



Annex "A-1"

Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
www.ncmf.gov.ph

CERTIFICATION OF UNDERTAKING OF EARLY PROCUREMENT ACTIVITIES

I hereby certify that the National Commission on Muslim Filipinos has successfully 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 2024 in the following amounts:

Description ¹	Total Amount (in PhP)
a. Total Amount in Indicative APP based on NEP	136,765,695.00
b. Less: Exceptions ²	21,799,544.60
c. Total Amount of Eligible Procurement Projects [c=(a-b)]	114,966,147.40
d. Amount of Successful ³ EPA projects	6,149,048.64
e. Percentage of Successful EPA [e=(d/c)*100]	5.35%

The agency was unable to procure 50% of the Early Procurement Activity (EPA) due to the nature of the projects involved. Only the security and janitorial manpower and services were deemed eligible for early procurement, as these projects have stable and predictable requirements. Other projects, such as software yearly subscription renewals, maintenance services, and the procurement of Information Technology equipment, cannot be procured in advance due to their evolving nature. Software renewals are subject to fluctuating terms and usage, maintenance services vary based on operational needs, and IT equipment specifications and requirements frequently change. As a result, these projects could not be included in the EPA, limiting the agency's ability to meet the 50% procurement target.

This Certification is being made in compliance with the Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year 2024, 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 National Commission on Muslim Filipinos and the Philippine Government Electronic Procurement System.

IN WITNESS HEREOF, I have hereunto affixed my signature on JAN 31 2025 in QUEZON CITY, Philippines.

SABUDDIN N. ABDURAHIM
Secretary

SUBSCRIBED AND SWORN to before me this JAN 31 2025, in QUEZON CITY, Philippines, with affiant exhibiting me his/her _____ issued on _____ at _____.

NOTARY PUBLIC

ROMMEL P. BAUTISTA
NOTARY PUBLIC

Commission No. 028/1014 December 31, 2025
78 Kabalitang St., Brgy. Krus Na Ligas
Diliman, Quezon City
PTR No. 6989638/ 01-02-2025/ Quezon City
IBP No. 492988/ 01-02-2025/ Quezon City
Roll of Attorneys No. 60923/TIN No. 149-407-786
MCLE Compliance No. VIII-00016275; 11-24-2024

Doc. No. 400
Page No. 81
Book No. IV
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¹ Amount and values refer to the Approved Budget for the Contract.
² 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.
³ Section 3.1 of GPPB Circular 06-2018 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".