



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Circular No. 0034
Series of 2025

TO : ALL MINISTRIES, OFFICES, AND AGENCIES
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : GUIDELINES FOR THE PREPARATION, SUBMISSION,
REVIEW, AND ENDORSEMENT OF ICT-RELATED
PROPOSALS FOR F.Y. 2026

DATE : 25 Sha'ban 1446 AH | 24 February 2025

I. RATIONALE

The BARMM Ministries, Offices, and Agencies present their investment programs through the preparation of annual budget proposals. One of the special concerns of these proposals is the ICT related items. To address this, these guidelines have been developed to establish parameters for the preparation, submission, evaluation, and endorsement of ICT-related proposals for Fiscal Year 2026, to be endorsed to the MFBM. The guidelines define a structured process that outlines the criteria for identifying ICT-related proposals, required documentation, and the steps involved in submission, evaluation, and endorsement.

Moreover, these guidelines aim to assist proposing end-users in presenting their ICT proposals clearly and methodically, ensuring that the technical specifications of the items to be procured meet the standards and align with their intended purpose. This approach ensures the efficient and responsible use of government funds while delivering the best possible outcomes.

II. LEGAL BASES

Section 2, Chapter I, Title III, Book IV of the *Bangsamoro Administrative Code* mandates the OCM- Information and Communications Office to provide advice and technical reviews in the procurement of ICT-related items by the BARMM Ministries, Offices, Agencies, and units thereof for purposes of endorsement to the MFBM.

The Bangsamoro Budget Memorandum No. 2025-002 or the Bangsamoro Budget Call for FY 2026 calls for the submission of program investments through budget preparation for FY 2026 for all Bangsamoro Government Ministries, Offices, Agencies, and the Parliament. In view, it states thereof that the ICT related proposals shall require endorsement from the OCM- ICO.

III. PURPOSE

The objectives of the guidelines are as follows:

1. To set the guidelines for efficient preparation, submission, evaluation, finalization, and endorsement of ICT machinery, equipment, and projects.
2. To provide recommendations on ICT machinery, equipment, and projects that are up-to-date, aligned with current market pricing and specifications, and responsive to the organization's mandates and needs;

IV. Coverage

Scope

1. ICT-related proposals for Fiscal Year 2026 of BMOA.

Limitations

1. Electrically operated equipment but not ICT related such as refrigerator, air conditioning unit, power generators, etc;
2. Furniture and Fixtures such as desks, chairs, bookcases, filing cabinets, etc.

V. DEFINITION OF TERMS

The following terms are to be used for the purpose of these guidelines:

1. **ICT-** Information and Communications Technology
2. **ICT-related proposals** - refers to machinery and equipment, programs and projects being proposed that are related to Information and Communication Technology (ICT).
3. **ICT Machinery and Equipment-** a group of equipment which include devices that have a primary function related to the collection, transfer, storage, or processing of data such as, but not limited to computer, printer, projector, and camera.
4. **ICT Project-** an initiative focused on the design, development, and integration of ICTs, with a defined scope and duration, to achieve specific business objectives or solve technical challenges.
5. **ICT Infrastructure-** refers to physical and virtual components (hardware, software, and networks) that support the processing, storage, and transmission of information.
6. **Application** - a software program or tool designed to perform specific tasks or functions for the user, such as word processing, email, or accounting, etc.

7. **Information System**- an integrated set of components that includes not only ICT infrastructure but also people, processes, and data for collecting, processing, storing, disseminating information.
8. **BMOA** - BARMM Ministries, Agencies, Offices; proposing entities.
9. **OCM-ICO** - Office of the Chief Minister- Information and Communications Office; endorsing entity for ICT related proposals.
10. **MFBM**- Ministry of Finance, and Budget and Management

VI. GUIDELINES

BMOA must adhere to the budgeting timeline set by the MFBM, as outlined in Bangsamoro Budget Memorandum No. 2025-002 or the Bangsamoro Budget Call for FY 2026, to prevent any delays in the issuance of endorsements.

1. ICT Machinery and Equipment Proposals

- 1.1. Must be relevant to the performance of mandates, functions, goals and objectives and should support the operations of organization.
- 1.2. Should be compliant to this guideline's **Standard Specifications for ICT Machinery and Equipment (Annex C)**. Price range indicated herein is structured based on the consolidated market price (with consideration to country's inflation rate, suppliers profit margin, logistical costs, government tax deductions, and others)
- 1.3. Items that are not listed in the Standard Specifications for ICT Machinery and Equipment must be supported by relevant references, such as a website link or a formal request for quotation (RFQ).
- 1.4. Proposed items should not be brand and/or model specific.
- 1.5. Should have manufacturer warranty, available replacement parts, and after-sales support.

2. ICT Projects Proposals

- 1.1. Must be relevant to the performance of mandates, functions, goals and objectives and should support the operations of organization.
- 1.2. Should have preparatory documents per ICT project as listed in Annex D. For the ICT Machinery and Equipment component, kindly refer to the previous guideline.

3. Documentary Requirements

- 3.1. **Transmittal Letter** (stating request for endorsement) to be addressed to Head of ICO (*Required*)
- 3.2. Fully accomplished **Organization Brief Profile (Annex A)** (*Required*)
- 3.3. Fully accomplished **Form 1 (Annex B)** (*Required for Non-project proposals*). Other details are stated **on Annex C**.
- 3.4. Fully accomplished **Form 2 (Annex D)** (*Required for ICT Projects*). Other requirements are stated **on Annex E**.

4. Preparation and Submission

- 4.1. Accomplish and complete Organization Brief Profile.
- 4.2. For ICT Machinery and Equipment, complete the Form 1, referencing the *Item, Category, Technical Specifications, and Unit-Price* to Annex C. Items that are not listed in this annex, will require relevant references, such as a website link or a formal request for quotation (RFQ) to be provided.
- 4.3. The proposal should be consolidated at the agency/ministry level, as presented in Form 1.
- 4.4. For ICT Projects, complete the Form 2 according to the instructions given in filling up the information. Provide the required attachments as listed in Annex E.
- 4.5. The proposal (**scanned PDF copy bearing appropriate signatures and editable raw copy**) must be submitted electronically preferably using the BMOA's official email address to ico@bangsamoro.gov.ph with the format: *Name of BMOA - ICT-related Proposal for FY 2026* (e.g., Office of the Chief Minister - ICT-related Proposal for FY 2026). The email should include all applicable Documentary Requirements of these guidelines.

5. Evaluation and Endorsement

- 5.1. The estimated evaluation period is 5 working days for ICT Machinery and Equipment proposals and 7-14 working days for ICT Project proposals.
- 5.2. If the proposal requires revision, the ICO will reply to the same e-mail thread the comments and recommendations for compliance.
- 5.3. The end-user should submit the revised proposal in the same email thread.

- 5.4. If the proposal is found to be compliant with the guidelines, the ICO will endorse the same to the MFBM.

VII. Common reasons for revisions

- 6.1. The proposed ICT machinery, equipment, or project does not align with the organization's mandates, functions, goals, or objectives.
- 6.2. For items not listed in the Standard Specifications for ICT Machinery and Equipment, there is no supporting documentation, such as relevant references or a formal request for quotation (RFQ).
- 6.3. Essential documentary requirements are incomplete or missing, such as the absence of the transmittal letter, forms, or attachments as specified in Annexes E.
- 6.4. Any forms with incorrect or incomplete details will require revision to ensure all necessary information is accurately provided.
- 6.5. Inclusion of items that are not classified as ICT-related, such as refrigerators, air-conditioning units, power generators, and similar equipment.

VIII. Effectivity

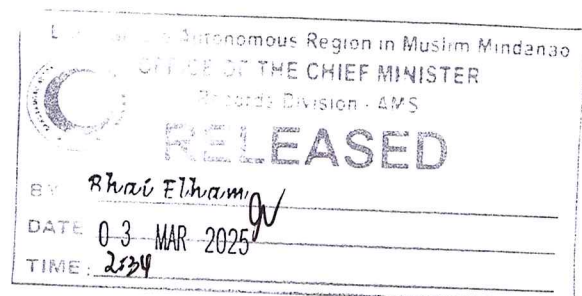
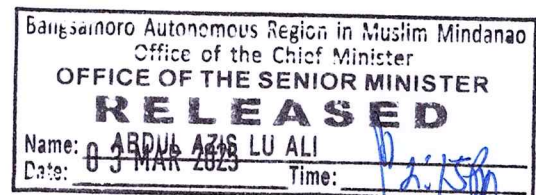
This Memorandum Order shall take effect immediately.

For strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM AMS-RD
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Annexes

QR Code



Link

<https://bit.ly/3X8zqrY>