



Republic of the Philippines
Department of Education

11 JUN 2018

DepEd MEMORANDUM
No. **105** s. 2018

**CALENDAR YEAR 2018 CONVENTION OF THE DEPARTMENT OF EDUCATION
PROSPECTIVE SUPPLIERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd), through the Procurement Management Service (ProcMS), will hold its **Calendar Year (CY) 2018 Convention for Prospective Suppliers** in four clusters, scheduled as follows:

Cluster	Date	Venue (specific venue to be announced)
Central Office and National Capital Region	June 19, 2018	Metro Manila
Luzon	July 12, 2018	Angeles City
Visayas	July 3, 2018	Cebu
Mindanao	July 5, 2018	Davao City

2. The convention aims to:

- a. prepare the market, particularly prospective suppliers and contractors of DepEd, for procurement of CY 2019 projects short of award, in anticipation of the CY 2019 Cash-Based Budgeting;
- b. increase the awareness of the prospective suppliers on the upcoming projects of DepEd; and
- c. increase the awareness of participants in the latest Government Procurement Policy Board (GPPB) issuances, particularly on Framework Agreement, and the Philippine Green Public Procurement (GPP) Roadmap that will be implemented in all government agencies by 2019.

3. The regional offices (ROs), and schools division offices (SDOs) are required to invite prospective suppliers and contractors in their locality using the documents provided in the following enclosures:

Enclosure No. 1 – Invitation Letter
Enclosure No. 2 – Confirmation Form
Enclosure No. 3 – Program of Activities

4. The ROs and SDOs are required to send two participants: (a) one BAC Member, and (b) one BAC Secretariat.
5. All participants are required to accomplish and submit the enclosed confirmation form at least seven days before their scheduled activity. This is to facilitate meal accommodations. Accomplished confirmation forms should be sent to the Procurement Management Service (ProcMS) through telefax nos. (02) 635-3762 or (02) 636-6542, or email at procms.ppm@deped.gov.ph.
6. Registration will start at 8:00 a.m. A minimal registration fee of Five Hundred Pesos (P500.00) per supplier/contractor will be collected to recoup meals and snacks during the activity. Reservation for each cluster will be on a first-come, first-serve basis.
7. No registration fee shall be collected from the participants; however, travel and transportation expenses shall be charged to the local Maintenance and Other Operating Expenses (MOOE). All other expenses shall be charged to CO-GASS Funds, subject to existing accounting and auditing rules and regulations.
8. For more information, contact **Ms. Ruth F. Romano**, Supervising Administrative Officer, Contract Management Division Procurement Management Service (CMD-ProcMS), 5th Floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 635-3762 or **Ms. Jenet R. Nadura**, Administrative Assistant III, Office of the Director, ProcMS at telephone no. (02) 636-6542.
9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls:

As stated

Reference:

None

To be indicated in the Perpetual Index
under the following subjects:

BIDS AND WARDS
COMMITTEES
CONVENTIONS

EMPLOYEES
OFFICIALS
PROCUREMENT

