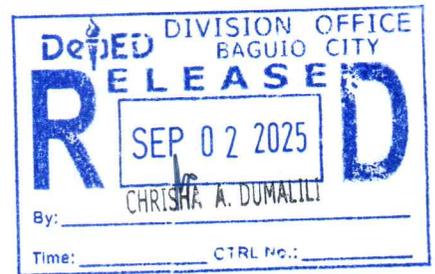




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



September 2, 2025

DIVISION MEMORANDUM

No. **531-2025**

ADOPTION OF MARKET SCOPING, RECEIPT AND POSTING OF QUOTATIONS FOR SMALL VALUE PROCUREMENT (SVP)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Section/Unit Heads
 Public Schools District Supervisors
 Public School Heads
 All Others Concerned

1. This serves to formally adopt and implement the Bids and Awards Committee (BAC) Resolution No. 240 s. 2025, which recommends the implementation of Market Scoping, and the receipt and posting of quotations for Small Value Procurement (SVP) through the Philippine Government Electronic Procurement System (PhilGEPS), the agency website and conspicuous places in accordance with the provisions of Republic Act No. 12009 (The New Government Procurement Act) and its Implementing Rules and Regulations.

2. The BAC Resolution No. 240 s. 2025 provides the following:

- a. Mandates the conduct of Market Scoping as provided for by RA 12009 and its relevant Implementing Rules and Regulations (IRR) (**herein enclosure 1**), and require the submission of MS Annex 1 (**herein enclosure 2**) as a mandatory documentary attachment during procurement planning and in the preparation of the Approved Budget for the Contract (ABC);
- b. Requires the posting of the Request for Quotation (RFQ) for Small Value Procurement (SVP) on the PhilGEPS, the agency's website, and in a conspicuous place for a period of three (3) days, except for procurements amounting to ₱200,000.00 or less. However, procurements valued at ₱200,000.00 or below shall still be posted in the agency website and in conspicuous even if the three-day posting period is not applicable;
- c. Adopts the provision that the BAC shall proceed with the evaluation of quotations upon receipt of at least one (1) quotation, and that the deadline for the submission of quotations shall be extended in cases where no quotations have been received by the specified deadline.

3. In view of the foregoing, this memorandum amends items no. 1 (a) and 1 (b) of Office Memorandum 024 . 2025 (Reiteration of Required Procurement Attachments and Updated Signatories of the Supplier Evaluation Form) by substituting the Market Survey and Market Survey Report with Market Scoping and MS Annex 1.

4. For immediate compliance and strict implementation.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
 OIC-Assistant Schools Division Superintendent



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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 **(provide specific purpose)** . We would appreciate it if you could provide us with your best price quotation for the following items:

Item	Qty	Unit Price	Total
<p>NOTE:</p> <ul style="list-style-type: none"> a. Requested item b. Specify technical requirements <ul style="list-style-type: none"> -character (plastic/metal, etc) -performance (durable, original, genuine) c. applicable dimension d. size e. weight (when applicable) f. warranty details g. payment terms - (note: to indicate payment one month after completion of post procurement documents) (subject to change) <p>MEALS:</p> <ul style="list-style-type: none"> a. specify menu (if with in house menu- there is an attached menu for hotels as venue) b. if conducted here at the SDO - indicate the proposed menu by the program owner c. compliance with green procurement - (no bottled water/juice, no plastic utensils/no wooden spoon, no styrofoam pack, no styrofoam cup, bring your own mugs/tumbler or supplier provides mugs/cups all through out the activity) d. on site- assisted/controlled buffet style, no packed foods e. indicate how many caterer's staff to assist during the activity (include in the costing) 			
<p>Price validity Expected delivery timeframe</p>			
<p>Disclaimer: This is not a Request for Quotation or a commitment to purchase. This market survey is for information-gathering purposes only to guide the preparation of procurement documents</p>			

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,

PROGRAM OWNER

Reviewed by:

(at least 2 TECHNICAL WORKING GROUP (TWG MEMBERS))



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

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

3. MARKET SCOPING ACTIVITY/IES CONDUCTED *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
		sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken: _____	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*

- ii. The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.

4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. Project Cost Estimate [Does the cost estimate align with current market prices?]		(recommendation: attach MC Annex 1 (with specifications))
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]		
c. Technical Criteria [Does the market support the proposed technical requirements?]		(recommendation for finalized specs)
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements		

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
[Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:
**Personnel-in-Charge, End-User or
 Implementing Unit**

Approved by:
Head, End-User or Implementing Unit

(NOTE:
 Signatories for Head of Functional
 Divisions:

OSDS – CARMEL F. MERIS
 OIC-Assistant Schools Division
 Superintendent

SGOD- NINO M. TIBANGAY
 Chief Education Supervisor

CID- JULIET C. SANNAD EdD
 Chief Education Supervisor

**[Signature over Printed Name]
 [Position/Designation]
 [Date]**

**[Signature over Printed Name]
 [Position/Designation]
 [Date]**