



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

LEASE OF VENUE OR REAL PROPERTY

Division: _____
 ABC: Php _____

**CHECKLIST FOR
 REQUEST FOR QUOTATION**

End-User:

- ___ Requirements Check
- ___ Authority to Procure
- ___ Technical Specifications
- ___ Cert. of Non-availability of NEAP
- ___ RBA/Cert. of Availability of Funds
- ___ Memorandum/Letter
- ___ Activity Request
- ___ Approved PPMP

Procurement Unit:

- ___ Received by date stamp
- ___ Xerox (File Copy)
- ___ Checked in the APP
- ___ Prepared RFQ
- ___ For review of Admin Officer
- ___ Prepared Certifications
- ___ Signed by: ___ ICT ___ PAU ___ PhilGEPS
- ___ For encoding on RFQ Monitoring
- ___ For encoding on Log Sheet

**CHECKLIST FOR
 BAC RESOLUTION**

Procurement Unit:

- ___ Signatories
- Before forwarding to ARD's office:
- ___ Emailed the End-User
 - ___ Requirements Check
 - ___ Business/Mayor's Permit
 - ___ PhilGEPS
 - ___ ITR/Tax Clearance
 - ___ Omnibus Sworn Statement
 - ___ Appendix B (Ocular Inspection)

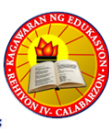
- Before forwarding to Legal Unit:
- ___ Update Procurement Monitoring

TRACKING AND MONITORING OF CONTRACT

- ___ Received Contract from Legal Unit
- ___ Forwarded to End-User for signature and notary
- ___ Update Procurement Monitoring

After contract notarized:

- ___ Xerox all documents
- ___ Submitted to End-User & COA
- ___ Posted at: ___ ICT ___ PAU ___ PhilGEPS
- ___ Update: PMR-Finance ___ PMR-Asset
- ___ Update Procurement Monitoring
- ___ Update Records Inventory Form



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