



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MAR 07 2007

DepED MEMORANDUM
No. 95 , s. 2007

**IMPLEMENTATION OF DEPED ORDER NO. 12, S. 2007
PROCUREMENT OF SCHOOL FURNITURE**

TO : Regional Directors
Schools Divisions/City Superintendents
Regional BAC Chairpersons
Schools Division/City BAC Chairpersons

At this early stage of procurement activities on school furniture in the Division levels, continuous monitoring in the PhilGEPS and some newspaper advertisements, the DepED, Procurement Service has observed that certain processes and procedures outlined under R.A. 9184 and its IRR-A has not been properly observed.

To ensure transparency, competitiveness, and establish standards for the efficient and effective conduct of procurement of school furniture, the following guidelines and procedures on advertisement shall be observed:

1. Invitation to Apply for Eligibility and to Bid (IAEB) for procurements or projects with ABCs of more than Two Million Pesos(Php2,000,000.00) must be advertised in: a) a newspaper of nationwide circulation; b) PhilGEPS; c) in the website of the procuring entity concerned if available; and d) conspicuous place reserved for this purpose. Expenses in the publication shall be charged to local funds.
2. All IAEB shall conform to the required format as prescribed by GPPB). Please see attached form for reference (Annex A) and GPPB website (www.gppb.gov.ph).
3. All procurement activities (bid notices, awards and/ or results of bids) shall be posted in the PhilGEPS (www.philgeps.net). All regional and division offices shall register with the PhilGEPS to have access in posting of all procurement activities.
4. All procuring entity must ensure that packaging of project into lots will not result to splitting of contracts for the purpose of evading or circumventing the posting and advertising requirements of law and existing rules and regulations (Section 54.1, IRR-A of R.A.9184). For guidance, refer to the (Annex A) for proper packaging/lots.
5. The Bids and Awards Committee (BAC) is discouraged from charging high cost of bidding documents. To encourage the participation of as many bidders as possible and create competition, it should consider charging a lower price for the bidding documents, keeping in mind that this price should be sufficient to recover cost of production and other incidental procurement costs.
6. To ensure that processes and procedures under R.A. 9184 are followed, the DepED Procurement Service-Technical Support Division, in coordination with the Regional Offices, shall be responsible in monitoring procurements compliance in the Division Offices.
7. These guidelines shall take effect immediately. Wide dissemination of this Memorandum to all concerned is desired.

TEODOSIO C. SANGIL, JR.
Undersecretary

ANNEX - A



**Republic of the Philippines
DEPARTMENT OF EDUCATION**



*Region/Division
Address of the Procuring Entity
Telephone and Fax Numbers of the Procuring entity*

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The Department of Education, Division of *(Procuring Entity)* through its Bids and Awards Committee (BAC), invites prospective bidders to apply for eligibility and if found eligible, to bid for

NAME OF THE PROJECT : Supply and Delivery of Elementary Tables & Chairs, Elementary & Secondary Armchairs, and Teachers Tables & Chairs

ABC & FUNDING SOURCE : Funding Source is the Government of the Philippines CY 2006 GAA (75% Allocation of the DepEd Desk/Armchair Project)

CONTRACT DURATION : One Hundred Twenty (120) Calendar Days

DELIVERY SITES : "Door to door" delivery to various recipient schools (See Schedule of requirements of the Bidding Documents)

LOT	DESCRIPTION	QUANTITY	ABC (Php)
A	Elementary Table and Chairs (all wood/ wood & steel)		
	Teachers Table and Chair (all wood)		
B	Elementary Armchairs for Grades 5 to 6 (all wood/ wood & steel/ non-wood)		
	Teachers Table and Chair (all wood)		
C	Secondary Armchairs (all wood/ wood & steel/ non-wood)		
	Teachers Table and Chair (all wood)		
TOTAL			

The schedule of BAC activities is as follows:

BAC Activities	DATE and TIME	VENUE
1. Availability of Bidding Documents	<i>(for timelines, refer to GPPB Resolution No.04-2006)</i>	BAC Secretariat Office
2. Pre-bid Conference	<i>(for timelines, refer to GPPB Resolution No.04-2006)</i>	Division Office Conference Room
3. Receipt and Opening of Bids	<i>(for timelines, refer to GPPB Resolution No.04-2006)</i>	Division Office Conference Room

The Bidding Documents shall be available at the BAC Secretariat Office, DepED Division of *(Procuring Entity)* starting on *(starting date)* to *(ending date)* upon payment of non-refundable amount of Philippine Pesos *(amount in words and in figures)*.

Bidding shall be conducted in accordance with procedures under the Implementing Rules and Regulations of R.A. 9184, otherwise known as the Government Procurement Reform Act. Information is also available at <http://www.deped.gov.ph> or www.procurementservice.gov.ph or call DepED-Division of *(Procuring Entity)* at Telephone No. *(Telephone and Fax Numbers)*.

The Department of Education reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Date Advertised: _____
Newspaper: _____

(Name of the BAC Chairperson)
BAC Chairperson

Encl.:

As stated

Reference:

DepED Order: (No. 12, s. 2007)

Allotment: 1—(D.O. 50-97)

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

BIDS
PROCUREMENT
PROJECTS
RULES & REGULATIONS