



Department of Agriculture
BUREAU OF PLANT INDUSTRY
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January 8, 2025

MEMORANDUM ORDER

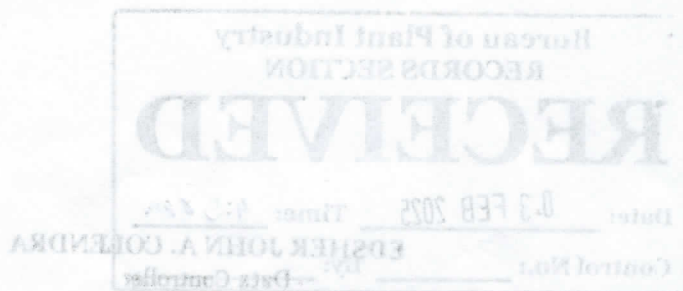
No. 46
Series of 2025

**SUBJECT: AMENDMENT TO MEMORANDUM ORDER NO. 243 RE: GUIDELINES IN
THE CREATION OF PURCHASE REQUEST (PR) FOR PROCUREMENT**

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

2.2. For Meals and accommodation. The end-user must provide a justification demonstrating that selecting a privately owned real property venue is both more efficient and economical for the government, as outlined in the Department of Agriculture Memorandum Order No. 46, Series of 2024.


GERALD GLENN E. PANGANIBAN, Ph.D.
Director



EFFECTIVITY DATE: AUGUST 15, 2023
FORM NO: BPI-QMS-KMT-F1
REVISION NO.: 5



August 27, 2024

MEMORANDUM ORDER

No. **043**

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.

EFFECTIVITY DATE: AUGUST 15, 2023
PREPARED BY: [Signature]
APPROVED BY: [Signature]
REVISION NO.: 1

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

MEMORANDUM ORDER
NO. 46
SERIES OF 2024

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 36, SERIES OF 2023:
GUIDELINES ON PREPARATION OF REQUESTS FOR LEASE OF
VENUE

I. BACKGROUND

In light of Memorandum Order No. 36, Series of 2023, the presentment of three (3) Certificates of Unavailability of Facilities from Government Entities is a requirement in order for end-users to be allowed to procure the services of a privately-owned venue. However, upon examination of the policy considerations under the 2016 Revised Implementing Rules and Regulations (RIRR) of the Government Procurement Reform Act (RA 9184) for Negotiated Procurement – Lease of Venue, said Certificates of Unavailability are not strictly required.

II. LEGAL BASIS

Annex "H" of the 2016 RIRR of RA 9184 provides:

"b) Policy Considerations

i. Publicly-owned vis-a-vis privately-owned real property and venue

It is preferred that government agencies lease publicly-owned real property or venue from other government agencies. If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner. In the event that the Procuring Entity would resort to privately owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government. (Underscoring ours)"

III. CONCLUSION

Based on the provision, a Justification from the end-user showing that the resort to a privately owned real property or venue would be more efficient and economical to the government is already deemed sufficient. As such, for purposes of expediency, the requirement of three (3) Certificates of Unavailability from Government Entities is hereby dispensed with.


IV. REPEALING CLAUSE

This Memorandum Order **repeals in part** Memorandum Order No. 36, Series of 2023, insofar as the need for three (3) Certificates of Unavailability of Facilities from Government Entities is concerned. All other provisions of said Memorandum Order shall remain valid.

V. EFFECTIVITY CLAUSE

This Order shall take effect immediately upon publication in the official website of DA and shall remain effective unless expressly repealed by another issuance.

Done this 29th of OCTOBER, 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary A



DA-CO-AS-SO20241008-00230