



31/11/23

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

13 November 2023

DIVISION MEMORANDUM
OSD-2023- 229

SUBMISSION OF DOCUMENTS FOR PROCUREMENT

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum No. OSD-2023-217 titled YEAR-END CLOSING OF BOOKS OF ACCOUNTS FOR FY 2023, this Office, through its Bids and Awards Committee (BAC), announces that the deadline for the submission of requests for procurement will be as follows:

For procurement with Pre-Bidding Conference (e.g. Procurement with ABC of equal or more than 1M / Procurement with ABC of less than 1M but highly technical in nature)	November 20, 2023 (Monday)
For procurement without Pre-Bidding Conference (Procurement with ABC of less than 1M)	November 22, 2023 (Tuesday)



2. To be included in the scheduled procurement, the following documents are needed to be submitted to the BAC Secretariat:
- Letter of Intent approved by the Head of Procuring Entity (HOPE);
 - Approved Requisition and Inventory Slip (RIS);
 - Approved Purchased Request (PR);
 - Copy of the Sub-allotment Release Order (SARO);
 - Approved Work Financial Plan (WFP); and
 - Approved Annual Procurement Plan (APP)
3. Kindly take note that those who will submit first with complete documents will be prioritized on the scheduling of procurement.
4. For inquiries, you may contact the BAC Secretariat.



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com

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5. Immediate dissemination of this memorandum is desired.


SUSAN D. ORIBIANA, CESO V
Schools Division Superintendent 

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