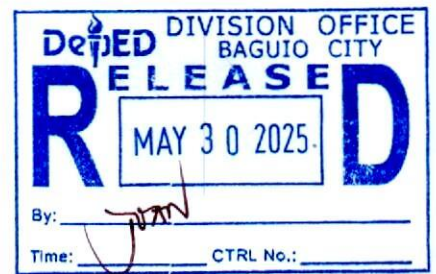




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 30, 2025

OFFICE MEMORANDUM
No. **034,2025**

**REITERATION OF REQUIRED PROCUREMENT ATTACHMENTS AND UPDATED
SIGNATORIES OF THE SUPPLIER EVALUATION FORM**

To: All the Functional Divisions
Program Owners
Focal Person
Others Concerned

1. In line with our ongoing commitment to ensuring strict compliance with procurement laws and regulations, this memorandum serves as a reminder to all concerned program owners and focal persons to **submit complete documentary requirements** prior to the preparation of any **Request for Quotation (RFQ)** or **Invitation to Bid (ITB)**. The required documents include, but are not limited to, the following:

- a. Approved Market Survey (Annex 1);
- b. Market Survey Report Duly Signed (Annex 2);
- c. Approved Work and Financial Plan (WFP);
- d. Approved Project Procurement Management Plan (PPMP);
- e. Approved Annual Procurement Plan (APP);
- f. Approved Project Proposal/Activity Request;
- g. Harmonized Gender and Development Guidelines (HGDG) for training;
- h. Approved Purchase Request (PR); and
- i. Other Required Documents to ensure the compliance with the procurement guidelines and criteria

2. Additionally, this is to inform that the **Supplier Evaluation Form (SEF)** (Annex 3) has been updated to reflect the revised list of **authorized signatories**, changing from the Technical Working Group (TWG) to the designated Inspectorate Member.

3. All concerned are hereby advised to **use the updated version of the SEF**, which is attached to this memorandum, **effective immediately**.

4. This is issued for your information, guidance, and **strict compliance**.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent



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

Date:

To the Manager,

Warm greetings!

The Department of Education, Schools Division of Baguio City, is seeking quotations for **xxxxxx**. We would appreciate it if you could provide us with your best price quotation for the following items:

Item	Qty	Unit Price	Total
(PROVIDE SPECIFICATION) EXAMPLE: RJ45 Crimping Tool , Pass Through (CAT6) with 2pcs replaceable blades			
Item	Qty	Unit Price	Total
(PROVIDE SPECIFICATION)			
Item	Qty	Unit Price	Total
SUPPLIER			
ADDRESS:			
SUPPLIER'S CONTACT NUMBER			
SUPPLIER EMAIL			

Thank you for your prompt attention to this request. Should you have any questions or require further information, please do not hesitate to contact us through our point person, **end user**, via **cp no.** or **email**

Sincerely,

CARMEL F. MERIS

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



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SCHOOLS DIVISION OF BAGUIO CITY

MARKET SURVEY REPORT

PROCUREMENT ACTIVITY/TITLE: _____

PROGRAM OWNER/FOCAL PERSON: _____

DATE: _____

I. BACKGROUND

The (specify functional division/section/unit) identifies the need for the procurement of (items, particulars) for the implementation of _____. In compliance with the Philippine Procurement Law, a market survey was conducted to determine the prevailing market prices and suppliers.

II. PURPOSE OF THE MARKET SURVEY

This Market Survey Report is prepared to support the procurement of _____

by identifying potential suppliers, collecting current market prices, terms of reference, specifications and analysing the availability and competitiveness of the required goods. The results will provide for the Approved Budget for the Contract (ABC).

III. DESCRIPTION OF REQUIREMENTS/SPECIFICATIONS

ITEM/PARTICULARS	SPECIFICATIONS/ DESCRIPTION/TERM OF REFERENCE	QUANTITY	UNIT

IV. METHODOLOGY

The market survey was conducted through the following methods *(please select all that apply, sourcing from **at least two (2) suppliers** is required):*

- ☐ a. Direct price quotations from local suppliers in _____ and nearby areas
- ☐ b. Online prices from local distributors and e-commerce platforms
- ☐ c. Review of recent procurement contracts from PhilGEPS
- ☐ d. Others (please specify): _____



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Note: Additional columns may be added as necessary. A minimum of two (2) suppliers is required for proper comparison. *Revisions to the template are allowed, provided that **all required data fields are retained.***

[illegible]



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VI. FINDINGS AND ANALYSIS

Note: Provide a narrative that summarizes the results of the market survey and supports the procurement decision. The narrative **should include**, but is **not limited** to, the following key points:

- a. Confirmation that the Approved Budget for the Contract (ABC) stated in the Purchase Request **does not exceed** the highest price listed in **Section V: Summary of Market Data Collected**.
- b. A cost-benefit analysis justifying the procurement of the venue and related activities conducted outside the Schools Division Office Training Halls, highlighting efficiency, accessibility, capacity, and value for money.
- c. Statement of the validity period of the quoted prices, which should not exceed thirty (30) calendar days from the date of collection.
- d. Reference to the **applicable guidelines or policies** provided for the implementation of the program.
- e. Any **other relevant findings or considerations**, such as supplier terms, logistical advantages, or potential risks identified during the market survey.

VII. RECOMMENDATION

Based on the survey, the following Approved Budget for the Contract (ABC) is recommended:

No.	ITEM/PARTICULARS	UNIT COST (PHP)	QTY	TOTAL COST (PHP)
	TOTAL ABC			P

In view of the foregoing, we recommend the ABC per item and total ABC as **reflected in the purchase request (PR)** for the procurement of _____, subject to the availability and compliance of quotations with technical specifications.

**VIII. ANNEXES
EXAMPLE**

- a. Annex A: Supplier Quotation
- b. Annex B: Brochures from Suppliers if applicable
- c. And other relevant documents if any



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SCHOOLS DIVISION OF BAGUIO CITY

Prepared by:

Program Owner/Focal Person/End-User Unit

Reviewed by:

Technical Working Group

Noted by:

CARMEL F. MERIS

BAC-Chairperson,



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
SUPPLIER EVALUATION FORM

Date of Review: _____
Reviewed by: _____
END USER Inspector Inspector
Activity: _____

Vendor/Supplier Information

SERVICES RENDERED:

SUPPLIER:

ADDRESS/ LOCATION:

SUPPLIER CONTACT NUMBER: _____

CONTACT PERSON

Vendor Evaluation	1	2	3	4	5
Timeliness of delivery					
Quality of Parts/Products/Materials/Food upon delivery					
Overall Quality of Parts/Products/Materials/Food					
Quantity of Parts/Products/Materials/Food upon delivery					
Competitiveness of Price					
Quality of Service Provided					
Competitiveness of terms and conditions					
Quality of Designed Compared to Specification given by end user					
Capability					
Company History					
Technical Support/Assistance					
TOTAL					

Comments/Remarks:

RATING SYSTEM:

Rating System:	Very	5
	Good	
	Good	4
	Average	3
	Poor	2
	Very Poor	1
	Negative	0

Take the total points from each rated block and divide by the total block rated for the supplier. Total Points from Blocks / Total Blocks Rated + _____ must be >, if < or = to 2, supplier development must be considered