

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ESPORTE
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

April 4, 1991

DECS O R D E R
No. 39, s. 1991

UPDATED IMPLEMENTING GUIDELINES FOR THE SECOND
ELEMENTARY EDUCATION DESK/SEAT PROJECT

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

1. For the effective and uniform implementation of the 1990-1992 DECS Furniture Project by the regional/division offices of DECS, inclosed are the prescribed and updated guidelines.
2. Strict compliance is hereby required.

(SGD.) EDNA F. FORMILLEZA
Undersecretary
Officer-in-Charge

Incl.: As stated

Reference: None

Allotment: 1-2-3--(N.O. 1-87)

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

BUREAUS & OFFICES
OFFICIALS
RULES & REGULATIONS

THE PHILIPPINE SECOND ELEMENTARY EDUCATION PROJECT
IMPLEMENTING GUIDELINES FOR THE DESK COMPONENT

TABLE OF CONTENTS

	Page
I. GUIDELINES	
1.0 Statement of Policy	1
2.0 The Implementation Group	1
2.1 Regional Level	2
2.2 Division Level	2
3.0 Implementation Aspects of Desk/Seat Component	
3.1 Scope of Contract	3
3.2 Plans, Specifications & Pricing	4
3.3 Allocation of Seats Per Recipient	5
3.4 Furniture Packages	5
3.5 Selection of Recipient Schools	6
3.6 Mode of Procurement	7
3.7 Bidding Procedures	7
3.8 Contracting Parties	8
3.9 Contract Completion Period	8
3.10 Contract Approval	9
3.11 Contract Management Supervision	9
3.12 Reporting	10
4.0 Financial Concerns	
4.1 Allotment	10
4.2 Administrative Cost	10
4.3 Terms of Payment	14

4.4	Payment of Check Issuances	14
5.0	Monitoring	14
II.	ATTACHMENTS	
-	Terms of Reference of the Regional or Division Pre/Post-Qualification, Bids and Awards Committee (RFBAC/OPBAC)	15
-	General Specifications	17
-	Supplier's Confidential Post-Qualification Statement for Furnishing and Delivery of Equipment and Materials	23
-	Invitation to Prequalify and to Bid	25
-	Bid Proposal Form	26
-	Instructions to Bidders	27
-	Negotiations/Bidding Procedures	34
-	For PBAC's Use Only	
1.	Bidders Offenses for which Bids Offered can be Automatically Rejected	36
2.	Bidders Offenses for which Proposal Bond can be Confiscated	36
-	General Provisions	38
-	Special Provisions	51
-	Owner-Contractor Agreement	54
-	Notice of Contract Award	57
-	Manufacturer's Confidential Prequalification Statement	58
-	Excerpts from the Revised Penal Code	68

**THE PHILIPPINES SECOND ELEMENTARY EDUCATION PROJECT
IMPLEMENTING GUIDELINES FOR THE DESK COMPONENT**

1.0 Statement of Policy

fully aware that one of the major setbacks in the delivery of quality basic elementary education is inadequate physical resources, in both quantitative and qualitative terms, the National Government with World Bank Assistance will again fund the provision of school seats to the most disadvantaged Elementary Schools. DECS Furniture Project 1990-1992, shall be implemented by DECS Regional/Division Offices in accordance with the guidelines hereto promulgated.

2.0 The Implementation Groups

To carry out this project efficiently and effectively, each regional office shall organize its own implementation groups to be known as follows:

- i) Pre/Post-qualification, Bids and Awards Committee (PBAC)
- ii) Inspection and Acceptance Committee (IAC)

Considering that the Regional Directors have the option to conduct negotiation/public biddings either on a regional or on a per division basis (par. 3.6), the composition of both groups per level of implementation shall be as follows:

2.1 Regional Level

2.1.1 Regional Pre/Post-qualification

Bids and Awards Committee (RBRAC)

The Assistant Regional Director shall sit as Chairman, with 4 to 8 Superintendents to be appointed by the Regional Director as members, provided that the legal, financial and technical concerns are properly represented, and provided further that the total membership shall either be 5, 7, or 9, including the Chairman.

2.1.2 Regional Inspection and Acceptance

Committee (RIAC)

The Facilities/Civil Works Coordinator or any technically-qualified personnel shall sit as Chairman, with 3 to 5 General Education Supervisors II (Vocational/Industrial Education) as members, to be appointed by the Regional Director.

2.2 Division Level

2.2.1 Division Pre/Post-qualification

Bids and Awards Committee (DBRAC)

Chairman: Division Superintendent

Members : One (1) for Financial Matters

One (1) for Legal Matters

One (1) for Technical Matters
One (1) End-Users' Representative of the district supervisor/school principal.

2.2.2 Division Inspection and Acceptance Committee (DIAC)

Chairman: Asst. Division Superintendent

Members : One (1) General Education Supervisor I (In-Charge of Vocational/Industrial Arts Education)

One (1) District Supervisor (recipient of the seats)

The terms of reference of each group are described in Attachment I. These groups shall be primarily responsible to the Regional Director and Secretary and morally responsible to the final recipients of the seats who are the elementary school children.

2.3 The Secretary of Education, Culture and Sports, may, when he finds it necessary, conduct public bidding in the DECS Central Office for the different schools divisions.

3.0 **Implementation Aspects of Desk/Seat Component**

3.1 Scope of Contract - The Desk/Seat Component

certainly firstly, to the manufacture of school desks in accordance with the plans, specifications and other technical requirements so stipulated in the contract and contract documents; and secondly, to the delivery of school desks to identified elementary schools recipients within the agreed contract completion period.

3.2 Plans, Specifications and Pricing

3.2.1 Plans and Specifications. The plans and minimum specifications for each type of school desks to be manufactured and delivered shall be those presented in Attachment II. Deviations from the attached plans and specifications as deemed necessary by the regions may be allowed, provided that prior clearance from the Secretary of Education, Culture and Sports has been sought and approval of the same has been granted.

3.2.2 Pricing. For CY 1990 and 1991, the price ceiling of wooden desks shall be in accordance with the guidelines set in DECS Memoranda dated January 23, 1991 (pages 4a and 4b) and March 15, 1991 (pages 4c and 4d).

For CY 1992, an Agency Estimate will be prepared based on the prevailing market