



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

December 9, 2025

DIVISION MEMORANDUM

No. **813-2025**

**ADOPTION OF THE STANDARD PROCUREMENT FORMS AS PROVIDED BY
THE NEW GOVERNMENT PROCUREMENT ACT (REPUBLIC ACT 12009)
AND SUBMISSION OF PROCUREMENT DOCUMENTS**

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

1. The Government Procurement Policy Board (GPPB) has approved the Standard Forms for Procurement in accordance with Republic Act No. 12009, also known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations, on 14 May 2025.

2. These Forms were developed to align with the provisions of RA 12009, and include improvements to ensure uniformity, efficiency, and accountability in all government procurement processes.

3. The approved Standard Forms for procurement activities under the NGPA are:

- a) Market Scoping Checklist;
- b) Project Procurement Management Plan;
- c) Annual Procurement Plan;
- d) Philippine Bidding Documents for Goods, Infrastructure Projects, Consulting Services;
- e) PBD- Related Forms:
 - i. Omnibus Sworn Statement;
 - ii. Bid Form for the Procurement of Goods and Infrastructure Projects
 - iii. Bid Securing Declaration
 - iv. Contract Form
 - v. Performance Securing Declaration
 - vi. Price Schedule for Goods Offered from within the Philippines
 - vii. Price Schedule for Goods Offered Abroad

4. These forms aim to simplify procurement documentation, promote consistency, and ensure compliance during the transition to RA 12009. They cover key areas such as planning, bidding, and related documents needed for transparency and regulatory compliance.



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5. GPPB Resolution No. 03-2025 requires all Procuring Entities to use these Standard Forms starting on September 21, 2025.
6. In compliance to such GPPB Resolution, all program owners and end-users are mandated to use the standard forms. The forms can be accessed in the website of the Government Procurement Policy Board (GPPB): <https://www.gppb.gov.ph/ngpa-standard-forms/> or at the official website of the Schools Division of Baguio City: <https://depedpines.com/procurement-forms/>.
7. In addition to the adoption of standard forms, program owners and end-users are strongly urged to comply with the following requirements before submitting their documents to ensure smooth and timely processing of procurement requests:
- Submit the approved Market Scoping Checklist, Work and Financial Plan, Project Procurement Management Plan to the BAC Secretariat. A copy of the Sub-Allotment Release Order (Sub-ARO) will be also required for downloaded funds unless Early Procurement Activity (EPA) is requested. These documents are essential for the preparation or updating of the Annual Procurement Plan (APP). The APP which is part of the strategic planning forms is the basis of the Purchase Request and must be prepared beforehand;
 - Verify all technical specifications—including quantity, unit, estimated cost, detailed descriptions, and, where applicable, the date and venue of the activity—to avoid revisions later which will cause delay;
 - Include the DTS number or QR code of the procurement project in the procurement documents for accurate tracking and faster processing;
 - Ensure the Purchase Request (PR) is properly numbered before submission;
 - Check the completeness of signatures and attachments for each procurement request Provide three (3) copies of every document to prevent delays in processing;
 - Act promptly during post-qualification, as the evaluation of the supplier with the lowest quotation is strictly limited to **three (3) calendar days**.

For immediate compliance and strict implementation.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/CFM/ALD/rsa