



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: **0031y**
Series of 2025

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

SUBJECT : **REVISED GUIDELINES FOR THE PREPARATION, SUBMISSION, REVIEW AND ENDORSEMENT OF ICT-RELATED PROPOSALS**

DATE : **22 Sha'ban 1447 AH | 10 February 2026**

I. Rationale

The BARMM Ministries, Offices, and Agencies prepare and present their investment programs through the submission of Annual Budget Proposals. Among the key components of these proposals are ICT-related items, which require careful planning, technical review, and alignment with government standards. 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 2027 to the MFBM. The guidelines provide a structured process outlining the criteria for identifying ICT-related proposals, the required documentation, and the steps involved in their submission, evaluation, and endorsement.

Moreover, these guidelines aim to assist end-users in presenting their ICT proposals clearly and systematically, ensuring that the technical specifications of the items to be procured comply with established standards and are aligned with their intended operational purpose. Through this approach, the guidelines promote the efficient, transparent, and responsible use of government funds while ensuring that ICT investments deliver optimal value and support effective service delivery.

II. Legal Basis

Section 2, Chapter I, Title III, Book IV of the Bangsamoro Administrative Code mandates the OCM-Information and Communications Office (OCM-ICO) to provide advice and conduct technical reviews on the procurement of ICT-related

items by BARMM Ministries, Offices, Agencies, and their respective units, for purposes of endorsement to the MFBM.

Bangsamoro Budget Memorandum No. 2026-002, otherwise known as the Bangsamoro Budget Call for FY 2027, calls for the submission of program investments through the FY 2027 budget preparation process by all Bangsamoro Government Ministries, Offices, Agencies, and the Parliament. It further provides that ICT-related proposals shall require endorsement from the OCM-ICO.

III. Purpose

Specifically, the purposes of these guidelines are as follows:

1. To establish guidelines for the 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

ICT-Related Proposals of the Bangsamoro Ministries, Offices, and Agencies (BMOA) for Fiscal Year 2027

Limitations

1. Electrically operated equipment but not ICT related such as but not limited to:
 - Smart appliances (such as refrigerators, air-conditioning units, and similar electrically powered household or office equipment)
 - Power generation equipment (such as generators)
 - Office equipment (such as paper shredder, laminating machines, labeling and embossing machines)
 - Pantry Equipment (such as Water dispensers, Electric kettles, Coffee machines)
 - Ergonomic and Wellness Equipment (such as Massage chairs, motorized workstations, Electric sit-stand desk converters, Ergonomic office chairs)
 - Electronic vehicles
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 authority 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. 2026-002 or the Bangsamoro Budget Call for FY 2027, 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 D). The indicated price ranges are based on consolidated market prices, taking into account prevailing economic conditions such as inflation, reasonable supplier profit margins, logistical costs, and applicable government taxes and deductions.
- 1.3. ICT items not included in the Standard Specifications must be sufficiently justified and supported by appropriate references, such as manufacturer websites, market scoping, or formal Requests for Quotation (minimum of two RFQs) , to establish technical suitability and price reasonableness.

- 1.4. Proposed ICT items shall be described in generic and performance-based terms and shall not specify brand names or model numbers, in accordance with the principle of fair competition under RA 12009 (formerly RA 9184).
- 1.5. All proposed ICT equipment must be covered by a manufacturer's warranty, with readily available replacement parts and reliable after-sales support, to ensure sustainability, continuity of operations, and value for government funds.

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 E. 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 D**.
- 3.4. Fully accomplished **Form 2 (Annex C)** (*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* columns to Annex D. Items that are not listed in this annex, will require relevant references, such as a website link or a formal request for quotation (minimum of two RFQs) 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. Submit the following electronically

- ***scanned PDF copy bearing appropriate signatures***
- ***editable online copy***

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 revisions are required, the ICO shall record its findings and recommendations directly on the editable online copy to facilitate streamlined and collaborative review process. The end-user shall address the comments within the same file.
- 5.3. If the proposal is found to be compliant with the guidelines, the ICO will endorse the same to the MFBM.

6. ICT Endorsement Hotline

To streamline and make the ICT endorsement process more efficient, this hotline is established to serve as a direct channel for managing concerns, tracking, and facilitating timely endorsements.

Hotline / Contact Number: 421- 5189 / 0956-2384-199

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.

For your guidance and compliance.

By Authority of the Chief Minister

ABDULRAOF A. MACACUA


ABDULLAH M. CUSAIN
Acting Senior Minister

OCM-BARMM AMS-RD
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ANNEXES

Attachment	Link
Forms	https://bit.ly/ict-forms-v2
Approved Memorandum	https://bit.ly/approved-memo
ICT Proposals	https://bit.ly/ictprop-2027