



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

SMALL VALUE PROCUREMENT

Division: _____

ABC: Php _____

**CHECKLIST FOR
REQUEST FOR QUOTATION**

End-User:

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

Additional for Food and Accommodation:

- ___ Cert. of Non-availability of NEAP

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
PROCESSING THE BAC RESOLUTION**

Procurement Unit:

- ___ Signatories

Before forwarding to ARD's office:

Food and Accommodation: (CONTRACT)

- ___ Emailed the End-User
- ___ Requirements Check
- ___ Business/Mayor's Permit
- ___ PhilGEPS
- ___ ITR/Tax Clearance
- ___ Omnibus Sworn Statement
- ___ Appendix B (Ocular Inspection)
- ___ Update PMR
- ___ Forward to Legal Unit for contracting

Supplies and Materials: (PURCHASE ORDER)

- ___ Requirements Check
- ___ Business/Mayor's Permit
- ___ PhilGEPS
- ___ ITR/Tax Clearance
- ___ Omnibus Sworn Statement

**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

**TRACKING AND MONITORING OF PURCHASE
ORDER (PO)**

- ___ Prepared Purchase Order (PO)
- ___ Forwarded to HoPE for signature
- ___ Serve the signed PO to Supplier for Conform
- ___ End-User and Accounting for signature
- ___ Xerox all documents

Post at: ___ ICT ___ PAU ___ PhilGEPS
 Update: ___ PMR-Finance ___ PMR-Asset

___ Asset Management Section (delivery and processing of payment)

- ___ Update Procurement Monitoring



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



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