

**CERTIFICATION OF UNDERTAKING/NON-UNDERTAKING OF EARLY PROCUREMENT ACTIVITIES**

I hereby certify that the [State: Complete Name of Procuring Entity] has [Choose whichever applies: successfully undertaken / unsuccessfully undertaken / not undertaken] Early Procurement Activities (EPA) for eligible Procurement Projects based on the agency's Indicative Annual Procurement Plan consistent with the National Expenditure Plan (NEP) for Fiscal Year \_\_\_\_\_ in the following amounts:

Description <sup>16</sup>	Total Amount (in PhP)
a. Total Amount in Indicative APP based on NEP	_____
b. Less: Exceptions <sup>17</sup>	_____
c. Total Amount of Eligible Procurement Projects [c=(a-b)]	_____
d. Amount of Successful <sup>18</sup> EPA projects	_____
e. Percentage of Successful EPA [e=(d/c)*100]	_____

*<In case the agency did not undertake EPA or was not able to achieve the required 50%, please indicate reason/s and justification/s on this portion>*

This Certification is being made in compliance with the Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year \_\_\_\_\_, of the Administrative Order No. 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

The undersigned attests to the accuracy of all information contained herein based on available records and information that can be verified with the [Name of Agency] and the Philippine Government Electronic Procurement System.

**IN WITNESS HEREOF**, I have hereunto affixed my signature on (DATE) in (CITY, PROVINCE), Philippines.

(NAME OF HEAD OF THE PROCURING ENTITY)  
(POSITION)

**SUBSCRIBED AND SWORN** to before me this (DATE), in (CITY, PROVINCE), Philippines, with affiant exhibiting me his/her (GOVERNMENT-ISSUED ID) issued on (DATE OF ISSUANCE) at (PLACE OF ISSUANCE).

NOTARY PUBLIC

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

<sup>16</sup> Amount and values refer to the Approved Budget for the Contract

<sup>17</sup> See item 4.3 of the Guidelines in the Conduct of Early Procurement Activities as a Requirement for the Grant of the Performance-Based Bonus

<sup>18</sup> Section 3.1 of GPPB Circular 06-2019 provides that the "EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract xxx"