



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

UNNUMBERED MEMORANDUM

TO: OIC-Asst. Schools Division Superintendents
Section/Unit Heads
Bids and Awards Committee (BAC) Members
Bids and Awards Committee (BAC) Secretariat
Technical Working Group
Inspectorate Team
All Concerned

FROM: ELIAS A. ALICAYA, JR., EdD.
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: SCHEDULE AND CONDUCT OF MEETINGS RELATED TO PROCUREMENT ACTIVITIES

DATE: November 20, 2020

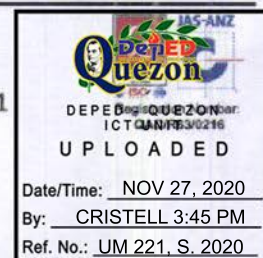
In line with the competitive bidding of all procurement projects under RA 9184, except as provided in Rule XVI of the Revised IRR, hereunder is the calendar of activities for various projects which need to be accomplished as scheduled.

DATE	TIME	ACTIVITY	PROJECT	VENUE
Nov. 20, Friday	10:00 AM	Pre-bid Conference	Printing of SLMs for Senior High, Lot Nos. 1-6	Division Office
Nov. 23, Monday	10:00 AM	Pre-bid Conference	Supply and Delivery of Medical Supplies for Various Schools and Selected District Offices in the Division of Quezon	
Nov. 25, Wednesday	10:00 AM	Pre-bid Conference	Procurement of Powdered Milk for SBFP Beneficiaries	
Nov. 27, Friday	10:00 AM	Opening of Bids	Printing of SLMs for Kinder to Grade 10, Lot. Nos. 1-16	
Dec. 1, Tuesday	8:00AM- 5:00PM	Post-Qualification of Lowest Calculated Bidder	Printing of SLMs for Kinder to Grade 10, Lot. Nos. 1-16	LCB's Office

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Dec. 2, Wednesday	10:00 AM	Opening of Bids	Printing of SLMs for Senior High and ALS, Lot Nos. 1-6	Division Office
Dec. 3, Thursday	8:00AM- 5:00PM	Post-Qualification of Lowest Calculated Bidder	Printing of SLMs for Senior High, Lot Nos. 1-6	LCB's Office
Dec. 7, Monday	10:00 AM	Opening of Bids	Supply and Delivery of Medical Supplies for Various Schools and Selected District Offices in the Division of Quezon	Division Office
	11:00 AM	Opening of Bids	Procurement of Powdered Milk for SBFP Beneficiaries	
December 8, Wednesday	8:00AM- 5:00PM	Post-Qualification of Lowest Calculated Bidder	Supply and Delivery of Medical Supplies for Various Schools and Selected District Offices in the Division of Quezon	LCB's Office
December 9, Wednesday	8:00AM- 5:00PM	Post-Qualification of Lowest Calculated Bidder	Procurement of Powdered Milk for SBFP Beneficiaries	LCB's Office

All concerned personnel are enjoined to prioritize the above-mentioned activities to avoid delay and make the delivery of goods and services on time.

BA Members, BAC Secretariat, TWG and Inspectorate Team who may be involved shall have a meeting prior to the conduct of the foregoing activities.

Travel, meal and other miscellaneous expenses related to the performance of activities shall be charged against local fund subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

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