



OUAD00-0420-0067
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0420-0067
MEMORANDUM
19 April 2020

For: **Information and Communications Technology Service (ICTS)**
Disaster Risk Reduction and Management Service (DRRMS)
Bureau of Learner Support Services (BLSS)
Central Security and Safety Office (CSSO)
Baguio Teachers' Camp (BTC)
Education Facilities Division (AS-EFD)
Administrative Service - Records Division (AS-RD)
Administrative Service - Asset Management Division (AS-AMD)
Administrative Service - Cash Division (AS-CD)
Administrative Service - General Services Division (AS-GSD)

Subject: **CALL FOR SUBMISSION OF PROCUREMENT DOCUMENTS**

The continuity of all operations of the Department of Education (DepEd) relative to the goods and services amid the imposed Enhanced Community Quarantine due to COVID-19 pandemic remains to be fundamental inputs to the service delivery functions of the Department. In view of this, it is essential that procurement activities are commenced and accomplished at the soonest and most appropriate time.

In this regard, end-user units are enjoined to submit complete procurement documents for all projects under the approved FY 2020 Annual Procurement Plan (APP) and the succeeding Supplemental APP, as follows:

- 1. Approved Authority to Procure (ATP)/Purchase Request (PR)** using the forms officially transmitted to your procurement coordinator's official e-mail address through the ProcMS transactions platform. The ATP/PR forms are culled from the approved APP and Supplemental APP and are assigned specific codes by Procurement Planning and Management Division (PPMD). The ATP/PR will be accomplished and signed by the designated personnel and officials as therein indicated and sent back to PPMD through the Procurement Management Service (ProcMS) transactions platform along with their attachments
- 2. Appendices to ATP/PR:** (i) Technical Specifications and/or Scope of Work for Goods, Program of Works and Bill of Quantities for Infrastructure Projects, and Terms of Reference for Consulting Services; (ii) Schedule of Requirements, and Payment; (iii) Cost Breakdown and Estimates, supported by a market survey, an



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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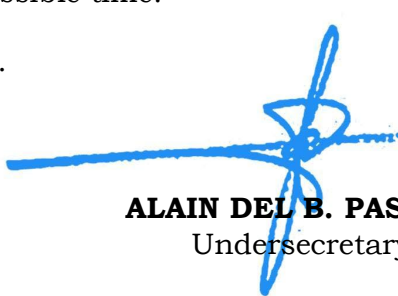



existing price data, or any equivalent document; (iv) In the case of procurement of consulting services, the proposed criteria for evaluation and the assigned weight or scores; (v) Other requirements, if any.

Please note that only the procurement projects included in an approved Work and Financial Plan (WFP), as appearing in the Project Management Information System (PMIS) data, shall be processed for procurement. Pursuant to this rule, no ATP/PR shall be generated and issued for the projects without an approved WFP. The end-users are therefore advised to ensure that a WFP for their projects had been approved and uploaded to the PMIS.

Kindly submit the above-documents in PDF file format on or before **22 April 2020**, to the ProcMS – PPMD through email procms.ppmmd@deped.gov.ph, except the list of projects for negotiated procurement as described in the immediately preceding paragraph, which should be submitted at the earliest possible time.

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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