



**DIVISION MEMORANDUM**

No. 295, s.2018

**TO: ERNA OCO – Manticao CS  
MARILYN TRAPAL – Balingasag CS**

**DATE: June 14, 2018**

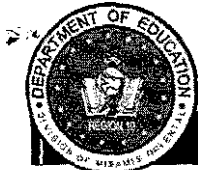
**SUBJECT: PRE-PROCUREMENT CONFERENCE, PRE-BIDDING  
CONFERENCE AND RECEIPT, OPENING OF BIDS &  
ELIGIBILITY CHECK**

1. You are hereby directed to attend the **Pre-Procurement Conference, Pre-Bidding Conference and Receipt, Opening of Bids and Eligibility Check** for the **REHABILITATION OF GABALDON BUILDING OF MANTICAO CENTRAL SCHOOL & BALINGASAG CENTRAL SCHOOL UNDER FY 2018 CONSERVATION AND RESTORATION OF GABALDON AND OTHER HERITAGE SCHOOL BUILDING** at the **3<sup>rd</sup> Floor Division Conference Room, DepED, Division of Misamis Oriental, Cagayan de Oro City.**
2. School Heads shall be designated as Representative from the End-User during the Pre-Procurement Conference, Pre-Bidding Conference and Receipt, Opening of Bids and Eligibility Check.
3. The Procurement Activity and Schedule are indicated in **Enclosure 1.**
4. Travel expenses shall be charged against School MOOE Funds.
5. For your information and compliance.

Thank you.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

RBT/cbv  
Encl.:As stated



Enclosure 1

<u>Procurement Activity</u>	<u>Schedule</u>
Pre-Procurement Conference	June 20, 2018, 10:00AM
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, 10:00AM
Receipt and Opening of Bids and Eligibility Check	July 16, 2018, 11:00AM
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