

## SAMPLE PHILGEPS LETTER OF EXPLANATION

*(Department/Agency's Letterhead)*

Date:

AO25 IATF  
 c/o AO25 Secretariat  
 The Development Academy of the Philippines  
 DAP Building, San Miguel Avenue,  
 Ortigas Center, Pasig City

The following are our reasons/explanation for not-updating/non-posting of Notices of Award/Bid Result, BAC Resolutions, Notices to Proceed/ Purchase Orders and the Actual Approved/Awarded Contracts for the following transaction in the PhilGEPS:

Reference No.	Notice Title	Line Item ID	Notice Status	Award Status	Reasons/Explanation

Signed by:

Noted by:

---

 BAC Chair

---

 Head of Procuring Entity

Date:

Date:

*Note: To be issued by agency only if unable to post the Notices of Award/Bid Result, BAC Resolutions, Notices to Proceed/ Purchase Orders and the Actual Approved/Awarded Contract of all transactions above P500,000 within the period of November 16, 2016 to November 15, 2017 in PhilGEPS.*