



REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP
CENTER

PROCEDURES FOR THE SUBMISSION OF UNSOLICITED PROPOSALS TO THE PPP CENTER FOR DETERMINATION OF COMPLETENESS AND APPROPRIATE APPROVING BODY PURSUANT TO SECTION 10(a) OF REPUBLIC ACT NO. 11966 AND SECTIONS 52 AND 53 OF ITS IMPLEMENTING RULES AND REGULATIONS (“PPP Center USP Completeness Check Procedures”)

Section 1.0 Legal Basis

Pursuant to Section 10(a) of Republic Act No. 11966, otherwise known as the “Public-Private Partnership (PPP) Code of the Philippines” and Sections 52 and 53 of its Implementing Rules and Regulations (IRR), the following provides for the procedure for the submission of Unsolicited Proposals to the PPP Center.

Section 2.0 Coverage

This PPP Center USP Completeness Check Procedures shall apply to **all** Unsolicited Proposals, both National and Local PPP Projects. No Unsolicited Proposal is deemed submitted unless processed following these rules.¹

Section 3.0 General Guidelines

3.1 Submission of Complete Unsolicited Proposal

Private Proponents interested to submit an Unsolicited Proposal shall refer to **Annex A** (Completeness Checklist for Unsolicited PPP Projects) of this PPP Center USP Completeness Check Procedures for the complete set of documentary requirements to be submitted to the PPP Center for completeness check.

Prior to the submission of an Unsolicited Proposal to the PPP Center, a Private Proponent may seek for a meeting with the PPP Center for purposes of clarifying the process and/or requirements set out in **Annex A**.² Requests for meetings may be coursed through the Project Evaluation Division by sending an email to evaluation@ppp.gov.ph.

Submission of project documents to the PPP Center for an Unsolicited Proposal shall be done **only** through the digital platform (the “Unsolicited Proposals Submission Portal”) in the PPP Center website that can be accessed through the following link: <https://usp-completeness-check.ppp.gov.ph/>.

Any other form of submission shall not be accepted and shall not be considered for completeness check.

3.2 Acknowledgement of Receipt of the Unsolicited Proposal

Unsolicited Proposals submitted between 8:00AM to 5:00PM, from Monday to Friday, shall be acknowledged via email on the same day, copy furnished the identified Implementing Agency/ies.³ Unsolicited Proposals received outside of business hours

¹ Section 52 of the PPP Code IRR

² *Ibid.*

³ *Ibid.*

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shall be considered submitted, and shall be acknowledged, on the following working day.⁴

Once the submission is acknowledged by the PPP Center, no supplementary submissions or documents from the Private Proponent shall be accepted and considered.⁵

3.3 Assessment of the Completeness of the Unsolicited Proposal

Within ten (10) calendar days from the issuance of the official acknowledgement, the PPP Center shall then determine the completeness of the Unsolicited Proposal and the appropriate Approving Body.⁶

The PPP Center may call for a meeting with the Private Proponent to clarify details about the submitted documents and/or to discuss initial findings on the Unsolicited Proposal.

If the Unsolicited Proposal is determined to be complete by the PPP Center, it shall endorse the proposal to the appropriate Implementing Agency/ies in writing.⁷ Said official endorsement, copy furnished the Private Proponent, shall indicate the PPP Center's: (a) confirmation of the completeness of the submitted Unsolicited Proposal, and (b) determination of the appropriate Approving Body for the proposed project.⁸

If the Unsolicited Proposal is determined to be incomplete by the PPP Center, it shall notify the Private Proponent in writing, clearly listing down the lacking information or requirement, and returning all the documents submitted by the Private Proponent.⁹ The decision of the PPP Center to return the Unsolicited Proposal shall be final and non-appealable.¹⁰

The Private Proponent whose submission is determined to be incomplete shall not be precluded from resubmitting another Unsolicited Proposal for the same project, which shall be considered as a new submission and shall be reviewed following the stated period.¹¹ The resubmission shall address all the deficiencies identified by the PPP Center.

If the PPP Center fails to render a final decision within the prescribed ten (10) calendar days, the Unsolicited Proposal shall be deemed incomplete¹².

3.4 Computation of Periods

In computing the period for the ten (10)-calendar day completeness check, the first day shall be excluded and the last day included.¹³

⁴ Section 52 of the PPP Code IRR

⁵ *Ibid.*

⁶ *Ibid.*

⁷ Section 53 of the PPP Code IRR.

⁸ *Ibid.*

⁹ *Ibid.*

¹⁰ *Ibid.*

¹¹ *Ibid.*

¹² Section 52 of the PPP Code IRR

¹³ Section 3 of the PPP Code IRR

If the last day of the completeness check falls on a non-working day (i.e., Saturday and Sunday), legal holiday, special non-working holiday, or other non-working days duly declared by the President or the Mayor of the city where the PPP Center office is located, it is understood that the last day shall be the next working day.¹⁴

Section 4.0 Separability Clause

If any provision of this PPP Center USP Completeness Check Procedures is held unconstitutional or invalid, other parts or provisions hereof not affected thereby shall continue to be in full force and effect.

Section 5.0 Validity

This PPP Center USP Completeness Check Procedures shall remain valid until superseded by subsequent issuance to be published by the PPP Center.

Section 6.0 Effectivity

This PPP Center USP Completeness Check Procedures shall take effect on April 6, 2024 after its publication in the Official Gazette or in any newspaper of general circulation.


MA. CYNTHIA C. HERNANDEZ
Undersecretary and Executive Director

Annexes:

- A. Completeness Checklist for Unsolicited PPP Projects
- B. Completeness Check Forms 1-5
- C. Private Proponent Information and Qualification Form

¹⁴ Section 3 of the PPP Code IRR