



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



August 20, 2021

OFFICE MEMORANDUM

No. 227, s. 2021

**REITERATING THE PROMPT SUBMISSION OF MANDATORY REQUIREMENTS FOR
PROCUREMENT PURPOSES**

To: All Program Owners/End-users
Others Concerned
(Division Office Proper)

1. Relative to the issued BAC Resolution Nos. 205, 206 and 2007, series 2021 on the Reiteration of the Submission of Complete Documentary Requirements for Request for Alternative Method of Procurement within the Period for Processing Thereof (MOOE and with SUB-ARO above, Php50,000.00 and below, and emergency cases) and in adherence to the governing principles on government procurement indicated in RA 9184 or also known as the "Government Procurement Reform Act," this Office directs all program owners/end-users to promptly submit mandatory requirements for procurement purposes.

2. To ensure proper implementation of procurement process, the program owner/end-user shall comply with the following guidelines:

- 2.1. For MOOE and with Sub-ARO above Php50,000.00, the program owner/end-user shall submit all the documentary requirements at least one (1) month prior to the conduct of program, activity or project.
- 2.2. For MOOE and with Sub-ARO for Php50,000.00 or less, all the documentary requirements shall be submitted at least two (2) weeks prior to the date of program, activity or project.
- 2.3. For emergency cases, all the documentary requirements shall be submitted immediately after the emergency purchase or prior thereto.
- 2.4. The documentary requirements are as follows:
 - A. From MOOE Fund
 1. Approved Activity Request/Proposal
 2. Approved and numbered Purchase Request with complete specifications
 - Additional document for emergency cases:**
 3. Certification indicating the existence and veracity of the ground/s allowing emergency procurement
 - B. With Sub-ARO
 1. Approved Individual Annual Procurement Plan (APP)
 2. Approved Work and Financial Plan (WFP)
 3. Approved Project Procurement and Management Plan (PPMP)
 4. Copy of Sub-ARO
 5. Approved Activity Request/Proposal
 6. Approved and numbered Purchase Request with complete specifications
- 2.5. The BAC secretariat shall prepare Resolution Resorting to Alternative Method of Procurement only when the aforementioned documents are complete.

3. Attached to this memorandum is a copy of the BAC Resolutions for reference.

4. For more information and queries, please contact the BAC secretariat, Mr. Harriz G. Dizon or Ms. Rachell C. Flordeliza, Schools Division Office-ICT Unit through email: depedbaguiobac@gmail.com

5. For information, guidance and compliance.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

RESOLUTION NO. 205 S. 2021

**REITERATION OF THE SUBMISSION OF COMPLETE DOCUMENTARY REQUIREMENTS FOR
REQUEST FOR ALTERNATIVE METHOD OF PROCUREMENT WITHIN THE PERIOD REQUIRED FOR
PROCESSING THEREOF
(MOOE and with SUB-ARO for ₱ 50,000.00 or less)**

WHEREAS the Bids and Awards Committee (BAC) hereby reiterates that the processing of every request for Alternative Method of Procurement (AMP) shall commence from the submission of complete documents which is at least **two (2) weeks** prior to the date of Program, Activity and Project (PAP) implementation;

WHEREAS the documentary requirements for all the different AMP are as follows:

A. From MOOE Fund

1. Approved Activity Request/Proposal and;
2. Approved Purchase Request with complete specifications;

B. With Sub-ARO

1. Approved Individual Annual Procurement Plan (APP);
2. Approved Work and Financial Plan (WFP);
3. Approved Project Procurement Management Plan (PPMP);
4. Copy of Sub-ARO;
5. Approved Activity Request/Proposal;
6. Approved Purchase Request with complete specifications;

WHEREAS the BAC Secretariat shall prepare Resolution Resorting to Alternative Method of Procurement only when said documents are complete;

WHEREAS Request For Quotation (RFQ) shall be prepared when Resolution Resorting to Alternative Method of Procurement is issued and be floated and submitted back to BAC Secretariat within three (3) days from its release to PAP's owners and canvassers;

WHEREAS the PAP's owners shall submit the Post Qualification and Evaluation Report (PQER) within three (3) days once the lowest quote is identified by the BAC;

WHEREAS the BAC Secretariat will prepare the following documents upon receipt of PQER within at least five (5) days prior to the implementation of PAPs which must be within the two (2) weeks processing period:

- A. Resolution To Award (RTA);
- B. Abstract of Bids;
- C. Notice of Award;
- D. Contract / Purchase Order (PO);
- E. Notice To Proceed

WHEREAS all Goods and Services requested by PAP's owners will only be delivered once the NTP is received and signed by the winning supplier;

WHEREAS the inspection of said Goods and Services shall be within the period required for processing of the request for procurement;

WHEREAS no PAPs shall be implemented without undergoing the procurement process;



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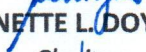


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NOW THEREFORE, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, that PAPs owners are to submit complete documentary requirements and abide with the procurement timeline prior to implementation of activities;


RESOLVED FINALLY, this August 19, 2021, Baguio Division Office Conference Hall, Baguio City.


JULIET C. SANNAD
BAC Chairperson


ATTY. ANNETTE L. DOYAOEN
BAC Vice-Chairperson


FRANCISCO C. COPSIYAN
BAC Member


NIÑO TIBANGAY
BAC Member


NIEVES D. EBANIO
BAC Member

APPROVED:


FEDERICO P. MARTIN, Ed.D., EdD, CEEd, CESO V
Schools Division Superintendent

Approved on _____
(date of approval)



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Department of Education
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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

RESOLUTION NO. 206 S. 2021

**REITERATION OF THE SUBMISSION OF COMPLETE DOCUMENTARY REQUIREMENTS FOR
REQUEST FOR ALTERNATIVE METHOD OF PROCUREMENT WITHIN THE PERIOD REQUIRED FOR
PROCESSING THEREOF
(MOOE and with SUB-ARO above ₱ 50,000.00)**

WHEREAS the Bids and Awards Committee (BAC) hereby reiterates that the processing of every request for Alternative Method of Procurement (AMP) shall commence from the submission of complete documents which is at least **one (1) month** prior to the date of Program, Activity and Project (PAP) implementation;

WHEREAS the documentary requirements for all the different AMP are as follows:

A. From MOOE Fund

1. Approved Activity Request/Proposal and;
2. Approved Purchase Request with complete specifications;

B. With Sub-ARO

1. Approved Individual Annual Procurement Plan (APP);
2. Approved Work and Financial Plan (WFP);
3. Approved Project Procurement Management Plan (PPMP);
4. Copy of Sub-ARO;
5. Approved Activity Request/Proposal;
6. Approved Purchase Request with complete specifications;

WHEREAS the BAC Secretariat shall prepare Resolution Resorting to Alternative Method of Procurement only when said documents are complete;

WHEREAS Request For Quotation (RFQ) shall be prepared when Resolution Resorting to Alternative Method of Procurement is issued and be posted in PhilGEPS website and in any conspicuous place for seven (7) calendar days;

WHEREAS prepared RFQ shall likewise be floated and submitted back to BAC Secretariat within three (3) days from its release to PAP's owners and canvassers

WHEREAS the PAP's owners shall submit the Post Qualification and Evaluation Report (PQER) within three (3) days once the lowest quote is identified by the BAC;

WHEREAS the BAC Secretariat will prepare the following documents upon receipt of PQER within at least five (5) days prior to the implementation of PAPs which must be within the one (1) month processing period:

- A. Resolution To Award (RTA);
- B. Abstract of Bids;
- C. Notice of Award;
- D. Contract / Purchase Order (PO);
- E. Notice To Proceed

WHEREAS all Goods and Services requested by PAP's owners will only be delivered once the NTP is received and signed by the winning supplier;

WHEREAS the inspection of said Goods and Services shall be within the period required for processing of the request for procurement;



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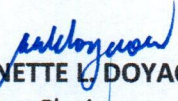
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WHEREAS *no* PAPs shall be implemented without undergoing the procurement process;

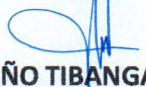
NOW THEREFORE, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, that PAPs owners are to submit complete documentary requirements and abide with the procurement timeline prior to implementation of activities;


RESOLVED FINALLY, this August 19, 2021, Baguio Division Office Conference Hall, Baguio City.


JULIET C. SANNAD
BAC Chairperson

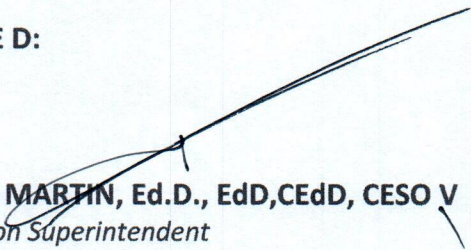

ATTY. ANNETTE L. DOYAOEN
BAC Vice-Chairperson


FRANCISCO C. COPSIYAN
BAC Member


NIÑO TIBANGAY
BAC Member


NIEVES D. EBANIO
BAC Member

APPROVED:


FEDERICO P. MARTIN, Ed.D., EdD, CEEd, CESO V
Schools Division Superintendent

Approved on _____
(date of approval)



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RESOLUTION NO. 207 S. 2021

REITERATION OF THE SUBMISSION OF COMPLETE DOCUMENTARY REQUIREMENTS FOR REQUEST FOR ALTERNATIVE METHOD OF PROCUREMENT WITHIN THE PERIOD REQUIRED FOR PROCESSING THEREOF (Emergency Cases)

WHEREAS the Bids and Awards Committee (BAC) hereby reiterates that the processing of every request for Alternative Method of Procurement (AMP) shall commence from the submission of complete documents which is at least **two (2) weeks** for requests with an Approved Budget for the Contract (ABC) of ₱50,000.00 and below prior to the date of Program, Activity and Project (PAP) implementation;

WHEREAS as stated in RA 9184 under Section 53.2, procuring entities may resort to Emergency Procurement in any of the following instances:

- A. In case of imminent danger to life or property during a state of calamity, or
- B. When time is of the essence arising from natural or man-made calamities or
- C. Other causes where immediate action is necessary:
 1. to prevent damage to or loss of life or property, or
 2. to restore vital public services, infrastructure facilities and other public utilities.

WHEREAS immediately after the emergency purchase or prior thereto, PAP owners are to submit the documentary requirements for AMP – Negotiated Procurement – Emergency Cases which are as follows:

A. From MOOE Fund

1. Certification indicating the existence and veracity of the ground/s above stated signed by the Head of Procuring Entity (HoPE);
2. Approved Activity Request/Proposal and;
3. Approved Purchase Request with complete specifications;

WHEREAS the BAC Secretariat shall prepare Resolution Resorting to Alternative Method of Procurement Negotiated Procurement – Emergency Cases only when said documents are complete;

WHEREAS Request For Quotation (RFQ) shall be prepared when Resolution Resorting to Alternative Method of Procurement is issued and be floated and submitted back to BAC Secretariat within the day from its release to PAP's owners;

WHEREAS the BAC Secretariat will prepare the following documents upon receipt of RFQ which must be submitted together with the other documents:

- A. Resolution To Award (RTA);
- B. Abstract of Bids;
- C. Notice of Award;
- D. Contract / Purchase Order (PO);
- E. Notice To Proceed



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NOW THEREFORE, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, that PAPs owners are to submit complete documentary requirements and abide with the procurement timeline prior to implementation of activities;

RESOLVED FINALLY, this August 19, 2021, Baguio Division Office Conference Hall, Baguio City.


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