



**DIVISION MEMORANDUM**

No. 296, s.2018


**TO: GRETEL LUBI – DAMPIL ES, LAGONGLONG**

**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 & Eligibility Check for the REPAIR AND REHABILITATION OF CLASSROOMS UNDER THE CY 2018 BASIC EDUCATION FACILITIES FUND (BEFF) IN DAMPIL ES, LAGONGLONG at the 3<sup>rd</sup> Floor Division Conference Room, DepED, Division of Misamis Oriental, Cagayan de Oro City.
2. The Procurement Activity and Schedule are indicated in Enclosure 1.
3. Travel expenses shall be charged against School MOOE Funds.
4. 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, 9:00AM
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, 9:00AM
Receipt and Opening of Bids and Eligibility Check	July 16, 2018, 10:00AM
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