



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga



September 6, 2023

Division MEMORANDUM  
No. 342, s. 2023

**REITERATING THE DUTIES AND RESPONSIBILITIES OF THE DIVISION INSPECTORATE TEAM AND ESTABLISHING THE RFQ TECHNICAL WORKING GROUP**

To: Asst. Schools Division Superintendent  
All program holders  
BAC Members  
BAC Technical Working Group  
All other concerned

1. Pursuant to Republic Act No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations and to DepEd Order No. 27, s. 2020 or the Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools, the Schools Division of Tabuk City issued Division Memorandum No. 164 s. 2023 detailing the members of the Bids and Awards Committee (BAC) Secretariat, the members of the BAC Technical Working Group and the Division Inspectorate Team.

2. Hence, this memorandum reiterates the roles, duties, and responsibilities of the inspectorate team as follows:

- a. Attend the pre-inspection conference with the implementing units/end-user units wherein specific tasks are allocated to each inspector,
- b. Attend post-inspection conference wherein the findings and result of the inspection are discussed,
- c. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data,
- d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site,
- e. check the completeness and authenticity of the documents presented by the supplier,
- f. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected contract/purchase order are met,
- g. Perform trial and operational test on equipment, computers and other related goods. Requests the supplier to demonstrate operation of the equipment and observe its performance,
- h. check the inclusion of warranty certificate and instructional manual,



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- i. Sign the inspection portion of the inspection and acceptance report if the deliveries conform to the technical requirements,
  - j. Prepare and submit promptly to the IUs/EUs pre-delivery inspection report stating among others, its assessment and findings,
  - k. Submit assessment reports and policy recommendations concerning the conduct of inspection, and
  - l. Attend meetings, conferences and training programs as may be required by the School Division Office.
3. In addition, to promote transparency, integrity and accountability, the following rules of conduct shall be observed by all Members of the Inspectorate Team:
- a. Adhere strictly to the date and time indicated in the Notice of Pre-Delivery Inspection or Delivery Schedule and Inspection Order/Authority.
  - b. Avoid availing of free services from the supplier such as meals, transportation and accommodation as this might lead to the expectation of instant favorable result of inspection. Acceptance or solicitation of any gift or favor from the Supplier is strictly prohibited as provided in Section 7-d of RA 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and DepEd Order No. 47, s. 2022 and its amendments provided in DepEd Order No. 49, s. 2022 or the Promotion of Professionalism in the Implementation and Delivery of Basic Education Program Services.
  - c. Ensure that the inspection is properly documented, e.g., through photographs of the goods and the performance of inspection, and that all necessary documents are authentic and duly signed.
  - d. Record the expenses incurred in performing the inspection and charge the same to the appropriate office according to the agreement of the concerned offices.
  - e. Maintain professional, business-like dealing with the relations between or among the Inspectors and the Supplier, or Contractor in the course of the inspection. Inappropriate friendly relations between or among the Inspectors and the Supplier, or Contractor must be avoided,
  - f. Observe minimum public health and safety standards at the inspection site.
4. To strengthen transparency and accountability in the procurement process in the Schools Division of Tabuk City, there will be a RFQ Technical Working Group (RFQ-TWG) which roles, duties and responsibilities are to:
- a. Prepare Request for Quotation (RFQ) based on approved Activity Request (AR) and Purchase Request (PR),
  - b. Log all outgoing RFQs and facilitate its distribution in five (5) copies: one (1) copy for the program holder, one (1) copy for the BAC Sec, and three (3) copies for the RFQ-TWG.
  - c. Provide a drop box where interested suppliers or their representative can drop the sealed RFQ.
  - d. Provide a logbook to the PACD to record all incoming sealed RFQs stating the name of supplier, the date and the time received.
  - e. Forward to the office of the BAC Chairperson all received RFQs.
  - f. Witness the opening of the RFQs.
5. The RFQ-TWG shall be led by one of the members of the BAC secretariat and will be composed of two (2) members. The composition of the RFQ-TWG is:
- |                          |                               |             |
|--------------------------|-------------------------------|-------------|
| a. Daisy Mae Bucao       | Project Development Officer I | Team Leader |
| b. Norwin O. Bulosan     | Administrative Assistant III  | Member      |
| c. Mark Christian Buduan | Administrative Aide VI        | Member      |
6. For information, guidance and strict compliance.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
 Schools Division Superintendent



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**Annex 1**  
**FLOWCHART OF THE PAPER TRAIL OF THE REQUEST FOR QUOTATION (RFQ)**

