



Republic of the Philippines  
**Department of Education**  
 REGION X  
**SCHOOLS DIVISION OF LANA DEL NORTE**



March 3, 2026

DIVISION MEMORANDUM  
 No. 145 , s. 2026

**REITERATION OF THE USE OF STANDARD FORMS AND TEMPLATES  
 PRESCRIBED BY THE GOVERNMENT PROCUREMENT POLICY  
 BOARD (GPPB) UNDER THE NEW PROCUREMENT ACT**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, School Governance and Operations  
 Division  
 Public Elementary and Secondary School Heads  
 Service/Unit Heads  
 All Others Concerned

1. In connection with Division Memorandum No. 650, s. 2025 titled *Dissemination of Memorandum Proc-2025*, this Office reiterates the use of the standard forms and templates for procurement in all procurement-related transactions and submissions to ensure full compliance with the provisions of Republic Act 12009, also known as the New Government Procurement Act (NGPA) and its Implementing Rules and Regulations (IRR).
2. Republic Act 12009 and its IRR took effect on August 13, 2024 and February 25, 2025 respectively. However, the effective date for the use of the Standard Forms under NGPA is September 21, 2025.
3. The Procurement Units of the Division Office and schools are instructed to revisit the **Annual Procurement Plan** (APP) for 2026 and revise, if needed, to ensure alignment with the requirements of the new procurement act.
4. Program holders and end-users are advised to strictly use the prescribed **Project Procurement Management Plan** (PPMP) for all 2026 procurements for goods, infrastructure projects, and consulting services and ensure all columns, including projected timelines, source of funds, and estimated budgets are completely and accurately filled out.
5. The use of **Market Scoping Form** (MSF) is mandatory. A duly accomplished MSF must be attached as a supporting document for each project listed in the PPMP. Market Scoping activities help determine the proper cost estimation, technical specification, and available sources in the market. No procurement shall proceed without MSF.



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6. Attached are the GPPB-prescribed APP, PPMP and MSF to be used by all schools and offices within this Division. These forms including the Philippine Bidding Documents may also be downloaded from <https://www.gppb.gov.ph/downloadable-forms/>.

For clarifications, please contact the Division Procurement Unit thru Myles M. Sayre at [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph).

8. This Office directs the immediate dissemination of this Memorandum.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

BIDS AND AWARDS    FORMS AND TEMPLATES    PROCUREMENT    RA 12009

JCV/DM – Reiteration of the Use of Standard Forms and Templates Prescribed by GPPB under RA 12009  
March 3, 2026



Agency Letterhead with Logo

## MARKET SCOPING

**1. AGENCY INFORMATION**

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

**2. PROJECT OVERVIEW**

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

**3. MARKET SCOPING ACTIVITY/IES CONDUCTED** *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (√)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken:	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

#### 4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. <b>Project Cost Estimate</b> [Does the cost estimate align with current market prices?]		

<b>Parameters</b>	<b>Considered?</b> <i>(Yes/No/ Not Applicable)</i>	<b>Recommendations based on the Market Scoping</b> <i>(Attach additional documents if necessary)</i>
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]		
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]		
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]		
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:  
Responsible Personnel, End-User or  
Implementing Unit

Approved by:  
Head, End-User or Implementing Unit

*[Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*

*[Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*



**Guide to Filling Out the PPMP Form**

Particular		Basis/References, if any	Notes	Illustration/Examples	
				Goods	Infrastructure
Heading	Title of the Document "Project Procurement Plan No. ____"	IRR of RA No. 12009-Section 7.7.2 to 7.7.3	<p>Indicate the Project Procurement Management Plan No. (first submitted version of the Indicative PPMP as No. 1, succeeding update/final PPMP as No. 2, and so on), then place a check (✓) whether the PPMP is Indicative or Final, in consideration of the following:</p> <p>An "Indicative" PPMP is being prepared as part of the budget proposal preparation, while the budget allocation is not yet approved/final.</p> <p>A Final PPMP is being prepared as a result of the final and approved budgetary allocation of the General Appropriations Act, corporate operating budget or appropriation ordinance, as the case maybe.</p>	-	-
Column No. 1	General Description and Objective of the Project to be Procured	IRR of RA No. 12009-Section 7.7.1 (b)	Provide a concise but clear description of the project and its intended purpose. Indicate whether the project will be implemented through procurement or by administration. If applicable, specify whether the activity supports a program, mandate, or operational need.	Supply and Delivery of Uniform long sleeve T-shirt with Print, Shovel and Wheelbarrow for Billy Bayong Program of National Road and Bridges, X Office, Brgy. X, Municipality of X, X City	Improvement and repair of existing facilities, buildings, and structures and Proposed construction of Billy Bayong Sports Complex in XX Region, including a covered walkway (by Administration)
Column No. 2	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	IRR of RA No. 12009-Section 7.7.1 (b)	Indicate the type of procurement—whether for Goods, Infrastructure Projects or Consulting Services. If classified as General Support Services, indicate Goods (General Support Services).	Goods	Infrastructure
Column No. 3	Quantity and Size of the Project to be Procured	IRR of RA No. 12009-Section 7.7.1 ©	<p>Indicate the quantity and size of the procurement activity. If the projects consists of lots, each lot must be presented in a separate row, especially when multiple lots are involved. If the number of items is too large to fit in this column, a separate attachment may be used.</p> <p>Guide on Quantity and Size as defined by Procurement Category</p> <p>1. Goods</p> <ul style="list-style-type: none"> <li>Quantity : The total number of individual items or units to be supplied. Example: Ordering 200 desktop computers means the quantity is 200.</li> <li>Size : The physical dimensions, capacity, or specification of each item. Example: Each computer must have a 15-inch monitor and 16GB RAM.</li> </ul> <p>2. Infrastructure Projects</p> <ul style="list-style-type: none"> <li>Quantity : The total extent or number of components to be constructed or installed. Example: Building 3 bridges or laying 500 meters of road.</li> <li>Size: The scale, dimensions, or capacity of each component or structure. Example: Each bridge must be 50 meters long, or the road must be 6 meters wide.</li> </ul> <p>3. Consulting Services</p> <ul style="list-style-type: none"> <li>Quantity : The number of consultants, teams, or person-months required for the assignment. Example: Engaging 2 consulting teams or contracting for 12 person-months of expert input.</li> <li>Size: The scope, scale, or coverage of the consulting assignment, such as the organizational level or geographic area impacted. Example: Consulting on a nationwide IT system rollout, or an assignment covering five provinces.</li> </ul> <p><i>These definitions ensure clarity in procurement documents, helping suppliers and service providers understand both how much is needed (quantity) and the specific requirements or scale of each unit or assignment (size).</i></p>	<p>[For the Billy Bayong Program for National Road and Bridges, X Office, Brgy. X, Municipality of X, X City]</p> <p>Lot 1 Quantity : 14,000 pcs. short-sleeved T-shirts with print 14,000 pcs. handtowels Size : T-shirt: standard adult size with front and/or back print Handtowel: 8 inches x 12 inches, cotton fabric</p> <p>Lot 2 Quantity: 2,200 pcs. shovels 1,300 pcs. wheelbarrows Size : Shovel: standard length, e.g., 38 inches long with a steel blade and wooden handle Wheelbarrow: single-wheel, heavy-duty steel tray with 65 liter capacity</p>	<p>[For the Improvement/ Repair of Existing Structures and Construct Sports Complex]</p> <p>Quantity: Two (2) components: 1.Improvement and repair of existing building and structures 2. Construction of sports complex covered walkway Size: 1. Floor area to be rehabilitated- 5 sq.m. 2. Sports Complex- 30 m x 50m structure with seating capacity for persons and a covered walkway 6 long x 3 m wide, steel frame with concrete pavement and roofing.</p>

Column No. 4	Recommended Mode of Procurement	IRR of RA No. 12009-Section 7.7.1 (d)	Indicate applicable procurement mode under RA No. 12009.  The Bids and Awards Committee shall recommend to the Head of the Procuring Entity the use of any of the modes of procurement through the Annual Procurement Plan.	Competitive Bidding	N/A (To be undertaken by Administration)
Column No. 5	Pre-Procurement Conference, if applicable	IRR of RA No. 12009-Section 7.7.1 (e)	Indicate yes or no if the Pre-procurement Conference is to be undertaken in accordance with the RA No 12009 and its IRR.	Yes	N/A
Column No. 6	Start of Procurement Activity	IRR of RA No. 12009-Section 7.7.1 (e)	Indicate the projected month and year (MM/YYYY) of the start of procurement activity which will depend on the prescribed procurement timeline of the applicable mode of procurement used by the Procuring Entity (e.g. Pre-procurement Conference, Publication, Posting, Issuance of the RFQ, as the case may be).	04/2026	N/A
Procurement Project	End of Procurement Activity	IRR of RA No. 12009-Section 7.7.1 (e)	Indicate the projected month and year (MM/YYYY) of issuance of Notice of Award or Purchase Order, as the case may be, based on the prescribed procurement timelines of the applicable mode of procurement used by the Procuring Entity.	05/2025	N/A
Column No. 8	Expected Delivery/ Implementation Period		Indicate the month and year (MM/YYYY) of the expected delivery of goods or implementation of the project, as the case may be.	07/2025	06/2026 to 06/2028
Column No. 9	Source of Funds		Indicate the proposed source of fund for the Project. This may include, but is not limited to: the General Appropriations Act - Current or Continuing, Corporate Operating Budget, Appropriation Ordinance, Internally Generated Income, Special Purpose Fund, Trust Fund, or Foreign-Assisted Fund, consistent with the agency's approved budget documents.	GAA 2026 - Current Appropriation	GAA 2024 - Continuing Appropriation
Column No. 10	Estimated Budget / Authorized Budgetary Allocation	IRR of RA No. 12009-Section 7.7.1 (f)	Indicate Estimated Budget on Indicative PPMP when the GAA or other appropriate fund source has not yet been passed or approved. Otherwise, indicate the Authorized Budgetary Allocation on Final PPMP when the GAA or other appropriate fund source has been passed or approved.	Php12,499,544.00	Php15,900,000.00
Column No. 11	Attached Supporting Document/s	IRR of RA No. 12009-Section 7.7.1 (g) and Section 10	Indicate the supporting documents for each corresponding Project attached to the PPMP, which includes the Market Scoping Checklist and other relevant documents such as Technical Specifications, Detailed Engineering, Scope of Work or Terms of Reference and any equivalent document as applicable.  <b>NOTE:</b> The duly accomplished Market Scoping Checklist for each procurement project is a mandatory supporting document to the PPMP.	Technical Specifications	Scope of Work, Engineering, and Feasibility Study
Column No. 12	Remarks		Indicate additional details regarding the Project, such as, but not limited to the following: a. Basis of changes from previous PPMP b. Contract package details : i.e, estimated budget for the whole period (in case of multi-year contracts) c. Procurement Strategies to be used	Updated ABC due to bid failure under BAC Resolution No. xx-2026, proposing for Framework Agreement	To be undertaken by Administration c/o the Engineering Department