



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

02 October 2026

SCHOOLS DIVISION MEMORANDUM

No. 332, s. 2026

SUBMISSION OF 2027 PROJECT PROCUREMENT MANAGEMENT PLANS

To: Division Chiefs
Unit/Section Heads
All Others Concerned

1. Pursuant to Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR), all procurement activities shall be properly planned and included in the approved procurement plans of the Procuring Entity.
2. In this regard, all End-Users/Implementing Units are requested to prepare and submit their respective Project Procurement Management Plans (PPMPs) for Fiscal Year 2027 for all Programs, Activities, and Projects (PAPs).
3. In preparing the PPMPs, the concerned End-Users/Implementing Units shall provide complete and accurate information on the proposed procurement, including the project description, quantity or scope, technical specifications or terms of reference, estimated budget, source of funds, proposed procurement mode, and target schedule, as applicable.
4. The concerned End-Users/Implementing Units shall also conduct the necessary market scoping and gather relevant information on available suppliers, prevailing prices, applicable specifications, and other market conditions to support the preparation of their PPMPs.
5. For this purpose, the following forms are attached to this Memorandum and shall be accomplished and submitted:
 - a. GPPB Project Procurement Management Plan (PPMP) Template;
 - b. SDO Division Market Scoping Form; and
 - c. SDO Canvass Form.
6. The accomplished shall be submitted to the BAC Secretariat on or before October 6, 2026 for review and consolidation. A budget deliberation shall be conducted on October 7, 2026, at 9:00 AM, at the Teachers' Hall, SDO, Science City of Muñoz, for the review and prioritization of the proposed activities and their corresponding budget requirements, as basis for the preparation of the Indicative Annual Procurement Plan (APP) for FY 2027.
7. The BAC Secretariat shall consolidate the submitted PPMPs and facilitate their submission to the Bids and Awards Committee (BAC) for review and



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

recommendation of the appropriate procurement mode, in accordance with Republic Act No. 12009 and its IRR.

8. Upon approval of the FY 2027 budget, the concerned End-Users/Implementing Units shall review and update their PPMPs, as necessary, to reflect the approved budget and final procurement requirements.
9. All concerned are requested to ensure that the information provided in the PPMP and supporting forms is complete and based on the actual procurement requirements of the Office/School. Early and complete submission is requested to facilitate the timely preparation and implementation of the Division's procurement activities for FY 2027.
10. Immediate and wide dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: Republic Act No. 12009
To be indicated in the Perpetual Index
Under the following subjects:

Project Procurement Management Plan 2027

Procurement/SAP -Submission of 2027 Project Procurement Management Plans
004/October 2, 2026

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. ____

☐

INDICATIVE

☐

FINAL

Fiscal Year :
End-User or Implementing Unit: OSDS

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference, if applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/ Implementati on Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
TOTAL BUDGET:									₱0.00		

Prepared by:

Submitted by:

Signature over Printed
Name

Position/Designation
End-User or Implementing Unit

Date :

Signature over Printed Name

Position/Designation
End-User or Implementing Unit

Date :



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

3. MARKET SCOPING ACTIVITY/IES CONDUCTED *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
☐	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
☐	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
☐	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
☐	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
☐	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
☐	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
☐	Other analogous market scoping activity/ies undertaken: _____	

Notes:

- i. The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.
- ii. The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.

4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.



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Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. Project Cost Estimate [Does the cost estimate align with current market prices?]		
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]		•
c. Technical Criteria [Does the market support the proposed technical requirements?]		
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:

Approved by:

Signature over Printed Name
Position/Designation
End-User or Implementing Unit

Signature over Printed Name
Position/Designation
End-User or Implementing Unit

Date : _____

Date : _____



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Market Price Analysis

Date: _____
Name of Supplier/Service Provider: _____
Business Address: _____
Contact Number: _____
Email Address: _____

Dear Sir/Madam:

In compliance with the requirements of the New Government Procurement Act (NGPA) and its Implementing Rules and Regulations, the Schools Division Office of Science City of Muñoz is conducting a Market Scoping / Market Price Analysis to determine the prevailing market prices for the procurement of goods, services, and infrastructure requirements.

In this regard, may we respectfully request your indicative market prices for the items listed below. The information provided shall be used solely for budget formulation, cost estimation, procurement planning, and determination of the Approved Budget for the Contract (ABC). Submission of this form shall not be construed as a commitment on the part of the Procuring Entity to procure from your company nor as a binding offer on your part.

UNIT	QUANTITY	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE

TOTAL PRICE IN WORDS:

I/We certify that the prices indicated above represent our current prevailing market prices based on the specifications provided. The information submitted is true and correct to the best of our knowledge and is intended solely for market research, price analysis, and procurement planning purposes.

Dated this _____.

Name /Signature/ Designation / Capacity
Duly authorized to sign Quotation for and on behalf of:

Company / Address / Contact No.

Price Validity: _____