

## Republic of the Philippines **DEPARTMENT OF EDUCATION**

Region I **SCHOOLS DIVISION OFFICE DAGUPAN CITY** 



October 24, 2018

TN4 2097

## DIVISION MEMORANDUM NO. 357 s. 2018

To

**Assistant Schools Division Superintendent** 

Chief Education Supervisors, CID & SGOD

All focal persons/committee chairs and members regarding hosting of NFOT

Division Bids & Awards Committee (BAC), BAC Secretariat

& Technical Working Group (TWG)

From:

Office of the Schools Division Superintendent

Subject:

Procurement Procedures and Guidelines Relevant to Hosting of National Festival of

Talents (NFOT)

1. Per R.A. 9184, all government procurements shall pass through proper bidding procedures for transparency and efficiency in the use of government funds.

- 2. Relevant to our hosting of the National Festival of Talents (NFOT) come January 28- February 1, 2019, we are authorized by the Central Office to procure the needed contest materials, equipment, food and transport services, rentals and other paraphernalia necessary for the successful conduct of this significant national event.
- To facilitate our procurements in such a way that we can finalize our schedules especially that it is the end of the quarter of 2018 already and the BAC has lined up activities to finish before the end of the year, the following timelines and requirements for procurement are to be accomplished:
  - a. All focal persons/committee chairs shall submit to the Division BAC their respective Project Procurement Management Plan (PPMP's) and Work and Financial Plan (WFP's) per contest area/committee as inputs to the Annual Procurements Plan (APP) required for procurement and basis for the preparation of Purchase Request and Purchase Order before actual purchasing be done. Such PPMP's and WFP's be submitted on or before October 28, 2018. (PPMP and WFP Templates as attached.) These will be presented by the focal persons/committee chairs during the planning meeting with the Regional Office Secretariat.
  - b. The Division BAC will meet with all the focal persons/committee chairs on NFOT on Monday, October 29, 2018 at the Division Executive Room, SDO-Dagupan City at 3 p.m.
  - c. The schedule of procurement will start on the first week of November 2018 for the pre-bid conferences and first & second week of December 2018 for the Opening of Bids by the Division BAC. End users/focal persons are invited as observers in the BAC Conferences. (Pls. see attached schedule).

For your information, guidance and compliance.

DR. LORNA G BUGAYONG, CESO VI

Schools Division Superintendent

	PROGRAM PROJECT	PHYSI CAL TARGE T	FINANCIAL REQUIREMENT (ABC)	PROCUREMENT STAGE					CONTRACT	TARGET	
				PUBLICATION/ADV ERTISEMENT	PRE-BID	BID-OPENING	TARGET ISSUANCE OF NOA	TARGET ISSUANCE OF NTP	PERIOD	COMPLETION	REMARK
	NFOT - LED	1	1,590,000.00	OCTOBER 24 - NOVEMBER 5, 2018	OCTOBER 31, 2018	NOVEMBER 14, 2018	NOVEMBER 22 - 29, 2018	NOVEMBER 22 - 29,2018		NOVEMBER 22, 2018	į
	NFOT - APPLIANCES	·	e		NOVEMBER 15, 2018	NOVEMBER 29, 2018	DECEMBER 10-17, 2018	DECEMBER 10-17, 2018	20 DAYS	JANUARY 18, 2018	A-9 (2) 4-6 (1) 4-7 (2) 4-7 (4)
	NFOT - CONTEST MATERIALS/GENERAL MATERIALS				NOVEMBER 15, 2018	NOVEMBER 29, 2018	DECEMBER 10-17, 2018	DECEMBER 10-17, 2018	20 DAYS	JANUARY 18, 2018	
	NFOT - CATERING			NOVEMBER 6-18, 2018	NOVEMBER 14, 2018	NOVEMBER 27, 2018	DECEMBER 8-15, 2018	DECEMBER 8-15, 2018	20 DAYS	JANUARY 16, 2018	
	NFOT - RENTALS			NOVEMBER 6-18, 2018	NOVEMBER 14, 2018	NOVEMBER 27, 2018	DECEMBER 8-15, 2018	DECEMBER 8-15, 2018	20 DAYS	JANUARY 16, 2018	
	NFOT - TRANSPORTATION/ACCOMO DATION				NOVEMBER 14, 2018	NOVEMBER 27, 2018		DECEMBER 8-15, 2018	20 DAYS	JANUARY 16, 2018	
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