



MEMORANDUM

FOR : ALL GOVERNMENT AGENCIES

SUBJECT : ANNEX 6: GUIDELINES ON PHILGEPS PBB
REQUIREMENT FOR 2024

DATE : 27 MARCH 2024

1. All government entities are required to update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from **January 1, 2023 to December 31, 2024**, excluding the Early Procurement of FY 2025 Non-CSE items. Submission of the certificate of compliance to PhilGEPS is no longer necessary.

PROCEDURES:

- 1.1 Agencies should track their status through PhilGEPS microsite: <https://open.philgeps.gov.ph/pbb/>
- 1.2 Departments/agencies should ensure that the status of notices in the PhilGEPS System for all transactions for the period January 1, 2024 to December 31, 2024 is updated on or before **January 31, 2025**.
- 1.3 *The status of the award notice should be "Updated" which means that the Notice to Proceed (NTP) of the award notice has been posted. Failed or cancelled bid status should still be updated in the PhilGEPS.*
2. If the agency is unable to update their records in the system for public bidding transactions above one million (P1,000,000) in the PhilGEPS due to factors that are outside the control of the agency, **the agency is no longer required to submit certifications and/or justifications for the FY 2024 PBB.**
3. Instead, agencies are now responsible for determining their compliance with the PhilGEPS Posting requirement. It is discretionary to the agency's Performance Monitoring Team (PMT) to declare their compliance based on their self-assessment, if the reason provided is justifiable, with the approval from the Head of the Procuring Entity (HoPE) or alternative staff designated by the HoPE.
4. To inform the AO25 Secretariat of the accepted justifications and to update the status of compliance in the **DAP's Results-Based Performance Management System (RBPMS)**, The agency concerned shall send an email to the ao25secretariat@dap.edu.ph.
5. Information on any agency's status of compliance with the PhilGEPS posting will be provided by the AO25 Secretariat. Agencies seeking such information can contact the AO25 Secretariat via telephone at 631-2139 or 631-2132, or through email at ao25secretariat@dap.edu.ph.