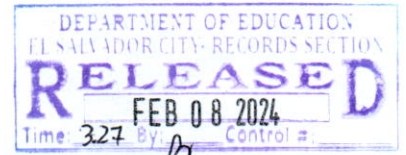




Republic of the Philippines
Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



8 February 2024


DIVISION MEMORANDUM

No. 063, s. 2024

SUBMISSION OF BUSINESS PERMIT AND PHILGEPS REGISTRATION OF ALL PROSPECTIVE BIDDERS

To: **Canvassers**
End-Users/Program Holders
All Others Concerned
This Division

1. The procuring entity (PE) is always gearing towards excellence. In order to achieve these, we need to innovate for continuous improvement, and one of the ideas is to develop a pool of eligible bidders for fast, and transparent transactions.
2. This is to enjoin all canvassers and program holders to request a copy of the business permits and PhilGEPS registration from all prospective bidders or suppliers. All business entities are encouraged to submit the required documentary requirements on or before February 28, 2024.
3. This is to ensure a pool of eligible bidders with satisfactory performance in delivering goods and services.
4. Only recognized eligible bidders that submitted such documents will be considered for the request of price quotations and the like.
5. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. This memorandum shall take effect until further revoked by this office.
7. This is for your information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

BAC/CCN

