

## Republic of the Philippines

# Department of Education

### **REGION IV-A CALABARZON**

#### TABLE OF CONTENTS

#### (TITLE)

- 1. Certificate of Posting (posting of Contract and BAC Resolution)
  - A. Office Website
  - B. Bulletin Board
  - C. PhilGEPS (if necessary)
- 2. Contract
- 3. Notice to Proceed (NTP) (if necessary)
- 4. Notice of Award (NOA) (if necessary)
- 5. BAC Resolution
- 6. Ocular Inspection (if necessary)
- 7. Abstract of Quotation
- 8. Request for Quotation (RFQ) from Prospective Bidders
  - A. RFQ
  - B. Mayor's Permit
  - C. PhilGEPS Registration
  - D. Tax Clearance
  - E. Notarized Omnibus Sworn Statement
- 9. Certificate of Posting (posting of RFQ)
  - A. Office Website
  - B. Bulletin Board
  - C. PhilGEPS (if necessary)
  - D. Emailed to Prospective Bidders
- 10. Request for Budget Approval (RBA)
  - A. Authority to Procure
  - B. Training Venue Requirements (if necessary)
  - C. Certificate of Non-Availability of NEAP (if necessary)
  - D. Regional Memorandum
  - E. Sub-ARO (if necessary)
  - F. Activity Request (AR)





Address: Gate 2, Karangalan Village, Cainta, Rizal

**Telephone No.:** 02-8682-2114

Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



