ANNEX 6

**SAMPLE PHILGEPS LETTER OF EXPLANATION**

(*Department/Agency’s Letterhead*)

Date:

AO25 IATF

c/o AO25 Secretariat

The Development Academy of the Philippines

DAP Building, San Miguel Avenue,

Ortigas Center, Pasig City

The following are our reasons/explanation for not-updating/non–posting of Notices of Award/Bid Result, BAC Resolutions, Notices to Proceed/ Purchase Orders and the Actual Approved/Awarded Contracts for the following transaction in the PhilGEPS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference No.** | **Notice Title** | **Line Item ID** | **Notice Status** | **Award Status** | **Reasons/Explanation** |
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**Signed by:** **Noted by:**

 **BAC Chair** **Head of Procuring Entity**

Date: Date:

*Note: To be issued by agency only if unable to post the Notices of Award/Bid Result, BAC Resolutions, Notices to Proceed/ Purchase Orders and the Actual Approved/Awarded Contract of all transactions above P1,000,000 within the period of November 16, 2016 to November 15, 2017 in PhilGEPS.*