



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Registration Number:
QAC/R63/0216

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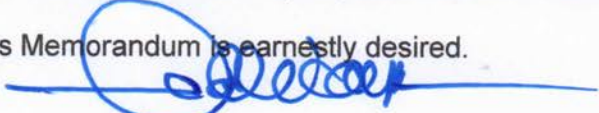
DIVISION MEMORANDUM

DM No. 196, s. 2020

GUIDELINES ON THE COMPOSITION OF SCHOOLS' BIDS AND AWARDS COMMITTEE (BAC), SCHOOL INSPECTORATE TEAM AND SCHOOL PROPERTY CUSTODIAN

To: OICs, Office of the Asst. Schools Division Superintendent; Chief, Curriculum Implementation Division; Chief, Schools Governance and Operation Division; Education Program Specialist; Section/Unit Heads, Public Schools District Supervisors; Elementary and Secondary School Heads, All Others Concerned.

1. Pursuant to the provisions of Implementing Rules and Regulations of Republic Act No. 9184 (IRR of RA 9184) also known as the Government Procurement Reform Act, this Division shall establish the Schools' Bids and Awards Committee, Inspectorate Team and Property Custodian to strengthen the function to increase operational efficiency and effectiveness of Non-Implementing Units (Non-IUs).
2. In line with this, all Schools are hereby directed to establish/ reconstitute their own Schools' Bids and Awards Committee, Inspectorate Team and Property Custodian which conforms the following guidelines:
 - a. **Bids and Awards Committee.** The Head of Procuring Entity (HOPE) shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency (Section 11.2.1. of RA 9184);
 - b. **Schools' Inspectorate Team** shall be composed of at least two (2) regular members and one (1) provisional member designated by the HOPE with qualifications conforming to the provisions in DepEd Order No. 5, s. 2010; and
 - c. **School Property Custodian** shall be designated by the HOPE thru proper documentations and whose capabilities satisfy the needed requirements for administering responsible custodianship.
3. To ensure that the procurement and inspection functions are segregated and in keeping with the rules and principles of good internal control and to avoid the possibility of conflict of interest, it is hereby enjoined that BAC Members should not participate in the inspection of the procured items.
4. Roles and Responsibilities of school BAC, Inspectorate Team and Property Custodian are found in Enclosure No. 1 to this Memorandum.
5. Strict compliance and wide dissemination of this Memorandum is earnestly desired.

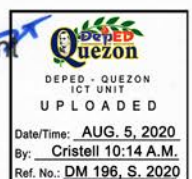

ELIAS A. ALICAYA JR., Ed.D
Assistant Schools Division Superintendent

bacdmvj08/04/2020

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Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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Enclosure No.1 to Division Memorandum No. 196 s.2020

A. Functions of the BAC pursuant to Section 12.1 and 12.2 of IRR Of RA 9184.

1. The BAC shall have the following functions:
 - a. Advertise and/or post the invitation to bid/request for expressions of interest;
 - b. Conduct pre-procurement and pre-bid conferences;
 - c. Determine the eligibility of prospective bidders;
 - d. Receive and open bids;
 - e. Conduct the evaluation of bids;
 - f. Undertake post-qualification proceedings;
 - g. Resolve requests for reconsideration;
 - h. Recommend award of contracts to the HOPE or his duly authorized representative;
 - i. Recommend the imposition of sanctions in accordance with Rule XXIII;
 - j. Recommend to the HOPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
 - k. Conduct any of the Alternative Methods of procurement;
 - l. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and in. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the following:
 - Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 - Review of Bidding Documents;
 - Shortlisting of consultants;
 - Eligibility screening;
 - Evaluation of Bids;
 - Post-Qualification; and
 - Resolution of Request for Reconsideration.
2. The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by IRR of RA 9184.

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B. The General Functions of the Inspectorate Team are as follows as provided in DepEd Order No. 5, s. 2010:

1. Conducts pre-delivery inspection prior to delivery to determine compliance with the technical specification;
2. Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts;
3. Signs the Inspection and Acceptance Report (IAR) forms and recommends payment/ non-payment of the Supplier/ Contractor;
4. Conducts Post Delivery Inspection prior to the issuance of Certificate of Final Acceptance; and
5. Monitors the rectification of defective deliveries.

C. Functions of the School Property Custodian in accordance with DepEd Property Manual Handbook, DepEd Order 45, s.2006 and DepEd Order No. 19, s. 2017

1. Accepts, distributes and monitors all deliveries of supplies, materials and equipment to the different departments of the school and prepares necessary reports required by the Division Office. (All items to be inspected first by the Property Custodian, as the case maybe (Section 114, COA Circular 92-386)
2. Prepares request for inspection of deliveries of supplies, materials and equipment as well as the Inspection and Acceptance Report (IAR).
3. Prepares and maintains property and stock cards for all properties and supplies of the school.
4. Prepares report on the physical count of Inventories (RPCI) and the property, plant and Equipment (PPE).
5. Prepares semi-Annual and Annual Report of inventories as required by COA.
6. Prepares Delivery Report (per DepEd order No. 45, s. 2006 and DepEd order No.19, s. 2007).
7. Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for submission to the disposal committee.
8. Signs clearance of property accountability for all officials and employees of the school.

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