



*Sama Sama
 sa DECS*

*Anggapan ng Kalihim
 Office of the Secretary*

June 21 1999

DECS MEMORANDUM
 No 251 s 1999

FOR Undersecretaries and Assistant Secretaries
 Heads of Bureaus/Centers
 Members of DECS-PBAC
 Regional Directors and Division Superintendents
 Others Concerned

**GUIDELINES FOR THE CY 1999 PROCUREMENT OF TEXTBOOKS
 THRU PUBLIC BIDDING**

- Purpose.** This Memorandum is issued to apprise every official concerned with the forthcoming conduct of public bidding exercises for public school textbooks that will be funded out of the CY 1999 appropriations for textbooks and other instructional materials
- Expanded DECS-PBAC for Textbooks.** To ensure transparency as well as active stakeholder participation in the conduct of bidding exercises for procuring textbooks, the current DECS-PBAC is hereby expanded to include the PBAC on TEEP and the following regional and private sector representatives

Region	Representative	Current Designation
NCR	Atty Luis V Lao Jr Mr Salvador Pangilinan	Chief Legal & Investigation Unit PTA President
CAR	Dr Jesus Tabardo Mr Peter Dumaging Mr Delfin Salidao	Assistant Regional Director PTCA League President Budget Officer
I	Dr Remedios K. Taguba Mr Ernesto Castañeda Mrs Blanchita Ignacio	Regional Director FPTCA President Soroptimist Club
II	Mr Jaime C. Colas Mr Caesar B. Macababed Mr Isidro Syquian	Supply Officer Administrative Officer V PTCA President
III	Dr Stephen N. Capuyan Mr Carmelo S. Narciso	Regional Director Former Rotary Intl Dist Gov Angeles City
IV	Dr Esperanza Ortina Mr Leon C. Mendoza	Regional Director PTA Federation President
V	Dr Teresita Diaz-Naz Atty Alfred Aquino Mr Constanza Flores	Assistant Regional Director RF PTCA President Property Supply Officer
VI	Dr Carolino B. Mordeno Mrs Ma. Lourdes Andueza	Assistant Regional Director President, PSTA-Iloilo

Region	Representative	Current Designation
VII	Dr Michael Cono Mr Edgar Ouano	Assistant Regional Director Regional PTCA President
VIII	Dr Celedonio L Layon Jr Atty Evangeline Esperat Mrs Editha M Abad	Assistant Regional Director RDC Private Sector Representative President Federated PTCA of Leyte
IX	Dr Ibrahim A. Albar Mr Jack Jikn Mr Expedito Bejerano	Regional Director Private Sector Representative Regional Facilities Coordinator
X	Dr Cresenciano M Castanos Mrs Preclosa E Estrada	Assistant Regional Director PTCA President
XI	Dr Isidro S Valeroso Jr Mr Francisco V Josol Atty Carmelo Gempesaw	Assistant Regional Director PTCA President Knights of Rizal
XII	Dr Estrella S Babano Ms Consejo Mistral Mr Arturo Moreno	Regional Director PTCA President Regional Chairman National Youth Commission
XIII	Dr Flaviano A. Garsuta Mr Eddie Tantoy	Assistant Regional Director Regional PTCA President

Expenses to be incurred by the above members more particularly the regional and the private sector representatives in connection with their participation in the bidding and related activities of DECS PBAC for Textbooks shall be charged against DECS local budgets. In addition, their terms of office shall be valid until the conclusion of the bidding and awarding activities to be carried out for CY 1999 book procurement for their respective regions. Resident COA auditors of DECS Regional Offices shall be invited to attend bidding activities as observers.

3. Schedules. To ensure timely and synchronized execution of bidding and related activities all concerned are enjoined to adhere to the master schedule shown in Att 1 hereof.
4. Contact Persons. Coordination between the regions and the DECS-PBAC must be effected to achieve the above schedules. Contact persons for such coordination at the DECS Central Office include
 - a) DECS-PBAC Secretariat. Ms Mantess Ablay
(02) 636-6543 -- telefax 632 1361 loc 2019
 - b) DECS-IMC Secretariat Ms Mila Talnio
(02) 920-1887 (telefax)
5. Bid Packages. The bid packages for the CY 1999 GAA FUNDED TEXTBOOK PROCUREMENT submitted by the different regions in the form of Allocation Lists

have been adjusted to conform with the Guidelines jointly prescribed by the DECS IMC and DECS PBAC.

6. Bidding Documents The bidding documents to be used for the CY 1999 procurement of textbooks have been patterned after the World Bank's Standard Bidding Documents Procurement of Goods. These documents will govern the overall implementation of the ensuing procurement activities and it is therefore imperative for every region to closely examine their contents. Copies of the bidding documents are available at the DECS PBAC office.
7. For the information and guidance of all concerned.


ANDREW B. GONZALEZ
Secretary



Incl. As stated
Reference DECS Order No 9 s 1999
Allotment 1 -(D O 50 97)
To be indicated in the Perpetual Index
under the following subjects

BIDS
COMMITTEES
PROCUREMENT
TEXTBOOKS

**PROCUREMENT OF TEXTBOOKS
AS OF 02 JULY 1999**

ACTIVITY	REGULAR BUDGET/SEMP LCB CY 1999
subjects and levels covered	31 <input type="checkbox"/> English (E4-5 HS I II IV) <input type="checkbox"/> Filipino (E2 4-6 HS I IV) <input type="checkbox"/> Science (E1 5 HS I) <input type="checkbox"/> Math (E3-5 HS I) <input type="checkbox"/> Sibika at Kultura (E1 3) <input type="checkbox"/> HEKASI (E4-6) <input type="checkbox"/> EPP (E4) <input type="checkbox"/> Araling Panlipunan (HS I)
announce bidding/issue bid docs	3d July 9 11
pre-bid conference	1d July 30 (Fri) <input type="checkbox"/> 9 00 am 12 00 nn Regions NCR CAR I V Bulwagan ng Karunungan Hall Rizal I Bldg DECS Complex Meralco Ave Pasig <input type="checkbox"/> 2 00 pm 5 00 pm Regions VI XII Bulwagan ng Karunungan Hall Rizal I Bldg DECS Complex Meralco Ave Pasig
submission of bids	1d Aug 23 (Mon) 8 00 am 10 00 am Bulwagan ng Karunungan Hall Rizal I Bldg DECS Complex Meralco Ave Pasig
opening of bids	Aug 24 Sep 13 (1 region per day)
evaluation of bids	8w Sep 14 Nov 5
awards deliberation	2w Nov 8 19
DECSCO approval of RTAs and preparation of notices to award	3w Nov 22 Dec 10
secure WB concurrence	1w Dec 13 17
issuance of notices to award	2w Dec 20 31
processing & approval of contracts compliance with bond req'ts	2m Jan Feb
printing of books	3m Feb Apr
distribution of books	3m Mar May