



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila

TANGGAPAN NG KALIHIM
(OFFICE OF THE SECRETARY)

August 4, 1995

DECS ORDER
No. 43, s. 1995

POLICIES AND PROCEDURES FOR THE PROCUREMENT
OF SCHOOL DESKS AND CHAIRS

To : Undersecretaries/Assistant Secretaries
Regional, Bureau and Center Directors
Division and Vocational Superintendents
All Others Concerned

In line with the Department's objective of securing good quality and cost-effective school desks and chairs in a timely manner, as well as the additional objectives of promoting environment-friendly technology and creating local livelihood, the following policies and procedures are issued for the guidance of all concerned:

1) Procurement Quota By Level

The procurement of school desks and chairs from the 1995 budget allocation shall be pro-rated as follows:

<u>Percentage of Requirement Based on 1995 Budget</u>	<u>To Be undertaken By:</u>	<u>Sources of Supply</u>
20%	Division Offices	Local (province or near by provinces)
30%	Regional Offices	Regional/National
50%	Central Office	National

1.1 Local suppliers may also participate in the bidding at regional and national levels provided that they have met accreditation requirements at such levels.

2) Field Testing and Accreditation

2.1 In line with the objective of developing and testing new materials and the need to monitor the performance of specific models in actual field conditions, the following combinations of materials are authorized:

- All wood
- Wood plus other materials (ie wood upper and steel lower frame)
- All steel
- Steel plus other materials

- 2.2 The technical specifications for each of the above combinations which shall be used for purposes of bidding, are enclosed as Annex 1-h
- 2.3 The approved agency estimate (AAE) for each desk/chair model shall be supplied by the central office to the regional and division offices upon request prior to any bidding.
- 2.4 Desks shall be procured for Grades 1 to 3 while armchairs shall be procured for Grades 4 and 6 and secondary schools.
- 2.5 All desks and chairs, regardless of source, shall pass the test/s to be conducted by the DECS central office before they are subjected to bidding. Field offices are enjoined to make arrangements for the submission of samples to the central office for the required testing.
- 2.6 For purposes of initial monitoring of performance, the share of each type of material as mentioned in item 2.1 shall not be less than 5% of the total. To illustrate, since the share of all wood is at least 5% and that for wood and steel is 5%, then the share of wood-based desks and chairs should be at least 10%. Depending on performance monitoring findings, the relative shares may be revised in future procurement.

3) Implementation Of Procurement Quota

- 3.1 For the implementation of the quota provided in section 1 hereof, the regional offices shall inform the central office and their respective division offices the budget allocation corresponding to their quota as well as the estimated number of desks and chairs expected from such budget.
- 3.2 Any regional or division office may opt to have its quota bid out by central office just as the central office, in the future, may opt to have its quota be bid out by field offices.

4. Procurement Procedures

- 4.1 All procurement for regular supply of desks and chairs shall be by public bidding.
- 4.2 However, the central office may negotiate for the procurement of a small number of desks and chairs (not more than 50 units of each kind) for try-out and field testing purposes.
- 4.3 It is enjoined that strict compliance with the rules of public bidding and negotiation and other accounting and auditing requirements shall be adhered to by all concerned.


5. Environment-Friendly Materials and Technology

- 5.1 All concerned are hereby reminded of the presidential directive to all government offices to utilize environment friendly materials to conserve our forests and promote sustainable development. Relative thereto, wood-based desk suppliers shall be encouraged to utilize recycled wood and agro-waste as well as tree stumps and the plantation tree varieties. In all cases, except recycled wood and agro-waste, the supplier must have the proper certification as to the source of the wood material.

6. Effectivity

This Order is effective immediately. Any transaction by field units not in accordance with this Order shall be deemed invalid, for which reason DECS funds shall not be disbursed.

For the guidance and strict compliance of all concerned.


RICARDO T. GLORIA
Secretary

Incls.:
As stated

References: DECS Memorandums: Nos. 335 and
366, s. 1994 and 38, s. 1995

Allotment: 1-2--(M.O. 1-87)

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

FUNDS
PROCUREMENT
PROJECTS
SCHOOLS

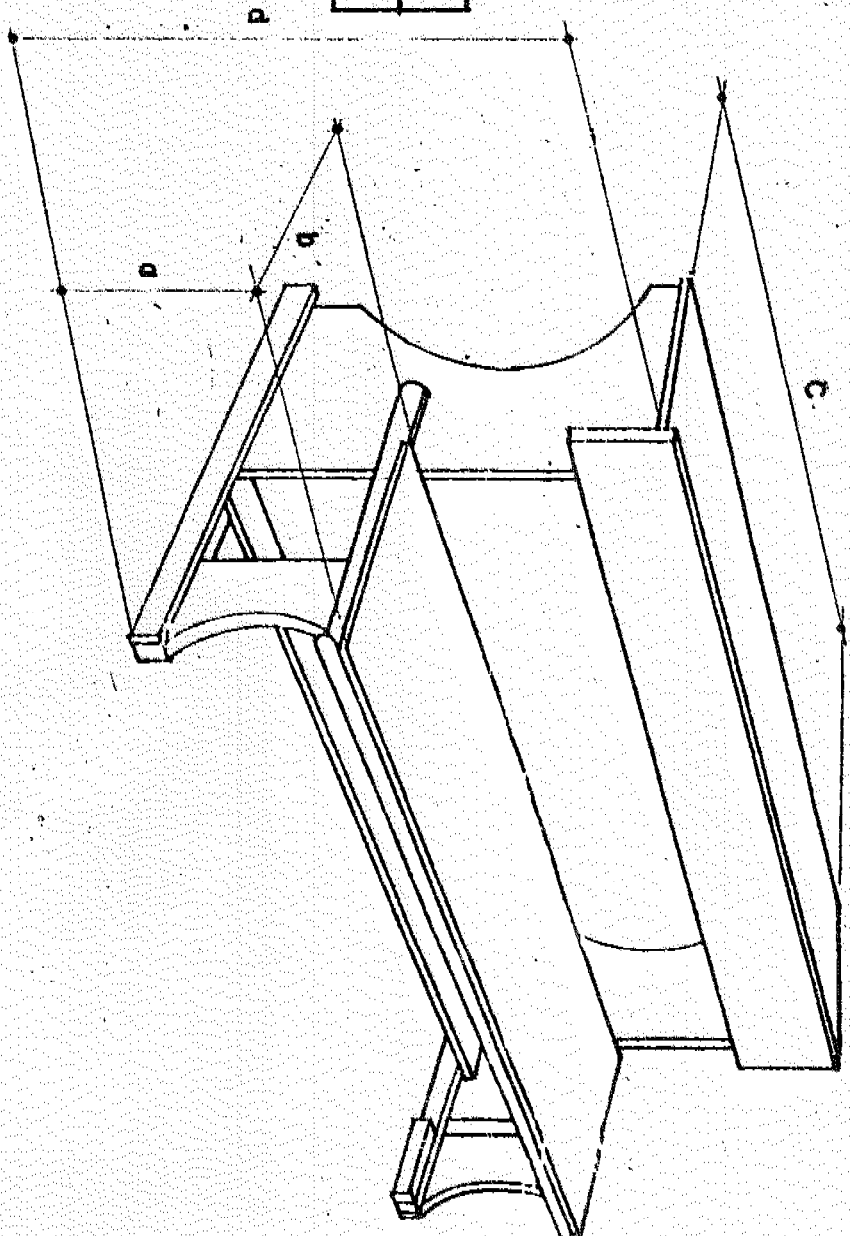
RECOMMENDED DIMENSIONS FOR ELEMENTARY DESK

LEGEND:

d	SEAT HEIGHT
b	SEAT DEPTH
c	DESK WIDTH
d	DESK HEIGHT

GRADER'S DESK	d	b	c	d
1 - III	328	304	1000	608

- MINIMUM SPECIFICATIONS**
- STEEL**
- 2mm x 25mm x 25mm Angular Bar
 - 20mm diameter metal tube
 - 20mm x 20mm Tubular Bar
 - 2mm x 20mm Flat Bar (braces)
 - 9mm diameter Plain Bar (braces)
 - Gauge 18 Metal Sheet (topboard)
- WOOD**
- 25mm x 250mm (backing)
 - 25mm x 125mm (front leg)
 - 20mm thickness (topboard, backrest)
 - 20mm x 45mm (slats, braces)



ISOMETRIC DRAWING

NOTE: DIMENSIONS IN MILLIMETER

Materials: Plastic, Fiberglass Steel Recycled wood

PREPARED BY
D E C S
Office of the Planning Services
PHYSICAL FACILITIES DIVISION OPS

PROJECT TITLE
SCHOOL DESK
FOR ELEMENTARY

Recommending APPROVAL

APPROVED

RAMON C. BACANI
Development

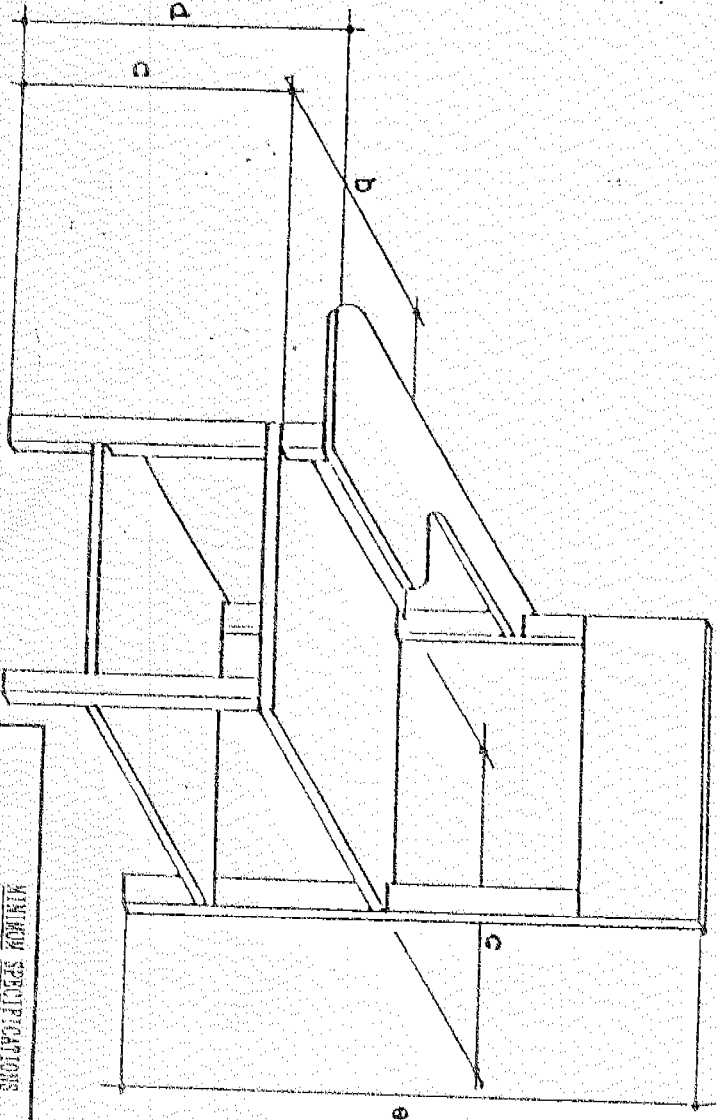
RICARDO T. GLORIA
SECRETARY

RECOMMENDED DIMENSIONS FOR ELEMENTARY AND SECONDARY SCHOOL TABLET ARMCHAIR

LEGEND:

a	SEAT HEIGHT
b	SEAT DEPTH
c	SEAT WIDTH
d	WRITING BOARD HEIGHT
e	BACKREST HEIGHT
f	WRITING BOARD WIDTH
g	WRITING BOARD DEPTH

Materials: PLASTIC, FIBERGLASS, STEEL, RECYCLED WOOD



DIMENSIONS IN MILLIMETER

LEVEL	a	b	c	d	e	f	g
GRADE IV - VI	378	368	400	581	738	230 (Min.)	255
SECONDARY	410	390	430	610	790	250	260

PREPARED BY

SECS

OFFICE OF THE PLANNING SERVICE

PROJECT TITLE

SCHOOL TABLET ARMCHAIR
FOR ELEMENTARY AND SECONDARY

RECOMMENDING APPROVAL

PAUL C. BAGANI

APPROVED

I. FRAME:

MINIMUM SPECIFICATIONS

- A. STEEL - 2mm x 25mm x 75mm Angular or 20mm Metal Tube
- 20mm x 20mm Metal Tube
- 20mm x 20mm Flat Bar (braces)
- B. WOOD - 40mm x 40mm (legs)
- 20mm x 45mm (braces)
- II. WRITING BOARD/BACKREST/SEAT
- A. STEEL - Gauge 18 metal sheet (writing)
- Gauge 20 metal sheet (seat & backrest)
- B. WOOD - 20mm thickness

