



Republic of the Philippines
Department of Education

21 APR 2020

DepEd O R D E R
No. **005**, s. 2020

**DELEGATION OF AUTHORITY FOR NEGOTIATED PROCUREMENT UNDER
REPUBLIC ACT NO. 11469 OR THE “BAYANIHAN TO HEAL AS ONE ACT”**

TO: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Section 53 of the Republic Act No. (RA) 9184, otherwise known as the *Government Procurement Reform Act (GPPRA)*, and its Implementing Rules and Regulations, provides that “Negotiated Procurement is a method of procurement of Goods, Infrastructure Projects and Consulting Services, whereby the Procuring Entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant in any of the following cases:

53.2 Emergency Cases. In case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities.
Xxx”

2. Clause J, Annex H of the revised Implementing Rules and Regulations (IRR) of RA 9184 provides that “The conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue may be delegated to the End-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC through a Resolution approved by the HoPE.”

3. The Government Procurement Policy Board (GPPB), pursuant to RA 11469, issued Resolution No. 06-2020 titled *Approving the Recommendation to Increase the Allowable Amount of Advance Payment and Issuance of a Circular on the Guidelines for Emergency Procurement Under Republic Act 11469 or the Bayanihan Act to Heal as One Act*.

4. Sections 3.2, 3.3. and 3.5 of GPPB Circular 01-2020 authorizes the delegation of the authority and responsibility of the Head of the Procuring Entity (HOPE) to approve the Annual Procurement Plan, to directly negotiate or conduct the procurement activities, and to award the contract, in favor of appropriate officials,

bureau, committee or support or procuring unit. The relevant portions of these provisions are reproduced, as follows:

3.2 Once the budget for the Procurement Project has been validated by the budget officer or equivalent position, the Procurement Project shall be included in the Annual Procurement Plan (APP) approved by the head of the procuring entity (HoPE) or his or her delegate. The HoPE is encouraged to delegate his/her authority and responsibility to efficiently and expeditiously deal with the emergency sought to be addressed under the RA No. 11469.

3.3 PEs shall then directly negotiate or procure from a legally, technically, and financially capable supplier, distributor, manufacturer, contractor, or consultant.

The HoPE is encouraged to delegate the authority to directly negotiate or conduct the procurement activities to the End-user unit or any other appropriate bureau, committee, support or procuring unit. If no delegation is made, the Bids and Awards Committee (BAC) shall be the one to undertake the negotiation or procurement.

x x x

3.5 The HoPE, upon recommendation of the BAC or duly authorized End-user unit or any other appropriate bureau, committee, support or procuring unit, shall immediately award the contract to a legally, technically, and financially capable supplier, distributor, manufacturer, contractor, or consultant

x x x

The HoPE is encouraged to delegate the authority to award the contract to any official of the PE, except to those where there exists conflict of interest such as the BAC Chairperson and members or the person authorized to negotiate the bidding. (emphasis supplied)

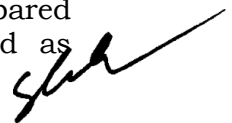
5. To ensure that the requirements for goods and services are procured in the most efficient and expeditious manner, the authority and responsibility of the Secretary under RA 9184 is hereby delegated to the various officials indicated in paragraph (j) hereof, consistent with the following guidelines:

Field Offices as Decentralized Procuring Units

a. The various Regional Offices (ROs), Schools Division Offices (SDOs) and Implementing Unit-Schools shall remain to be constituted as decentralized procuring units of the Department, pursuant to DepEd Order No. 67, s. 2016 and its amendments, and for that purpose shall themselves be considered as procuring entities authorized to procure within the context of RA 11469 and GPPB Resolution No. 06-2020.

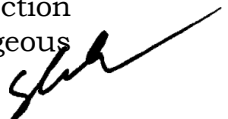
Authority to Procure/Purchase Request, Notice of Award and Notice to Proceed

b. The Authority to Procure (ATP)/Purchase Request (PR) shall be prepared and accomplished following the prescribed form hereto attached as



Enclosure 1. The same shall be prepared and approved in accordance with the matrix of signing authorities provided hereunder. The ATP/PR, when approved, shall constitute the Project Procurement Management Plan (PPMP) for the procurement project and shall be deemed incorporated into the approved Work and Financial Plan (WFP) and the approved Annual Procurement Plan (APP) as supplement thereto, without need of further or subsequent modification of the WFP and APP. In compliance with the requirement under Section 3.2 of GPPB Circular 01-2020, the ATPs/PRs shall be submitted to and consolidated by the Procurement Planning and Management Division, in the case of the Central Office, and the designated BAC Secretariat in the case of the field offices and the IUs.

- c. Pursuant to Section 3.2 of GPPB Circular 01-2020, the procuring entity may commence with the procurement even without an approved APP, subject only to the certification as to the availability of budget as provided in paragraph (d) hereof. The APP, when approved, shall be posted on the procuring entity's website and submitted to the GPPB or posted on the GPPB online portal for Emergency Procurement under the *Bayanihan Act*, once operational, on or before 30 September 2020.
- d. The ATP should be certified as to allotment by the appropriate budget officer as indicated in the matrix of signing authorities below. No Authority to Conduct (ATC) is required for this purpose.
- e. Negotiated Procurement, as contemplated under the *Bayanihan Act* and authorized under GPPB Circular 01-2020, shall be undertaken by the Requesting Official indicated in the matrix of signing authorities below, following the procedures and complying with the requirements provided in the said GPPB Circular. Said Requesting Official shall negotiate directly or procure from a legally, technically, and financially capable supplier, contractor, or consultant, as described in Section 3.4 of GPPB Circular 01-2020. He or she shall then submit the results of the negotiated procurement and his or her recommendation to the appropriate Approving Official.
- f. A Resolution to Award, incorporating thereto an abstract of quotation, the Notice of Award, and the Notice to Proceed shall be issued by the Approving Official in accordance with the prescribed form, hereto attached as **Enclosure 2, Enclosure 3, and Enclosure 4** respectively.
- g. The Contract, Purchase Order or MOA shall be signed by the same Approving Official as mentioned above, provided that the Omnibus Sworn Statement (OSS) had already been submitted by the supplier, contractor or consultant. The contract shall include a warranty clause where the supplier or contractor warrants that, for the period stipulated covering the procurement project, the goods or infrastructure projects to be delivered or implemented shall be free from defects and shall conform to quality standards and technical specifications of the said Contract, Purchase Order or MOA.
- h. In any case, the terms and conditions of the contracts, Purchase Order or MOA must not be disadvantageous to the government. Pursuant to Section 5 of GPPB Circular 01-2020, the negotiation for the most advantageous



price shall be based on: (i) existing price data of the agency, the Department of Trade and Industry or other relevant agencies; or (ii) preliminary market scanning done by the agency showing prevailing market prices and practice.

- i. Provisions for Advance Payment and Repeat Orders in the Contract, Purchase Order or MOA, shall be in accordance with Section 7 and Section 8 of GPPB Circular 01-2020, respectively.
- j. The delegation of authorities and responsibilities are as shown in the following:

Central Office

| Amount Involved | Requesting Official | Certification of Availability of Allotment | Approving Official |
|------------------------------------|---|---|---------------------------------------|
| Up to P1 Million | Head of Office/ Division Chief or higher official concerned | Chief of Budget Division | Director or higher official concerned |
| | Head of Section or higher official concerned for BTC | Head of Budget Unit | Teachers' Camp Superintendent for BTC |
| Over P1 Million up to P5 Million | Director or higher official concerned | Chief of Budget Division | ASec or higher official concerned |
| | Teachers' Camp Superintendent for BTC | Head of Budget Unit | ASec or higher official concerned |
| Over P5 Million up to P100 Million | Director or higher official concerned | ASec for Finance | USec Concerned |
| Over P100 Million | USec concerned | USec for Finance | Secretary |

ROs, SDOs, IUs and Non-IUs

| Office/Amount Involved | Requesting Official | Certification of Availability of Allotment | Approving Official |
|---|---|---|---------------------------|
| RO Up to the extent of allotment received | Head of Office/Division Chief concerned | Chief of Finance Division | Regional Director |

| Office/Amount Involved | Requesting Official | Certification of Availability of Allotment | Approving Official |
|--|--|---|---|
| SDO Up to the extent of allotment received | Division Chief concerned/Unit Head or Supply Officer | Budget Officer | Schools Division Superintendent |
| IU School Up to the extent of allotment received | Head of the Administrative Office, or in his/her absence, the Designated School Property Custodian | Designated Budget Officer | School Head or the School's OIC designated by the SDS |
| Non-IU School Up to the extent of allotment received | Officer designated by the School Head or Designated School Property Custodian | Designated Budget Officer | School Head or the School's OIC designated by the SDS |

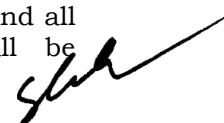
k. The documentary requirements for the negotiated procurement shall be as prescribed in Section 4 of GPPB Circular 01-2020, reproduced hereafter for easier reference:

- 4.1 PEs already maintaining a bidder's updated file of any of the following requirements, whether through the Philippine Government Electronic Procurement System Certificate of Registration and Membership or its own records, shall not require its re-submission.

Otherwise, PEs shall require copies of:

- a. Mayor's or Business Permit;
- b. For projects with an ABC above PhP500,000.00:
- c. Income Tax Returns (annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage Tax Return covering the previous six months);
- d. OSS, which shall be an original copy;
- e. Additional requirements for Infrastructure Projects:
- f. Philippine Contractors Accreditation Board License; and
- g. NFCC for Infrastructure Projects with an ABC above PhP500,000.00

- 4.2 Bidders may submit their documentary requirements in printed copies or by electronic mail or facsimile. Any and all documentary requirements, except the OSS, shall be



submitted at any time before award of contract or after award but before payment.

4.3 The OSS shall be submitted at any time before award of contract. An unnotarized OSS may be accepted by the PE subject to compliance therewith after award of contract but before payment.

4.4 The PE is allowed to accept a copy of the recently expired Mayor's or Business Permit and the Official Receipt as proof of application and payment for the renewal of the permit will suffice, subject to submission of the Mayor's Permit after award of contract.

4.5 The use of digital signature or similar means may be used in all procurement-related documents.

6. The procurement activities that may be undertaken under this Order shall cover those contemplated under the *Bayanihan* Act and authorized under Section 2.2 of GPPB Circular 01-2020.

7. This delegation of authority is immediately effective upon its issuance. All other Orders, issuances, rules and regulations which are inconsistent with the provisions of this Order are hereby repealed accordingly.

8. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl/s.:
As stated

Reference/s:
DepEd Order (No. 67, s. 2016; Nos. 6 and 38, s. 2019)

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

ALLOTMENT
AUTHORITY
FUNDS
OFFICIALS
POLICY
PROCUREMENT
PROJECTS
PURCHASE
SERVICES



Republic of the Philippines
Department of Education

ATP No.

PROCUREMENT MANAGEMENT SERVICE

AUTHORITY TO PROCURE
(EMERGENCY CASES)

- GOODS AND SERVICES INFRASTRUCTURE PROJECTS CONSULTING SERVICES

Bureau/Service: _____ Date: _____
 Division or Unit: _____ WFP Activity Code: _____
 Fund Cluster: _____ APP Project Code: _____
 Source of Fund: _____ Resp.Ctr.Code : _____

Project Title/Name (If in the APP, as indicated therein):

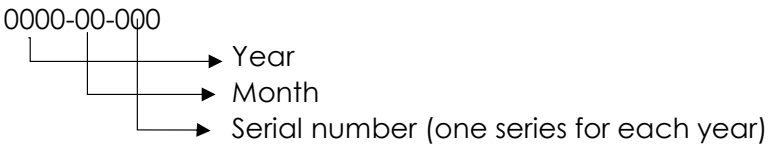
| Item No. | Description | Remarks/Reference |
|----------|---|-------------------|
| 1 | Technical Specifications/Scope of Work/ Program of Works/Terms of Reference | See Annex "A" |
| 2 | Delivery Period/Contract Duration and Terms of Payment | See Annex "B" |
| 3 | Delivery Terms and Conditions | See Annex "C" |
| 5 | Cost Breakdown and Estimates (Supported by existing Price Data or Market Survey, where necessary) | See Annex "D" |

Note: This ATP/PR, when approved, shall constitute the Project Procurement Management Plan (PPMP) for the procurement project and shall be deemed incorporated into the approved Work and Financial Plan (WFP) and the approved Annual Procurement Plan (APP) as supplement thereto, without need of further or subsequent modification of the WFP and APP. In compliance with the requirement under Section 3.2 of GPPB Circular 01-2020, the ATPs/PRs shall be submitted to and consolidated by the Procurement Planning and Management Division, in the case of the Central Office, and the designated BAC Secretariat in the case of the field offices and the IUs

| | | |
|---|--------------------------|--------------|
| | Requested by: | Approved by: |
| Signature : Printed Name : Position: Date : | Head of Office | |
| Signature : Printed Name : Position : Date : | Chief of Budget Division | |

AUTHORITY TO PROCURE
(ATP)

INSTRUCTIONS

- A. The ATP/PR is a form used by the End-user to request for authority to procure goods, services, infrastructure projects and consulting services and would have the same import as a Purchase Request under the GAAM.
- B. This form shall be accomplished as follows:
- a. Bureau/Service – name of the Bureau or Service
 - b. Division or Unit – name of the requesting office/division/section or unit
 - c. Fund Cluster – fund cluster name/code in accordance with UACS
 - d. Date/ATP No. – date ATP was prepared by the End-user and the number to be assigned to the ATP . It shall be numbered as follows:
0000-00-000

 - Year
 - Month
 - Serial number (one series for each year)
 - e. Responsibility Center Code – the assigned code of the cost/responsibility center requesting the purchase of item/s
 - f. Item No. – number assigned to the item being requested
 - g. Unit– unit of measurement of goods/property requested (i.e. piece, roll, box, ream, lot, etc.)
 - h. Item Description – Item I Procurement Project should contain the title of the project consistent with the title in the APP, or the proposed title, in case of emergency procurement and Item II Package/Lot/Item Description should reflect i-iv details
 - i. Quantity – quantity of goods/property requested to be procured
 - j. Estimated Unit Cost – estimated cost per unit of the goods/property being requested
 - k. Total Cost – estimated total cost of the goods/property being requested (Quantity x Unit Cost)
 - m. Purpose – a brief explanation of the purpose why the goods/property/service are being requested
 - n. Requested by – signature, printed name and designation of the person requesting the procurement of the item/s
 - o. Approved by – signature, printed name and designation of the person approving the procurement of the item/s. Refer to the Department Order designating the signing authority to concerned Officials for certain transactions
 - p. Certification of the availability of allotment – signature, printed name and designation of the person certifying as to the availability of budget to be earmarked for the project.

C. The PR shall be prepared in three copies distributed as follows:

- | | |
|------------|--|
| Original - | Requisitioning Department/Office/Division File |
| Copy 1 | Supply and/or Property Division/Unit File |
| Copy 2 | Finance Department, to support the payment |



Republic of the Philippines
Department of Education

Bureau/Service - Division/Unit

Proposed Technical Specification

Project Title: _____

General Specification

| |
|--|
| |
| |
| |
| |
| |

Detailed Specification

| Item | Description | |
|------|-------------|--------------------------|
| 1 | | Functional: |
| | | Performance: |
| | | Design: |
| | | Environmental Interface: |
| | | Comparative Description: |
| 2 | | Functional: |
| | | Performance: |
| | | Design: |
| | | Environmental Interface: |
| | | Comparative Description: |

Note:

Functional Specifications:

Describe here the functionalities in which the goods are expected to be utilized.

Performance Specifications:

Describe here the performance characteristics desired for the item, particularly indicating the manner or method by which the goods or services are expected to carry out the functions expected of them.

Design Specifications:

Describe here the precise measurements, tolerances, materials, in-process and finished product, tests, quality control and inspection measurements and other relevant information regarding the item desired to be procured.

Environmental Interface:

As may be applicable, describe here the environment in which the functions required of the goods and services sought to be procured are performed at the desired level.

Comparative Description (by standard or benchmarks):

As may be applicable, identify the item to be procured by another product, brand or exclusive standard which may already be known and is of desirable features and characteristics with the mandatory use of the "or its equivalent" phrase to allow competition.



Republic of the Philippines
Department of Education

Bureau/Service -Division/Unit

Program of Works

Project :
 Project ID :
 Location :
 Project Description :

Appropriation :
 Source of Fund :
 Target Start Date :
 Total Project Duration :

| DESCRIPTION OF WORKS TO BE DONE | QUANTITY | UNIT | AS ESTIMATED | | | |
|---------------------------------|--|------|--------------|--|-------------------|--|
| | | | % TOTAL | | TOTAL DIRECT COST | |
| Part I | Facilities for the Engineer | | | | | |
| Part II | Other General Requirements | | | | | |
| Project Component ID | PROJECT COMPONENT DESCRIPTION | | | | | |
| Part III | Civil, Mechanical, Electrical, and Sanitary/Plumbing Works | | | | | |
| Part A | Earthworks | | | | | |
| Part B | Plain and Reinforced Concrete Works | | | | | |
| Part C | Finishing Works | | | | | |
| Part D | Electrical Works | | | | | |
| Part E | Mechanical Works | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| EQUIPMENT | | BREAKDOWN OF EXPENDITURES | | | |
|-------------|----------|------------------------------------|--------------|---|--------------|
| DESCRIPTION | REQUIRED | | AS ESTIMATED | | AS ESTIMATED |
| | | 1. Labor | | a. Total Direct Cost | |
| | | 2. Materials | | b. OCN and Profit | |
| | | 3. Rental of Equipment | | c. Value Added Tax (5%) | |
| | | 4. Provisional Sum/Daywork | | d. Total Construction Cost | |
| | | 5. OCM and Profit | | e. Eng'g & Administrative Overhead, 0.25% | |
| | | 6. Value Added Tax (5%) | | f. RROW Acquisition | |
| | | 7. EAO, 0.25% | | g. Physical Reserved (Contingency) | |
| | | 8. RROW Acquisition | | | |
| | | 9. Physical Reserved (Contingency) | | | |
| | | TOTAL ESTIMATED COST: | | TOTAL ESTIMATED COST: | |

Prepared by : _____

Checked/Submitted by : _____

Recommending Approval : _____

Approved : _____



Republic of the Philippines
Department of Education

Bureau/Service -Division/Unit

Proposed Schedule of Requirements and Payment

Project Title: _____

A. Schedule of Requirements

| Item Number | Description | Quantity (*if staggard or in tranches, indicate quantity per tranche) | Delivery Period (*if staggard or in tranches, indicate periods per tranche) |
|-------------|-------------|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

B. Schedule of Payment

Note:

1. The standard DepEd payment arrangement as indicated in the conditions of contract, are as follows:

Advance Payment - A claim for advance payment not exceeding fifteen percent (15%) of the Contract Amount/Price shall be allowed and paid within sixty (60) calendar days form signing of the Contract. Provided that said claim is supported by an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank for an equivalent amount and remain valid until the goods are delivered.

Progress Payment - Supplier may submit a request for payment based on the monthly Progress Reports which shall include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and acceptance reports, including certification by supplier, as approved by duly authorized DepEd representative, that the items have been delivered on/or properly installed and commissioned in accordance with the contract. For the **initial progress payment**, minimum of 25% of the Contract Price shall be paid to the Supplier upon a minimum of 25% delivery of the requirement and duly accepted by DepEd's representatives.

Final Payment - shall constitute release of the retention money in case of expiry of the warranty period,

2. Under exceptional circumstances, and depending on the nature of the project and contract arrangement, different payment terms and conditions may be allowed. The proposed alternative payment arrangement is as follows:



Republic of the Philippines
Department of Education

Bureau/Service-Division/Unit

Cost Breakdown & Estimates (CONSULTANCY)

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

| Activity No.: _____ | Activity No.: _____ | Description: _____ |
|------------------------|---------------------|---------------------------|
| Price Component | Currency(ies) | Amount in Philippine Peso |
| Remuneration | | |
| Reimbursables | | |
| Miscellaneous Expenses | | |
| Total | | |

Prepared by:

Noted by:



Republic of the Philippines
Department of Education

Bureau/Service -Division/Unit

Cost Breakdown & Estimates (GOODS)

| ITEM: _____ | AMOUNT | REMARKS |
|--|--------|---------|
| Direct Cost (EXW) | | |
| - Cost of Goods | | |
| - Sales and Other Taxes | | |
| | | |
| Indirect Costs | | |
| - Cost of Other Incidental Services | | |
| Assembly and Installation | | |
| Commissioning | | |
| Training | | |
| - Cost of Freight, Transportation and Logistics to Final Destination | | |
| - Cost of Warranty | | |
| - Cost of Consumables | | |

Prepared by:

Noted by:



Republic of the Philippines
Department of Education

Bureau/Service -Division/Unit

Cost Breakdown & Estimates (SECURITY SERVICES)

| Items | PADPAO COMPUTATION Wage Order No. _____ | DepEd's Computation | | | |
|---|--|----------------------|---------------|------------------------|---------------|
| | | 12 HR Day Shift Duty | | 12 HR Night Shift Duty | |
| | | 0600-1800H | | 1800-0600H | |
| | | | No. of Guards | | No. of Guards |
| Days worked per week | | | | | |
| No. of days/year | | | | | |
| Amount to Guard: | | | | | |
| Daily Wage (DW) | | | | | |
| | | | | | |
| Ave. Pay/Month (DW x No. of days/year/12) | | | | | |
| *Night Differential Pay (Ave. Pay/Month x 10% x 1/3) (x1/2) | | | | | |
| 13th Month Pay (DW x 365/12/12) | | | | | |
| 5 Days Incentive Pay (DW x 5/12) | | | | | |
| COLA (10.00 x 377/12) | | | | | |
| Uniform Allowance (R.A. 5487) | | | | | |
| Overtime | | | | | |
| sub-total >>> | | | | | |
| | | | | | |
| *Night Diff. Pay (AMP x 10%) | | | | | |
| | | | | | |
| Amount to Government in Favor of Guard: | | | | | |
| Retirement Benefit (RA7641) (WDx22.5/12) | | | | | |
| SSS Premium (April 2019) | | | | | |
| Philhealth Contribution (MBSX2.75%/2) | | | | | |
| State Insurance Fund | | | | | |
| Pag-ibig Fund | | | | | |
| sub-total >>> | | | | | |
| | | | | | |
| TOTAL AMOUNT TO GUARD & GOVERNMENT: | | | | | |
| AGENCY FEE (Administrative Overhead and Margin): | | | | | |
| VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007) | | | | | |
| | | | | | |
| MINIMUM CONTRACT RATE PER MONTH | | | | | |
| MINIMUM CONTRACT COST PER MONTH | | | | | |
| MINIMUM CONTRACT RATE FOR ___ MONTHS | | | | | |

Note:

Agency Fee vary based on the Total Amount to SG & Gov't; recommended
 Agency Fee is 20%

TOTAL MANPOWER _____

TOTAL ESTIMATED COST PER MONTH

TOTAL ESTIMATED COST FOR ___ MONTHS

Prepared by:

Noted by:



Republic of the Philippines
Department of Education

(Office of the Approving Authority)

NOTICE OF AWARD

(Date)

(NAME OF AUTHORIZED REPRESENTATIVE)

(Position)

(NAME OF COMPANY)

(Address)

Project: _____

ABC: **PhP** _____

Dear **(Name of Authorized Representative)**:

We are pleased to notify you that the contract for the above Project is hereby awarded to your Company in the amount of **PHILIPPINE PESOS** _____ **ONLY (PhP** _____ **)**.

Kindly affix your signature on the space provided for below to indicate your formal acceptance of the award.

Failure to enter into contract with us shall constitute a sufficient ground for cancellation of this award, and imposition of appropriate sanctions.

Your Company's performance of its contractual obligations shall commence effective from the date of approval of the Contract between the Department of Education and your Company.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. Keep one copy and return the original within two (2) calendar days from receipt hereof to the issuing office.

Very truly yours,

(NAME OF HoPE)

(Position)

Head of Procuring Entity

Date: _____

CONFORME:

(Signature over Printed Name and Position)

(Name of Company)

(Date Signed)



Republic of the Philippines
Department of Education

(Office of the Approving Official)

NOTICE TO PROCEED

(Date)

(NAME OF AUTHORIZED REPRESENTATIVE)

(Position)

(NAME OF COMPANY)

(Address)

Project: _____

ABC: **PhP** _____

Dear **(Name of Authorized Representative)**:

The attached Contract in the amount of **PHILIPPINE PESOS** _____ **ONLY (PhP** _____ **)** only, inclusive of VAT, having been approved, this Notice is hereby given to **(NAME OF BIDDER)** that the firm's performance of its contractual obligations shall commence effective immediately from date of receipt of this Notice by the firm.

Therefore, you are responsible for performing said obligations in accordance with the terms, conditions and the implementation schedule of the Contract.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. Keep one copy and return the original within two (2) calendar days from receipt hereof to the issuing office.

Very truly yours,

(NAME OF APPROVING OFFICIAL)

(Position)

Date: _____

CONFORME:

(Signature over Printed Name and Position)

(Name of Company)

(Date Signed)