA-approved authority to conduct** (*see attached sample format of letter and memorandum*) for meals and accommodation to implement the activity/workshop/seminar in a non-government-accredited facility. **For accredited facilities**, the end-user may check the DA-ATI website through this link: https://ati.da.gov.ph/InformationSystems/LEARNING_SITES/adminLS.php

2.3. For customized items or materials. The requesting person should attach the final layout or design for customized items/materials such as t-shirts/uniforms/notebooks etc.

2.4. Photos. The requesting person should attach clear photos of the requested goods/items without displaying the price or brand name, as these details will be included in the posting that serves as the supplier's reference/basis.

2.5. Approved Project Procurement Management Plan (PPMP) and highlighted the source of funds for clarity. This ensures transparency and alignment with budgetary provisions.

2.6. Budget Execution Document (BED) 1 (Financial Plan). Only required for Divisions, Centers, and Regional Offices.

2.7. Market study/canvass. The requestor should attach a market study/canvass Indicating the prevailing price.

Section 3. Evaluation and approval of the prepared PR signed by the end-user.

3.1. Internal Audit Unit (IAU)- shall review the market price and specifications.

3.2. Procurement Management Section- shall indicate the PR no. and date. Verify the items as indicated based on the approved PPMP.

3.3. Budget Section- shall validate the fund source and its availability.

3.4. Office of the Director- shall approve the PR.

Section 4. PR for Reimbursement. Indicate "**for reimbursement**" in the item description box and attach the Original Receipt (OR) and three (3) canvass forms (*only if applicable and please refer to Memorandum Order no. 246 Series of 2022*) for prompt processing of PR.

Section 5. Cancellation. The end-user is required to attach a cancellation letter approved by the Director specifying the reason for the cancellation and notify the Budget Section accordingly. A copy of the cancellation letter must be provided to the Budget Section, Procurement Management Section (PMS) and the Internal Audit Unit (IAU) to facilitate the cancellation of the Purchase Request (PR).

Section 6. Effectivity. This shall supersede all issuances inconsistent herewith. This Memorandum Order shall take effect immediately and shall remain in force until revoked in writing.

Done this 30th day of September 2024.



GERALD GLENN F. PANGANIBAN, Ph.D.
Director, Bureau of Plant Industry