



Office of the Secretary

OCT 26 2006

DepED MEMORANDUM
No. 378, s. 2006

POST EVALUATION OF THE CY 2004 AND 2005 DIVISION LEVEL PROCUREMENT OF SUPPLY AND DELIVERY OF ELEMENTARY TABLES AND CHAIRS AND SECONDARY ARMCHAIRS (75% ALLOCATION) AND WORKSHOP ON THE PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND ANNUAL PROCUREMENT PLAN (APP) for CY 2007

To: Regional Directors
DepED ARMM Regional Secretary
Schools Division/City Superintendents

1. In line with the thrust of the government to streamline the procurement activities, the Procurement Service (PS) of the Department of Education (DepED) shall conduct a four-clustered Post Evaluation of the CY 2004 and 2005 Division Level Procurement of Elementary Tables and Chairs and Secondary Armchairs (75% Allocation) and Workshop on the Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for CY 2007 from November 7 to 29, 2006 in various localities nationwide.
2. It aims to evaluate the CY 2004 and 2005 Procurement of School Furniture conducted by the Division Offices and explain in details the preparation, consolidation and submission of the PPMP and Annual Procurement Plan (APP).
3. The schedules, venues and participating regions per cluster are listed below:

Cluster	Participating Regions	Date	Venue	Check-In & Check-Out Day	Registration Fee
1. Cluster I	Regions I, II, III and CAR	Nov. 7-8, 2006	Teachers Camp, Baguio City	Nov. 6, 2006	P3,000.00
2. Cluster II	Regions X, XI, XII, XIII and ARMM	Nov. 14-15, 2006	Royal Mandaya Hotel, Davao City	Nov. 13, 2006	P4,000.00
3. Cluster III	Regions VI, VII, VIII and IX	Nov. 21-22, 2006	Ecotech, Cebu City	Nov. 20, 2006	P3,000.00
4. Cluster IV	Regions IV-A, IV-B, V and NCR	Nov. 28-29, 2006	Princess Travelers Inn, Guadalupe, Manila	Nov. 27, 2006	P4,000.00

4. Participants per Region and Division shall consist of the following:
 - a. Bids and Awards Committee (BAC) Chairperson or Vice-Chair;
 - b. BAC Member or Supply Officer who is directly involved in the CY 2004 and 2005 School Furniture Procurements;
 - c. BAC Secretariat; and
 - d. Accountant
5. The registration fee indicated on page 1 shall be charged per participant to cover full board and lodging of the participants for three (3) days. Check-in time shall be 2:00 PM, one (1) day before the scheduled activity. First meal to be served shall be PM snack.
6. Confirmation is mandatory and shall be made at least two (2) weeks prior to the scheduled activity to the Procurement Service thru telefax No. (02) 636-6543 or email address at depd_procurementservice@yahoo.com.
7. Participants shall bring with them the following CY 2004 and 2005 Procurement of School Furniture Reports:
 - a. Procurement Reports: Abstract of Bids, Resolution to Award, Notice of Award, Contract, Supplementary Contract/Repeat Order, if any, Notice to Proceed and Delivery Extension Requests and Grants, if any;
 - b. Accomplished Contract Monitoring Report using the format in Enclosure No. 1; and
 - c. List of Plans and Projects for CY 2007 Procurement
8. The Program of Activities and Confirmation Slip are in Enclosure Nos. 2 and 3.
9. Registration fees, travel expenses, per diem and other incidental expenses of the participants are authorized, chargeable to MOOE funds of the region/division and/or local funds, subject to the usual accounting and auditing rules and regulations. Registration fees shall be paid in **cash** on the first day of the scheduled event.
10. Board and lodging, transportation, per diem, extra duty allowance and other incidental expenses of the PS staff, including board and lodging, honorarium, and transportation expenses of Resource Persons and Guest Speakers shall be chargeable against OSEC Proper Funds, subject to the usual accounting and auditing rules and regulations.
11. For further inquiries, please contact Ms. Catherine Yumping or Ms. Belinda Tividad at tel. nos. (02) 636-6542, 636-6543 and telefax no. 633-9343.
12. Immediate and wide dissemination of this Memorandum to all concerned is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.:

As stated

Reference:

DepED Memorandum: No. 154, s. 2005

Allotment: 1—(D.O. 50-97)

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

BIDS
PROCUREMENT
TRAINING PROGRAMS
WORKSHOPS

Enclosure No. 1 to DepED Memorandum No. 378, s. 2006

DepED PS Form 0000-58
 Printed on August 3, 2004

CONTRACT MONITORING SHEET
PROJECT : CY 2004 & 2005 Supply & Delivery of Elementary Tables & Chairs and Secondary Armchairs (75% Allocation)

REGION/DIVISION:

LOT	Description	Amount Transferred	Quantity	Supplier	Contract Amount	Quantity	Unit Price	NTP Acceptance Date	Inclusive Dates of Delivery Period (from-to)	Inclusive Date of Extension Period, if any (from-to)	Repeat Order (If any)		Quantity Delivered (With CFA)	Remarks
											Contracted Amount	Qty.		
LOT A	CY 2004 Elementary Tables & Chairs													
LOT B	CY 2004 Secondary Armchairs													
LOT C	CY 2005 Elementary Tables & Chairs													
LOT D	CY 2005 Secondary Armchairs													

Prepared by:

 (Signature Over Printed Name)
 (Designation)
 (Date)

Prepared by:

 (Signature Over Printed Name)
 (Designation)
 (Date)

Certified Correct:

 (Signature Over Printed Name)
 (Designation)
 (Date)

POST EVALUATION OF CY 2004 & 2005 SUPPLY & DELIVERY OF ELEMENTARY TABLES & CHAIRS AND SECONDARY ARMCHAIRS AND WORKSHOP ON THE PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLANS (PPMPs) & ANNUAL PROCUREMENT PLAN (APP)

PROGRAM OF ACTIVITIES

November 7, 2006 (1st Day)

TIME	ACTIVITY	PRESENTER
7:30 - 8:30 AM	Registration of Participants and Distribution of Training Materials	Secretariat
8:30 - 9:15 AM	Opening Ceremonies Doxology National Anthem Overview of the Orientation	Karen Yumping Administrative Officer IV Technical Support Division
	Welcome Remarks	Regional Director
	Introduction of the Participants	Karen Yumping Administrative Officer IV Technical Support Division
9:15 - 10:15 AM	CY 2004 & 2005 School Furniture: A Report	Christine D. Gulmatico Administrative Officer V Technical Support Div.
10:15 - 10:30 AM	Coffee Break	
10:30 - 11:30 AM	Observations : CY 2004 & 2005 School Furniture	Belinda V. Tividad Supv. Admin Officer Technical Support Div
11:30 - 12:00 PM	Open Forum	
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Implementation and Termination of Contracts Extensions of Delivery Period Repeat Orders Liquidated Damages Terminated Contracts and Blacklisting of Suppliers	Francis Allen B. dela Cruz Administrative Officer IV Technical Support Division
2:30 - 3:00 PM	Mechanics on the Workshop : Contract Monitoring On CY 2004 & 2005 School Furniture	Christine D. Gulmatico Administrative Officer V Technical Support Division
3:00 - 4:00 PM	Workshop Proper	
4:00 - 5:00 PM	Presentation of Workshop Outputs	Representative from each Region
5:00 - 5:30 PM	Open Forum	
6:00 - 7:00 PM	Dinner	

November 8, 2006 (2nd Day)

8:00 - 8:15 AM	Opening Prayer	Karen Yumping Administrative Officer IV Technical Support Division
	Recap	Participant
8:15 - 9:15 AM	Alternative Methods of Procurement	Francis dela Cruz Administrative Officer IV Technical Support Division
9:15 - 9:30 AM	Coffee Break	
9:30 - 10:15 AM	Planning Stage: Preparing for Procurement Procurement Planning Project Procurement Management Plans (PPMPs) The Annual Procurement Plan	Belinda Tividad Supervising Admin Officer Technical Support Division
10:15 - 11:15 AM	Budgeting and PPMPs Preparation	Budget Div Representative
11:15 - 12:00 AM	Open Forum	
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:00 PM	Workshop Mechanics on the Preparation of PPMPs for CY 2007	Ma. Teresa Fulgar Administrative Officer V Technical Support Division
2:00 - 4:00 PM	Workshop Proper	
4:00 - 4:30 PM	Closing Remarks	Regional BAC Chair
	Distribution of Certificates	Secretariat



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION



CONFIRMATION SLIP

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Region: _____

Division: _____

Tel. Nos.: _____

This is to submit the names and confirm the participation of the following to the abovementioned Training-Workshop for Cluster _____:

	NAME	POSITION	DESIGNATION IN BAC
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature over Printed Name of
Authorized Official

Note: Please use additional sheet if necessary