



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

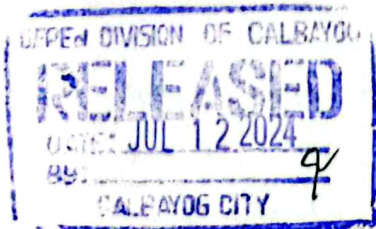
July 12, 2024


DIVISION MEMORANDUM
No. 359, s. 2024

CONDUCT OF BULK PROCUREMENT- Batch 2 FOR CY 2024

TO : CID Chief
OIC-SGOD Chief
Unit/Sections Head
Program Focal Persons
All Others Concerned

1. The Bids and Awards Committee of the Schools Division of Calbayog City hereby announces the conduct of Bulk Procurement-Batch 2 for FY 2024.
2. In accordance with this, all section/unit heads and Program Focal Persons are advised to prepare and submit the approved procurement documents for the trainings/workshops and other activities identified in your respective Work and Financial Plans, as well as those programs/activities with Sub-Allotment Release Orders to the Office of the Bids and Awards Committee.
3. Please refer to attached Enclosure No. 1, which provides comprehensive details of the procurement process based on the Project SPAT (Strategic Procurement Awarding and Transparency System). This document is essential for your guidance and reference, emphasizing its importance in understanding the procedures involved.
4. The submission deadline for the procurement documents is on or before July 30, 2024. Late submissions will not be accepted.
5. Immediate dissemination and strict compliance with this memorandum are mandatory to ensure the timely processing of procurements.
6. For inquiries or assistance regarding the preparation and submission of procurement documents, please coordinate with the Bids and Awards Committee Secretariat.




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Officer In-Charge
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Enclosure No. 1

Project **SPAT: Strategic Procurement Awarding and Transparency System**

PROCUREMENT PROCESS:

I. Preparing Purchase Request (PR), supporting documents and securing signatures

A. Preparing the Purchase Request with the following attachments:

1. APP or Revised APP
2. PPMP
3. Original copy of the Division Memorandum
4. Detailed Budgetary Requirement signed by Requesting Official, Budget Officer as to availability of allotment and SDS for approval
5. Activity Code from the PMIS signed by the PMIS
6. Activity Request (for Activity included in the PMIS-WFP)
7. Training Design /Training Matrix Proposal
8. Agency Procurement Request (for Goods)
9. Other necessary/supporting documents as needed.

Note 1:

Do not indicate any date on the PR. The supply Office will be the one to write the date on the day they receive the PR for recording. Procurement for ICT should be evaluated and countersigned by the ITO

Time: 30 calendar days before the conduct of activity

Note 2:

If the activity is not included in the approved PMIS- WFP and APP or constitutes or embodies a modification thereof, the requirements in items I.A.4 & 5 are to be substituted with the following documentary requirements:

a. an Authority to Conduct (ATC) is required for holding the activity, which shall be prepared compliance to Strict Implementation of PMIS in accordance with the following signing authorities:

1. Division Chief Concerned
2. Division Budget Officer as to availability of Allotment
3. Schools Division Superintendent for approval

b. SARO for the activity is to be attached.(if any -for the Program Support Funds)
=>Upon receipt of the Sub-ARO, the focal person/program coordinator shall prepare and submit the following:

1. Detailed Budgetary Requirement
2. Supplemental PR, PPMP and APP
3. PMIS-Work & Financial Plan (WFP) (applicable for Program support fund)
4. Guidelines

II. Submitting accomplished PR to Supply Office for recording and for the PR Number and the date.

Time: 5 minutes per PR

III. The end user submits the PR and its attachments (procurement documents) to the BAC office for proper action.

Time: 30 calendar days before the conduct of activity

IV. BAC STAFF perform the following:

1. Post the activity in the PhilGeps Website if the ABC is more than 50 thousand pesos.
2. Prepares three Request for Price Quotation (RFQ).
3. BAC staff submits the RFQ to the canvasser.

Time: 1 day

V. CANVASSEER performs the following:

1. Look for at least three (3) suppliers/ service providers.
 2. Inquire and inform supplier /provider that BIR Registered Delivery Receipt will be required for goods)
 3. Have the supplier sign the proof of service.
 4. After doing the canvass, submits the three (3) sealed price quotations to BAC STAFF for recording and drop the same to the sealed box.
- Time: 7 days

VI. BAC MEMBERS perform the following:

1. Open three(3) sealed price quotations and award it to the lowest price bid who meet the specifications indicated in the Purchase Request.

Note: Winning bidder or supplier should have attached Mayor's Business Permit, DTI Certificate and Philgeps registration (if required).

Time: 1 day

VII. BAC Staff inform the End User of the status whether the procurement is successful or failure.

Time: After opening of RFQ

VIII. BAC STAFF prepares Abstract of Bids, Purchase Order (no date indicated) and BAC Resolution.

Time: 3 days

Note: Insert Routing of Purchase Order (P.O)

1. Budget - 1 day
2. Accounting - 3 days
3. SDS - 1 day

IX. After the Abstract of Bids, Purchase Order and BAC Resolution has been signed by the proper signing authorities, the signed Purchase Order shall be submitted to the Supply Office for recording, dating, and numbering.

Note: After PO has been recorded, dated, and numbered, the job of the BAC Staff ends. All procurement documents for that particular activity should be forwarded to the End User.

Time: 5 minutes

X. End user implement the PPA.

- => Take Pictures of the food served,
- => head count of the participants and backdrop, and attendance of participants must be taken.

Time: as reflected in the memorandum

XI. END USER after the conduct of the activity prepares the following:

A. For Catering Services

1. Disbursement Voucher(DV)
2. Obligation Request & Status(ORS/BURS)
2. Activity Completion Report (ACR)
3. Original & Photocopy of Attendance Sheet
4. Pictures (Activity, Food & Backdrop)
5. Billing Statement
6. Photocopy of other supporting documents specified

B. For Goods

1. Distribution List

Note: End user submits the procurement documents and post activity documents to the Supply Office.

Time: 3 days after the activity

XII. SUPPLY OFFICE prepares

Inspection and Acceptance Report.
Time: 1 day

XIII. Supply Office forwards the
documents to the Budget Office.

Note: integrate in XII

XIV. BUDGET OFFICE verifies the documents and the Budget Officer signs & Certify the transaction in the Box B of Obligation Request & Status (ORS) or Budget Utilization Request & Status(BURS) and forward the documents to the Accounting Office.

Time: 1 day

XV. ACCOUNTING OFFICE prepares LDDAP and BIR Form.

Examine the transaction documents, the Accountant signs & Certify the Disbursement Voucher (DV) for payment and forward the same to the Cashier's Office.

Time: 1 day

XVI. CASHIER'S OFFICE prepares check for payment.

Time: 1 day

XVII. Cashier's Office forward the check and DV to the SDS Office for the SDS signature.

Note: integrate with XVI

XVIII. CASHIER'S OFFICE forwards ACIC and LDDAP to DBP for crediting payment to supplier.

Time: 1 day

Prepared by:


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OIC-Assistant Schools Division Superintendent/
Bids and Awards Committee (BAC) Chairman

Approved:


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OIC-Schools Division Superintendent 