



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas RECORDS SECTION	
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DIVISION MEMORANDUM
No. 135, s. 2023

9 May 2023

COMPLIANCE TO COA MEMORANDUM CIRCULAR NO. 96-010

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance to COA Audit Observation Memorandum (AOM) No. 22-026 dated November 16, 2022 and to Commission On Audit (COA) Memorandum Circular No. 96-010 dated August 15, 1996 titled Guidelines in the Preparation and Submission of Purchase Orders Relative to the Procurement of Supplies and Equipment, and to ascertain and determine the conformity/compliance to the specifications set by the procuring entity, this Division informs all concerned officials and employees to provide the basic data which should invariably appear in the Purchase Order. This Memorandum is issued to reiterate COA Memorandum Circular No. 96-010 specifically to inform all Public Schools District Supervisors and School heads to include the **brand name** of the supplies/equipment **in the Purchase Order** (which was offered by the winning supplier based on the result of the Abstract of Quotation) (Attached herewith is a sample as **ANNEX A**) to ascertain the conformity/compliance to the specifications.

2. In light with this, all Public Schools District Supervisors and School Heads shall prepare and send **Request For Quotation** (RFQ) (Attached herewith is a sample as **ANNEX B**) in lieu of the Canvass form for all procurement with an Approved Budget for the Contract (ABC) up to a maximum amount of P999,999.99 to at least three (3) suppliers, contractors or consultants of known qualifications. At least three (3) suppliers shall submit a signed quotation indicating the specifications, unit cost, total cost and the offered brand, among others based on Item B of COA Memorandum Circular No. 96-010. An **Abstract of Quotation** shall be prepared (in lieu of the Abstract thru Canvass) setting forth the names of those who responded to the Request for Quotation (RFQ), and their corresponding price quotations/ratings.

3. Item B of COA Memorandum Circular No. 96-010 enumerated the basic data which should invariably appear in the Purchase Order (P.O)

- a. Purchase Order Number
- b. Date of Purchase Order
- c. Complete name of supplier

DEPEDBATS-ODS-F-009/R1/11-22-2021





Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.com



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- d. Complete address of supplier
 - e. Information whether the supplier is a manufacturer or exclusive distributor; registered with SEC, DTI or both
 - f. Telephone and fax number of supplier, if any
 - g. Date of delivery
 - h. Complete item name
 - i. Complete detailed item specification, including accessories i.e., narrative description, size/dimension/volume, model, use of item, color, capacity, horsepower, voltage, watts, gauge, kind of equipment where sparepart is to be used whether replacement or original (for spare parts), part number of spareparts, type and classification of material, brand new or second hand, etc.
 - j. Price (individual unit price; if lot price any document showing the detailed breakdown of the cost should likewise be submitted)
 - k. Unit of measure when it is not universally accepted indicate numbers or weight, or lineal measure, i.e., if stated as per "roll", indicate the number of yards/meter per roll; if per "box", state number/pcs. contents; if per bag how many pounds or kilos
 - l. Quantity or number of units
 - m. Brand name. If no brand, state "none"
 - n. Country of manufacture or origin of item; i.e., local (or RP), or if foreign origin, specify country.
 - o. Terms; i.e., COD, n/30 days, etc.
 - p. Mode of procurement; i.e., public bidding, canvass, negotiated sale, and such other authorized modes. If "repeat order" indicate previous Purchase Order and date which was used as basis.
 - q. Taxes paid by agency; i.e., VAT, etc. If taxes are paid by supplier, do not indicate.
4. Immediate dissemination and compliance to this Memorandum is earnestly desired.


DR. MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent 

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REQUEST FOR QUOTATION

April 3, 2023

The DepEd Division of Batangas, through the General Appropriations Act (GAA) FY 2023 intends to apply the sum of One Hundred Fifteen Thousand Two Hundred Pesos only (115,200.00) being the Approved Budget for the Contract (ABC) to payments under the contract PR No. 2023-03-0023 Supply and Delivery of Life Vest for the learners who travel to school by boat from Sitio Siaten, Brgy. San Sebastian Calawit Balete, Batangas

Unit	Item Description	Quantity	Offered brand by the Supplier
pcs	Life Vest	128	
	Size:		
	Medium – 64		
	Large – 64		
	Color - Black And Red		
	Nylon Rips Tap (Outer Shell)		
	Polyethelyne Foam		
	1 ¼ Straps		
	Heavy Duty Quick-Release Buckle & Straps		
	Strip Reflector		
	Adjustable Front and Leg Straps		
	with Attached Aquamarine Whistle		

Other Information

Interested suppliers are required to submit their valid and current Mayors Permit, PhilGEPS Registration, Income Business Tax Return/ Tax Clearance Omnibus Sworn Statement and Price Quotation.

Submission of quotation and eligible documents (2 copies) in a sealed envelope, and or courier duly signed by your authorized representative is on or before April 11, 2023 at 10:00 AM at BAC Office, DepEd Division of Batangas. Signed quotation must be addressed to Mr. Nicolas M. Burgos, BAC Chairperson DepEd Division of Batangas Province, Provincial Sports Complex, Batangas City

For inquiry, you may contact us at Tel. Nos. (043) 723-1796: (043) 722-1437.

The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DEPEDBATS-BAC-F-023/R4/11-22-2021




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For further information, please refer to:

RODRIGO S. CASTILLO, Ed.D.
BAC Secretariat
DepEd Batangas
Provincial Sports Complex
Bolbok, Batangas City
043-722-1437


NICOLAS M. BURGOS
Chairperson, Bids and Awards Committee

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