



DIVISION OF MISAMIS ORIENTAL

June 6, 2019

DIVISION MEMORANDUM

No. 238, s.2019


TO: **ALL CONCERNED SECONDARY SCHOOL HEADS**

DATE: June 6, 2019

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 **SUPPLY AND DOOR TO DOOR DELIVERY OF TOOLS AND EQUIPMENT FOR TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) PROGRAM OF VARIOUS SENIOR HIGH SCHOOL OF DEPED, DIVISION OF MISAMIS ORIENTAL CHARGEABLE AGAINST FY 2019 GAA-OSEC-10-18-15174 LAA-10-19-129** 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, Pre-Bidding Conference and Receipt, Opening of Bids & Eligibility Check.
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/sym
Encl.:As stated



Enclosure 1

- 1 Alubijid NCHS
- 2 Baliwagan NHS
- 3 Consuelo NHS
- 4 Dr. Gerardo Sabal MNHS
- 5 Initao NCHS
- 6 Jasaan NHS
- 7 Laguindingan NHS
- 8 Libertad NHS
- 9 Lugait SHS (within TESDA site)
- 10 Lumbo NHS
- 11 Manticao NHS
- 12 Medina NCHS
- 13 Opol NSTS
- 14 Portulin NHS
- 15 Salay NHS
- 16 SHS within Maputi ES
- 17 Talisayan NHS



DIVISION OF MISAMIS ORIENTAL

Enclosure 2

<u>Procurement Activity</u>	<u>Schedule</u>
Pre-Procurement Conference	June 13, 2019, 10:00 AM
Advertising/Posting of Invitation	June 14 – 20, 2019
Issuance of Bidding Documents	June 14 – July 3, 2019, 5:00 PM
Pre-Bid Conference	June 21, 2019, 10:00 AM
Receipt and Opening of Bids and Eligibility Check	July 4, 2019, 9:00 AM
Bid Evaluation	July 5, 2019
Post Qualification	July 8 - 9, 2019
Approval of Resolution/Issuance of Notice to Award (NOA)	July 10, 2019
Contract Preparation and Signing	July 11, 2019
Approval of Contract by Higher Authority	July 12, 2019
Issuance of Notice to Proceed	July 15, 2019