

**Dear Sir/Ma'am,**

Good day!

This is to acknowledge receipt of your email.

For the proper, efficient and timely processing of your email correspondence, kindly note the following:

1. Only submissions of Annual Procurement Plans (APPs) are accepted in this electronic mail (email) account.
2. APPs are reviewed in accordance with Government Procurement Policy Board (GPPB) Circular No. 02-20201 dated 20 May 2020, particularly on the following areas:
  - 2.1. APP conforms with the most recent prescribed format;<sup>2</sup> and
  - 2.2. APP is submitted in both Microsoft Excel and Portable Document Format (PDF) files;
  - 2.3. APPs is duly approved and signed by the Head of the Procuring Entity or his/her duly designated second ranking official;
  - 2.4. APP is accompanied by a Posting Certification<sup>3</sup> attesting that the APP submitted is posted on your agency website or in absence of website, in a conspicuous place within your agency premises;
  - 2.5. APPs submitted shall be in accordance to the approved General Appropriation Act (GAA), corporate budget or appropriate ordinances. Submissions prior to the approval of GAA, corporate budget or appropriation ordinances are considered only as Indicative APP and not the final and approved APP required to be submitted to the GPPB pursuant to Section 7 of Republic Act 9184 and its 2016 revised Implementing Rules and Regulations. Indicative APP is only submitted to the DBM as part of the budget proposal and posted in the Transparency Seal in the agency website; and
  - 2.6. APP is submitted within the deadline.
3. PEs which are determined compliant with the above requirements shall be included in the Positive List of PEs posted in the GPPB website.
4. APP for Common-Use Supplies and Equipment (CSE) is not submitted to the GPPB nor its Technical Support Office. APP-CSE should be submitted to the Procurement Service of the Department of Budget and Management (PS-DBM) via the Virtual Store.

For concerns, please call us at telephone nos. (02) 7900 – 6741 to 44 or email us at [gppb@gppb.gov.ph](mailto:gppb@gppb.gov.ph)

Please do not reply to this email.

Thank you.