



Republic of the Philippines
Department of Education



JAN 29 2008

DepED MEMORANDUM

No. 40, s. 2008

TRAINING-SEMINAR ON REPUBLIC ACT NO. 9184 PROCUREMENT PRACTITIONERS

To: ARMM Regional Secretary
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. In view of the Department of Education's (DepED) thrust to decentralize procurement and to build sustainable capacity in the Regional, Division and School Based Management (SBM) level, the DepED-Procurement Service (PS) will spearhead the conduct of Batch 2 of the CY 2007 Training-Seminar on Republic Act No. 9184 for Procurement Practitioners from April to June 2008 in 6 Clusters:

| Cluster | Region | Dates | Venue |
|---------|--------------|-------------------|---------------------|
| V | VII and VIII | April 15-18, 2008 | Cebu City |
| VI | V | April 22-25, 2008 | Legaspi City |
| VII | CAR and I | May 6-9, 2008 | Baguio City |
| VIII | II and III | May 13-16, 2008 | Baguio City |
| IX | VI | May 27-30, 2008 | Iloilo City |
| X | X and XIII | June 3-5, 2008 | Cagayan de Oro City |

2. Building procurement capacity in the field will ensure that a single set of procedures and processes pursuant to R.A. No. 9184 will be implemented to avoid unnecessary wastage brought about by misinterpretation of the law. There is also a need to retool and continuously update the procurement practitioners in the field with the latest issuances of the Government Procurement Policy Board (GPPB) and amendments in the Implementing Rules and Regulations of R.A. No. 9184.

3. Participants to the training-seminar shall be the following:

- a. Head of Procuring Entity (HOPE) or his duly authorized official;
- b. One (1) member of the Bids and Awards Committee (BAC); and
- c. One (1) member of the BAC Secretariat.

4. Central and National Schools with existing BAC members are encouraged to attend.

5. The BAC Member and Secretariat participants must have not yet attended any similar trainings/orientations conducted by DepED-PS or by any recognized institutions. Only the members of the BAC Secretariat will be required to attend the PhilGEPS Hands-On Training.

6. No Registration Fee shall be collected for this purpose. However, confirmation is mandatory and shall be made by the participants to DepED-PS at least three (3) weeks before the scheduled activity. Participants with no confirmation will not be accommodated. In case of substitution, the substitute-participant will be required to present his Authority to Travel approved by the Regional Director or Schools Division Superintendent.

7. Travel expenses, per diem and other incidental expenses of the participants are authorized, including accommodation expenses in cases where participants will be forced to stay earlier and/or longer at the hotel due to non-availability of flight schedule and/or force majeure, and shall be charged against MOOE funds of the region/division and/or local funds, subject to the usual accounting and auditing rules and regulations.

8. Board and lodging of participants, transportation, per diem and other incidental expenses of the PS staff/facilitators, Secretariat Committee and speakers/resource persons shall be chargeable against OSEC Funds, subject to the usual accounting and auditing rules and regulations.

9. The venue shall be announced later pending results of the procurement process. Check-in of participants shall be at 1:00 p.m. on the first day of the event. Check-out of HOPE and BAC members shall be at 12:00 nn on the third day of the event. Check-out of BAC Secretariat, on the other hand, shall be at 12:00 nn on the last day of the event.

10. The Program of Activities and Confirmation Slip are in Enclosures No. 1 and No. 2.

11. For further inquiries, please contact Ms. Aurora M. Mendoza or Ms. Karen C. Yumping at tel. nos. (02) 636-6542, 636-6543 and 633-9343.

12. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

PROCUREMENT
SEMINARS
TRAINING PROGRAMS

PROGRAM OF ACTIVITIES

Day 1 Arrival of Participants and Registration

| | |
|------------------|--|
| 2:00 – 3:00 PM | Arrival of Participants & Check-In Time Room Assignments (based on Confirmation) |
| 3:00 – 3:30PM | Registration of Participants |
| 3:30 – 4:00 P.M. | Opening Ceremony |
| 4:00 – 4:30 P.M. | Diagnostic Test |
| 4:30 – 6:00 P.M. | The Project Procurement Management Plan |
| 7:00 PM | DINNER |

Day 2 RA 9184 & The Procurement of Goods and Services

| | |
|-----------------|--|
| 8:30 – 8:45 AM | Opening Prayer & Recap |
| 8:45 – 12:00 Nn | General Provisions of the GPRA (RA 9184) & Latest GPPB Issuances |
| 12:00 – 1:00 PM | LUNCH BREAK |
| 1:00 – 2:30 PM | Continuation of RA 9184 |
| 2:30 – 3:30 PM | Procurement of Goods |
| 3:30 – 3:45 PM | PM Snacks |
| 3:45 – 4:45 PM | Procurement of Goods thru AMP |
| 4:45– 5:15 PM | Case Study for the Procurement of Goods |
| 5:15 – 5:30 PM | OPEN FORUM |
| 7:00 PM | DINNER |

Day 3 Procurement of Infrastructure Projects & Preparation of PPMPs

| | |
|------------------|---|
| 8:00 – 8:15 AM | Opening Prayer & Recap |
| 8:15– 11:00 AM | Procurement of Infrastructure Projects |
| 11:00 – 11:30 AM | Open Forum |
| 11:30 – 12:00 PM | Case Study for the Procurement of Infrastructure Projects |
| 12:00 – 1:30 PM | Lunch Break & Check-Out of HOPE & BAC Members |
| 1:30 – 3:30 PM | Procurement of Consulting Services |
| 3:30 – 4:30 PM | OPEN FORUM |
| 4:30 – 5:00 PM | Closing Ceremony & Awarding of Certificates |

Day 4-5 2-Day PhilGEPS Hands-On Training for BAC Secretariat

- 1. Overview**
- 2. How to Disable Pop-Ups**
- 3. Splash Page**
- 4. My GEPs**
 - 4.1. Pending Tasks
 - 4.2. My Notices
 - 4.2.1. View Bid Notices
 - 4.2.2. Create Bid Notice (Single Stage Bidding)
 - 4.2.2.1. Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement
 - 4.2.3. How to Include Line Items
 - 4.2.4. Add Line Items to Frequently Used List
 - 4.2.5. Save a Notice Template
 - 4.2.6. Attach and Associated Component
 - 4.2.7. View a Bid Notice Abstract
 - 4.2.8. Edit a Bid Notice
 - 4.2.9. Delete a Bid Notice
 - 4.2.10. Post a Bid Notice
 - 4.2.11. Change Status from Pending to in-Preparation
 - 4.2.12. Create a Bid Supplement
 - 4.2.13. Add Supplier to the Document Request List
 - 4.2.14. Create a Bidder's List
 - 4.2.15. How to Short List Suppliers
 - 4.2.16. Create a Bid Notice – 2nd Stage Bidding
 - 4.2.17. Create an Award Notice
 - 4.2.18. Upload Associate Document
 - 4.2.19. Cancel/Postpone/Fail a Bid Notice
 - 4.2.20. Repeat Order
 - 4.2.21. View Detail Tracking Report
 - 4.3. Award Notice List
- 5. My Organization**
 - 5.1. Organization Profile
 - 5.2. Sub-Organization list
 - 5.3. Organization Contact List
 - 5.4. Organization History
 - 5.5. Accredited Suppliers
 - 5.6. Blacklisted Suppliers
- 6. My Profile**
 - 6.1. View Own Profile
 - 6.2. Update Own Profile
 - 6.3. Change Password
 - 6.4. Activity
- 7. Opportunities**
 - 7.1. Open Opportunities
 - 7.2. Former Opportunities
 - 7.3. Award Notices
- 8. Directory**
 - 8.1. Buyer Directory
 - 8.2. Supplier Directory
- 9. About GEPS**
- 10. Open Forum**

Check-out of BAC Secretariat shall be on the 5th day at 12:00 Nn.

(Enclosure No. 2 to DepED Memorandum No. 40, s. 2008)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION



**Training-Seminar on RA 9184 for Procurement Practitioners
(Batch 2)**

CONFIRMATION SLIP

Region: _____

Division: _____

Contact Nos.: Area Code (_____) Tel. Nos.: _____

This is to submit the names and confirm the participation of the following to the abovementioned Training-Seminar:

| POSITION IN BAC | NAME | POSITION | DIVISION/OFFICE |
|-----------------|------|----------|-----------------|
| HOPE | | | |
| BAC Member | | | |
| BAC Secretariat | | | |

Signature over Printed Name of
Authorized Official

Note:

Confirmation shall be one (3) weeks before the event. **ONLY** Confirmed participants will be accommodated.

Participants shall be:

1. Head of Procuring Entity (HOPE)
2. One (1) Member of the Bids and Awards Committee (BAC)
3. One (1) Member of the BAC Secretariat