



DIVISION MEMORANDUM

No. 151, s. 2019

TO : ALL SDO Personnel

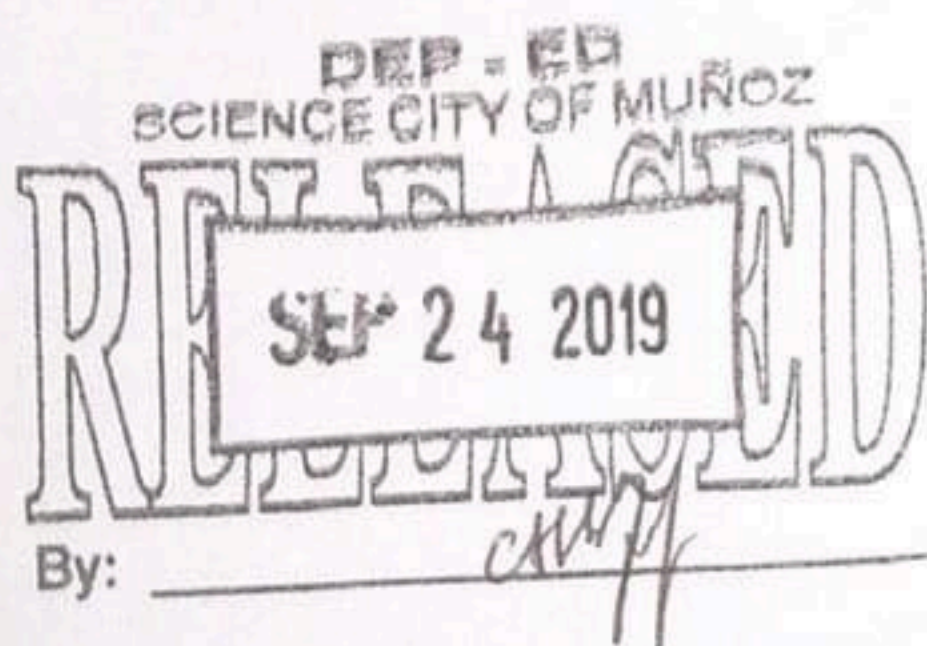
FROM : CATALINA P. PAEZ, PhD, CESO V
Schools Division Superintendent

DATE : September 23, 2019

SUBJECT : PROCUREMENT OF CATERING SERVICE

In order to adhere to the principle of equity, efficiency and economy, the following guidelines shall be followed in the procurement of Catering Service:

1. The end-users shall be responsible in indicating the list of menus in the Purchase Request (PR) and Request for Quotation (RFQ) when procurement of catering service is needed during seminars, trainings and meetings;
2. Suppliers / Caterers are required to submit **SEALED quotations** to ensure competitiveness and equal opportunity in the procurement process;
3. For catering service that requires posting on PhilGEPS website, i.e., procurement above 50,000.00, the documents must be forwarded to the BAC Secretariat at least seven (7) days before the conduct of the seminar, training and meeting.
4. For information and compliance.



osds/bac/jmt

"Loyal, Excellent, Accountable and Dedicated to Service"

