



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

29 June 2021

DIVISION MEMORANDUM

No. _____, s, 2021

Conduct of Procurement Activities for 2021 BEFF Projects

To: BAC Members
 BAC Secretariat
 SGOD Chief
 Division Physical Facilities Coordinator
 School Heads of Recipient Schools
 School Physical Facilities Coordinators
 All Others Concerned

ADVANCE COPY

1. The Division of Baguio through the Bids and Awards Committee (BAC) will be conducting the procurement for “2021 Basic Education Facilities Fund Repair of Classrooms” for the four (4) identified schools namely Irisan Elementary School, Kias Elementary School, Happy Hallow National High School, and Baguio City High School – Hillside Annex.

2. The activities to be conducted are as follows:

Activity	Date
Pre Bid Conference	July 8, 2021 at 9:00 AM
Opening of Bids	July 19, 2021 at 9:30 AM
Post Qualification and Evaluation	July 20-22, 2021

3. The objectives of the activity are the following:

- a. To inform and provide instructions to interested bidders on the requirements and preparation of responsive proposal for the project to be bid;
- b. To answer clarifications of interested bidders;
- c. To select and award the contract to the bidder having submitted the proposal that best meets the objective of the government and/or the best deals for users.

4. Participants of the activities are:

Participants/Designation/Position	Number
BAC Members	7
BAC Secretariat	4
SGOD Chief	1
Physical Facilities Coordinators	5
School Heads	4
School Physical Facilities Coordinators	4
Observers	2
Prospective/Interested Bidders	

5. The BAC Secretariat will discuss the content of the Bidding Documents while Division Physical Facilities Coordinators will discuss the Program of Works (POW), Bill of Quantities (BOQ) and Drawings of the projects during the Pre-Bid Conference.



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6. Participants are directed to strictly observe the minimum health standards / protocols during the entire duration of the meeting.
7. For your information, guidance and compliance.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

