



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

Bids and Awards Committee (BAC)

SUBJECT : BID BULLETIN NO. 1

PROJECT : Procurement of Nutritious Food Products (NFP) for the Implementation of School-Based Feeding Program (SBFP) SY 2024-2025

DATE : October 7, 2024

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders. It shall form an integral part of the bidding documents issued earlier relative to the above project.

SPECIAL CONDITION OF THE CONTRACT:

GCC Clause 2.2- Advance payment and Terms of Payment

Memorandum OM-OUOPS 2024-09-07113- Ensuring Timely and Staggered Payment to Suppliers of Food Commodities and Milk Supplied for SBFP.

Payments must be made promptly by the Procuring Entity, but in no case later than sixty (60) days after the supplier's request for payment shall be made in writing, accompanied by an invoice describing the goods delivered and/or services performed, by documents submitted pursuant to the contract, and upon fulfillment of other obligations stipulated in the contract, as well as upon inspection and acceptance of the goods by the appropriate Technical and Inspection Committee.

All other provisions not herein modified shall remain in force and effect.

For information and guidance


EVA S. TOLENTINO
Acting BAC Chairman



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
 OM-OUOPS-2024-09-0713

TO : Regional Directors
 Assistant Regional Directors
 Schools Division Superintendents

FROM : *Annalyn M. Sevilla*
ANNALYN M. SEVILA
 Undersecretary for Finance

Revsee A. Escobedo
ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations

Dr. Dexter A. Galban
DR. DEXTER A. GALBAN
 Assistant Secretary for Operations

SUBJECT : **ENSURING TIMELY AND STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

DATE : 21 August 2024

The School-Based Feeding Program (SBFP) is annually implemented and substantially funded to address hunger and undernutrition. Given the sustained funding of SBFP, it is crucial to adhere to the operational guidelines and advisories, ensuring prudent utilization of these funds. To maximize the funds it is advised to do staggered payments or monthly payments to suppliers of food and weekly payments to suppliers of milk. This approach facilitates a more effective use of the funds and ensures timely disbursement, hence, payments shall be promptly processed upon submission of the supplier's request for payment letter.

In accordance with the GPPB Manual of Procedures for the Payment of Goods, the Schools Division Office (SDO) shall comply with the provisions on:

"Payments must be made promptly by the Procuring Entity, but in no case later than sixty (60) days after the supplier's request/s for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, by documents submitted pursuant to the contract, and upon fulfillment of other obligations stipulated in the contract, as well as upon inspection and acceptance of the goods by the appropriate Technical and Inspection Committee.



Room 101, Rizal Building, Dept. of Education, Morato Avenue, Pasig City 1600
 Telephone Nos. (02) 8633 5313; (02) 8631 8492
 Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	08-23-23	Page	02



In addition, the Procuring Entity shall ensure that all accounting and auditing requirements are met prior to payment, as well as comply with government auditing rules such as COA Circular No. 2023-004 dated June 14, 2023, Government Accounting Management (GAM), and other pertinent government regulations."

In this light, we respectfully request all Regional and Schools Division Finance and Budget Officers to ensure compliance with the GPPB Manual of Procedures, COA Circular No. 2023-004, and the SBFP guidelines. This measure will enhance budget utilization and ensure funds are used promptly and effectively.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632 9935/or via email at shd@deped.gov.ph.

ATTENTION: SBFP
Undersecretary for Operations

FROM : Atty. Erwin A. Masabado
Undersecretary for Operations

DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : REQUEST FOR ISSUANCE OF A MEMORANDUM TO REGIONAL AND SCHOOLS DIVISION FINANCE OFFICERS ON THE STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : 23 July 2024

The School-Based Feeding Program (SBFP) is annually implemented and substantially funded to address hunger and undernutrition. Given the sustained funding of SBFP, it is crucial to adhere to the operational guidelines and advisories, ensuring prudent utilization of these funds. To maximize the funds it is advised to do staggered payments or monthly payments to suppliers of food and weekly payments to suppliers of milk. This approach facilitates a more effective use of the funds and ensures timely disbursement.

In this light, we respectfully request the issuance of a Memorandum to all Regional and Schools Division Finance Officers to ensure compliance with the SBFP guidelines. This measure will enhance budget utilization and ensure funds are used promptly and effectively.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at shd@deped.gov.ph.

Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1500

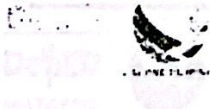
Telephone Nos.: (02) 8631 5313; (02) 8631 8497

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-04-05203

FOR : **ANNALYN M. SEVILA**
 Undersecretary for Finance
[Signature]

FROM : **Atty. Revsee A. Escobedo**
 Undersecretary for Operations

[Signature]
DR. DEXTER A. GALBAN
 Assistant Secretary for Operations

SUBJECT : **REQUEST FOR ISSUANCE OF A MEMORANDUM TO REGIONAL AND SCHOOLS DIVISION FINANCE OFFICERS ON THE STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

DATE : 22 July 2024

The School-Based Feeding Program (SBFP) is annually implemented and substantially funded to address hunger and undernutrition. Given the sustained funding of SBFP, it is crucial to adhere to the operational guidelines and advisories, ensuring prudent utilization of these funds. To maximize the funds it is advised to do staggered payments or monthly payments to suppliers of food and weekly payments to suppliers of milk. This approach facilitates a more effective use of the funds and ensures timely disbursement.

In this light, we respectfully request the issuance of a Memorandum to all Regional and Schools Division Finance Officers to ensure compliance with the SBFP guidelines. This measure will enhance budget utilization and ensure funds are used promptly and effectively.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at sbfp@deped.gov.ph.



Room 101, Rizal Building, DepEd Complex, Marikina Avenue, Pasig City 1600
 Telephone Nos.: (02) 8633-8818; (02) 8631-8492
 Email Address: cure@deped.gov.ph | Website: www.deped.gov.ph

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Republic of the Philippines
Department of Education

ROUTING SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **Ellaffer Ramos**
 Subject: **Ensuring Timely and Staggered Payments to Suppliers of Food Commodities and Milk Supplied for the School-Based Feeding Program (SBFP)**
 Document Code: **CO-BLSS1-2024-07-1161**
 Date and Time Added: **2024-JUL-31 09:22:07 AM**
 Created by: **BLSS - School Health Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

DATE (y-m-d)	FROM (Please indicate Name, Position and Office)	FOR (Please indicate Name, Position and Office)	NOTES / RECOMMENDATION / INSTRUCTION	RECEIVED BY (Please indicate Name, Office, Date and Time)
24-9-24	FS-BO	SHD	Referring for attached memo for revision on page 2, paragraph 2.	Handled 9/24/24 10:52 am
14-9-24	SHD	FS-BO	We only have Finance Officers in the Regions and in the Schools Division Offices and Province Offices.	11-11 9-9-24
29-9-24	FS-BO	SHD	revised on the memo.	Office of the Undersecretary, FINANCE Submitted by: [Signature] Date: 9/29/24
SEP 12 2024	[Signature]	BLSS (SHD)	Approved [Signature]	Received by: [Signature] Date: 9/12/24