

DIVISION MEMORANDUM

No. 294, s.2018


TO: ALL CONCERNED SECONDARY SCHOOL HEADS

DATE: June 14, 2018

**SUBJECT: PRE-PROCUREMENT CONFERENCE, PRE-BIDDING
CONFERENCE AND RECEIPT, OPENING OF BIDS &
ELIGIBILITY CHECK**

1. You are hereby directed to attend the **Pre-Procurement Conference, Pre-Bidding Conference and Receipt, Opening of Bids and Eligibility Check** for the **ELECTRIFICATION OF UN-ENERGIZED SCHOOLS AND MODERNIZATION OF ELECTRICAL SYSTEMS ON-GRID SCHOOLS BATCH 1 TO VARIOUS SECONDARY SCHOOLS UNDER CY 2018 BASIC EDUCATIONAL FACILITIES FUND(BEFF)** at the 3rd Floor Division Conference Room, DepED, Division of Misamis Oriental, Cagayan de Oro City.
2. Secondary School Heads shall be designated as Representative from the End-User during the Pre-Procurement Conference.
3. The List of Schools are indicated in **Enclosure 1**.
4. The Procurement Activity and Schedule are indicated in **Enclosure 2**.
5. Travel expenses shall be charged against School MOOE Funds.
6. For your information and compliance.

Thank you.


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/cbv
Encl.:As stated



Enclosure 2

| <u>Procurement Activity</u> | <u>Schedule</u> |
|--|--------------------------------|
| Pre-Procurement Conference | June 20, 2018, 11:00AM |
| Advertising/Posting of Invitation | June 25- July 2, 2018 |
| Issuance of Bidding Documents | June 25- July 16, 2018, 9:00AM |
| Pre-Bid Conference | July 3, 2018, 11:00AM |
| Receipt and Opening of Bids and Eligibility Check | July 16, 2018, 1:00PM |
| Bid Evaluation | July 17-20, 2018 |
| Post Qualification | July 23-27, 2018 |
| Approval of Resolution/Issuance of Notice to Award (NOA) | July 30, 2018 |
| Contract Preparation and Signing | July 31-August 1, 2018 |
| Approval of Contract by Higher Authority | August 2-3, 2018 |
| Issuance of Notice to Proceed | August 6, 2018 |



Enclosure 1

1. Kinoguitan National Agricultural High School
2. Medina National Comprehensive High School
3. Salay National High School
4. Talisyan National High School
5. Jasaan National High School
6. Manticao National High School
7. Naawan National High School
8. Naawan Senior High School (Maputi ES Campus)
9. Tagoloan National High School