



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 18, 2022

DIVISION MEMORANDUM

No. 48, s. 2022

GUIDELINES FOR A MORE EFFICIENT AND EFFECTIVE CONDUCT AND IMPLEMENTATION OF ALL PROCUREMENT ACTIVITIES OF ALL CONCERNED IN THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit / Section Heads
All SDO Personnel
All Others Concerned

1. The Bids and Awards Committee (BAC), together with the members of the BAC Secretariat and Technical Working Group, convened on January 11, 2022, and invited the Inspectorate Team, Program Owners with big ticket projects, and the canvassers to discuss issues, concerns, and recommendations in relation to the procurement activities of the Schools Division Office for FY 2021.
2. Stipulated in BAC Resolution No. 2022-01-002 dated January 18, 2022, are the recommendations of the BAC, BAC Secretariat, Technical Working Group, Inspectorate Team, Program Owners and Canvassers to be implemented by the Schools Division Office effective immediately.
3. For the implementation of the School-Based Feeding Program, the following shall be observed / followed:
 - The partner agency must submit the liquidation report on time to avoid delay in the payment. The winning bidder must be informed during pre-bid conference to provide a buffer stock of the meals to be served and it will be stipulated in the contract.
 - Feedback must also be obtained from the beneficiaries / learners as basis for the plan of action for the next SBFP to avoid / eliminate the apprehensions of teachers and / or parents on receiving bad orders due to uncontrolled circumstances.
 - The date on the submission of liquidation report must be stipulated in the contract to avoid delay in the payment.
 - The percentage of buffer stocks must be determined.
 - A survey tool must be created to gather feedback from teachers and parents.

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4. For the implementation of the Basic Educational Facilities Fund the following shall be observed / followed.
 - The prospective bidders must be informed during the pre-bid conference on the conduct of pre-assessment and site inspection of the school/buildings by the prospective bidders.
 - Include as one of the requirements in the bid document the said pre-assessment and site inspection.
 - The Certificate of Inspection issued by the Division Engineer must be included in the technical requirements to be submitted by the prospective bidders.
 - Pre-construction meeting must be conducted to be attended by the winning bidder, Division Engineer and the School Head concerned before the implementation of the project to discuss the program of works and all the details of the project. The area manager may also be invited.
 - Site inspection must be scheduled with the TWG and Division Engineer to the BEFF projects during and after construction before the preparation of billing documents. The project engineer must also be informed of the inspection schedule to address the problems arising from the result of inspection.
 - Contractors must be informed that cleaning of the construction premises must be done after a day's work.
 - End-users must inform the Division Engineer of any repair to be done within the warranty period.
 - Invite concerned School Heads involved in the project during conduct of BAC meetings for them be oriented on the proceedings of the project to be done.
 - Provide a copy of Program of Works to the School Heads for guidance and reference purpose.
 - Provide a copy of the schedule to the BAC for information and provide feedback on the conducted inspection.

5. For the implementation of the Catering Services in SDO Programs, Projects, and Activities the following shall be observed / followed:
 - The end-users must communicate with the supplier prior to the activity to ensure the specifications of the foods to be served.
 - Suppliers must comply with the specifications indicated in the Purchase Order.
 - Suppliers must use presentable packaging and condiments must be included if possible.
 - Suppliers must observe time of delivery, 9-10am for AM snacks, 11-11:30 for lunch and 2-3pm for PM snacks.
 - Purchase Order must be provided to the inspectorate team to serve as basis for their inspection.
 - Stipulate in the contract of food for the suppliers to provide trash bags in every activity for proper disposal of used eating utensils.
 - Provide the supplier on the result of inspection on a timely manner.

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- Report the results and/or observations during conduct of inspection to the BAC.
 - Reflect in the routing slip the notes of the inspectorate as to the compliance of the supplier to the technical specifications indicated in the purchase order for the accountant to do the necessary actions as to the payment.
6. For the procurement of SLMs, USB and Printer the following shall be observed / followed:
- Advise the service providers to strictly follow the date specified in the contract to avoid delays on the distribution of modules to schools.
 - Return the defective items to the service provider for replacement.
 - Conduct a thorough market survey for a user-friendly printer.
7. For the effective and efficient price canvassing the following must be undertaken by the designated canvassers / end -users:
- Ensure that all items to be procured are available before leaving the canvass form.
 - Wait for the canvass form to be filled-up by the supplier specially for small amount procurements.
 - Obtain a copy of price list from regular suppliers on a monthly basis.
 - End – users may add a mark-up of 10% on the prevailing market price to avoid recon canvassing due to insufficient ABC.
8. The following tasks shall also be observed and followed, to wit:
- End-users, specifically those with big ticket projects shall present their project proposals to the BAC prior to approval to discuss the strategies for the program implementation. The BAC will provide mandatory technical assistance to program owners with big ticket projects amounting to P500,000 and above.
 - The BAC shall conduct an EPA for 2023 for CSE which are not available at DBM-PS.
 - All end-users must utilize the Procurement Monitoring Tool for efficient monitoring of procurement activities.
 - They must at all times monitor the status of their procurements from the said tool.
 - Concerned units must also update the status of the tool so that the end-users are aware of the whereabouts of their documents;
 - Members of the BAC, BAC Secretariat and TWG must prioritize BAC activities until the procurement at hand are completed.
 - End-users must prepare procurement documents at least a month before the activity to give ample time for the procurement process.
 - End-users must make a thorough market survey analysis of the items to be procured to avoid delay and failure of procurement process.



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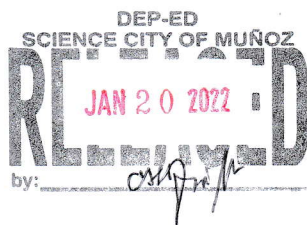
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- End-users must carefully identify and plan their PPAs and must see to it that it is included in the APP.
 - Use of available online platform for post qualification. If possible, during pre-bid discussions must be made as to the bringing of original copies of documents for simultaneous verification of TWG;
 - Strictly no brand names to the canvass form and ensure the complete technical specs of the items to be procured;
 - Strengthen the market survey analysis of the end user. Include expert's opinion on the items to be procured.
 - BAC Members, BAC Secretariat, and the TWG should be punctual and must religiously attend all BAC meetings and activities.
 - Purchase Order must be duly signed by authorized representatives before payment of supplier.
9. For the information, guidance, and compliance of all concerned.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge

Office of the Schools Division Superintendent

OSDS/BACSEC/JMT/01.19.2022



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