Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

ANNUAL PROCUREMENT PLAN FOR FY 2026

☐DICATIVE ☐FINAL ■UPDATED Version No. 3

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS			
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)	PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Provision of Catering Services for the conduct of Various SDO Biliran Activities, Meetings, and Conferences	SGOD/CID/OSDS	Provision of Catering Services for the conduct of Various SDO Biliran Activities, Meetings, and Conferences (Goods)	Competitive Bidding	Yes	LCRB	10/2025	11/2025	GAA 2026 Current Appropriations	368,350.00		For various trainings, seminars, meetings and other related activities of the office(Original Entry)
Lease of Venue with catering services for the conduct of Various SDO Biliran Activities	SGOD/CID	Lease of Venue with catering services for the conduct of Various SDO Biliran Activities (Goods)	Competitive Bidding	Yes	LCRB	10/2025	11/2025	GAA 2026 Current Appropriations	774,400.00		For various trainings, seminars, meetings and other related activities of the office (Original Entry)
Rental of LED Wall and Soundystem for the conduct of 2026 Division Pasidungog, SODA, and Teacher's Day	SGOD	Rental of LED Wall and Soundystem for the conduct of 2026 Division Pasidungog, SODA, and Teacher's Day (Goods)	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2026 Current Appropriations	50,000.00		Original Entry
Supply and Delivery of Customized Plaque, Trophies, and Medals	SGOD/CID	Supply and Delivery of Customized Plaque, Trophies, and Medals For 2026 Division Pasidungog, SODA, Teacher's Day Celebration, and Science and Mathematic Fair (Goods)	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2026 Current Appropriations	28,250.00		Original Entry
Printing of Tarpaulin	SGOD	Printing of Tarpaulin for Various SDO Activities and Advocacy for Pasidungog, and GAD related activities and advocacy	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2026 Current Appropriations	14,500.00		Original Entry
Rehabilitation / Repair of Comfort Room (2nd Floor)	SGOD	Labor and Materials for the Upgrade of Genderless / Neutral CR (2nd Floor) (Infrastructure)	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2026 Current Appropriations	35,496.00		GAD Fund
Repair and Maintenance - Building	OSDS	Supply and Delivery of Materials for Maintenance of SDO Building (Goods)	Small Value Procurement	No	LCRB	04/2026	04/2026	GAA 2026 Current Appropriations	100,000.00		Various repairs (Original Entry)
Repair and Maintenance - Airconditioning Unit	OSDS	Labor and Materials for the Repair and Maintenance of SDO Biliran Aiconditioning units (Goods)	Small Value Procurement	No	LCRB	04/2026	04/2026	GAA 2026 Current Appropriations	40,000.00		Maintenance of Aiconditioning units (Original Entry)
Repair and Maintenance - Vehicle	OSDS	Labor and Materials for the Preventive Maintenance od SDO Vehicle (Goods)	Direct Contracting	No	LCRB	05/2026	05/2026	GAA 2026 Current Appropriations	500,000.00		SDO Biliran Vehicle Maintenance (Original Entry)
Supply of Fuel, Oil, and/or Lubricants for SDO Biliran Official Vehicles	OSDS	Supply of Fuel, Oil, and/or Lubricants for SDO Biliran Official Vehicles (Goods)	Small Value Procurement	No	LCRB	05/2026	05/2026	GAA 2026 Current Appropriations and GAA 2025 Continuing Appropriations (LTE-SME)	383,668.00		Fuel, oil and lubricants needed for use of the office vehicles in connection with the conduct of various official travels/functions and distribution of supplies and materials to schools; to include also the requirement for the Brass Cutter (Original Entry)

Suppy and Delivery of Purified Drinking Water	OSDS	Suppy and Delivery of Purified Drinking Water (Goods)	Small Value Procurement	No	LCRB	01/2026	01/2026	GAA 2026 Current Appropriations	50,000.00		For Office Use (Original Entry)
Electricity Services	OSDS	Electricity Services	Renewal of Contract (WETI)	No	WETI	01/2026	01/2026	GAA 2026 Current Appropriations	1,500,400.00	Renewal of Regular and Recurring Services	Renewal of contract for the period, January 1 to Dec. 31, 2026
Water Services	OSDS	Water Services	Renewal of Contract (WETI)	No	WETI	01/2026	01/2026	GAA 2026 Current Appropriations	20,000.00	Renewal of Regular and Recurring Services	Renewal of contract for the period, January 1 to Dec. 31, 2026
Landline/Internet Services	OSDS	Landline/Internet Services	Renewal of Contract (WETI)	No	WETI	01/2026	01/2026	GAA 2026 Current Appropriations	96,000.00	Renewal of Regular and Recurring Services	Renewal of contract for the period, January 1 to Dec. 31, 2026
Supply and Delivery of Supplementary Learning Resources (SLRs) for Public School Libraries Lot 1: General References; Lot 2: Learning Area References	CID	Selected SLRs under General References and Learning Area References public school libraries (Goods)	Direct Contracting	No	SRRB	02/2026	03/2026	GAA 2025 Continuing Appropriations (Textbooks and other Instructional Materials SARO No. RO8-25-00251)	2,920,000.00		Original Entry
Lease of Venue with food provision for a two-day live-in Regional Convergence of Indigeneous Peoples Education Implementers cum Program Implementation Review	CID	Lease of Venue with food provision for a two-day live-in Regional Convergence of Indigeneous Peoples Education Implementers cum Program Implementation Review for 45 pax (Goods)	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2025 Continuing Appropriation (IPED-PSF)	180,000.00		Original Entry
Supply and Delivery of 45 pieces Dri-fit T-Shirt with customized print for the Regional Convergence of Indigeneous Peoples Education Implementers cum Program Implementation Review	CID	Supply and Delivery of uniform Dri-fit T-shirt for the Regional Convergence of Indigeneous Peoples Education Implementers cum Program Implementation Review for advocacy (Goods)	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2025 Continuing Appropriation (IPED-PSF)	22,500.00		Original Entry
Procurement of ICT Equipment for Enhanced eNGAS and eBudget System	CID	Supply and Delivery of 1 Set Desktop Server | 1 Operating System: Windows Server | 1 Application Software: MS SQL Server | 2 units Workstation Laptops for Finance Unit (Goods)	Procurement of CSE (Section 40)	No	LCRB	02/2026	02/2026	2026 Current Appropriat	317,000.00		Original Entry
Supply and Delivery of Fruits	SDO	Supply and Delivery of Fruits for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	221,750.00		Original Entry
Supply and Delivery of Firewood	SDO	Supply and Delivery of Firewood for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	12,000.00		Original Entry
Supply and Delivery of Grocery Items	SDO	Supply and Delivery of Grocery Items for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	373,835.00		Original Entry
Supply and Delivery of Well-Milled Rice	SDO	Supply and Delivery of Well-Milled Rice for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	198,800.00		Original Entry
Supply and Delivery of Drinking Water	SDO	Supply and Delivery of Drinking Water for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	45,500.00		Original Entry
Supply and Delivery of Meat and Fish	SDO	Supply and Delivery of Meat (Pork, Ground Pork, chicken meat, Pork Liver, Chicken Liver & Beef) and Fish for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	03/2026	SEF/PROVINCE FUND/TRUST FUND	864,340.00		Original Entry
Supply and Delivery of Vegetables and other items	SDO	Supply and Delivery of Vegetables and Other Items for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	03/2026	SEF/PROVINCE FUND/TRUST FUND	185,555.00		Original Entry
Supply and Delivery of LPG Tank Refill	SDO	Supply and Delivery of LPG Tank Refill for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	03/2026	SEF/PROVINCE FUND/TRUST FUND	31,665.00		Original Entry
Supply and Delivery of Assorted Bread	SDO	Supply and Delivery of Assorted Bread for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	80,450.00		Original Entry
Supply and Delivery of Kitchen Materials	SDO	Supply and Delivery of Assorted Kitchen Materials for Biliran Panamao Rangers Governor's Sports Camp	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/PROVINCE FUND/TRUST FUND	254,200.00		Original Entry

Provision of Catering Services	CID	Provision of Catering Services for 32 pax in the conduct of Graduation/End of School Year Rites and Recognition Ceremonies of ALS SHS Pilot Schools SY 2026-2027	Small Value Procurement	No	LCRB	02/2026	03/31/2026	FLO-ALS PSF	24,400.00		For ALS Graduation Rites & SBFP Implementation (Updated)
Lease of Venue with Food Provision	CID	Lease of Venue with Food Provision for 43 px for 2 day conduct of development of contextualized learning resources for ALS and ALS SHS	Small Value Procurement	No	LCRB	02/2026	03/31/2026	FLO-ALS PSF	58,700.00		Original Entry
Supply and Delivery of Grocery Items	SDO	Supply and Delivery of Grocery Items for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	156,503.00		Original Entry
Supply and Delivery of Well-Milled Rice	SDO	Supply and Delivery of Well-Milled Rice for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	191,700.00		Original Entry
Supply and Delivery of Drinking Water	SDO	Supply and Delivery of Drinking Water for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	21,000.00		Original Entry
Supply and Delivery of LPG Tank Refill	SDO	Supply and Delivery of LPG Tank Refill (23 Tanks) for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	28,750.00		Original Entry
Supply and Delivery of Firewood	SDO	Supply and Delivery of Firewood (100 Bundle) for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	10,000.00		Original Entry
Supply and Delivery of Frozen Goods	SDO	Supply and Delivery of Frozen Goods for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	62,850.00		Original Entry
Supply and Delivery of Fish	SDO	Supply and Delivery of Fish for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	284,200.00		Original Entry
Supply and Delivery of Meat	SDO	Supply and Delivery of Meat (Pork & Chicken) for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	515,700.00		Original Entry
Supply and Delivery of Vegetables and other items	SDO	Supply and Delivery of Vegetables and Other Items for Biliran Panamao Rangers r's EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	93,400.00		Original Entry
Supply and Delivery of Fruits	SDO	Supply and Delivery of Fruits (Banana and Apples) for Biliran Panamao Rangers r's EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	26,692.00		Original Entry
Supply and Delivery of Fresh Eggs	SDO	Supply and Delivery of Frozen Goods for Biliran Panamao Rangers EVRAA Proper	Small Value Procurement	No	LCRB	02/2026	03/2026	PROVINCE FUND/TRUST FUND	90,000.00		Original Entry
Procurement of Fuel	SDO	Procurement of Fuel for 2026 EVRAA for DepEd Car, Ambulance and borrowed vehicles from LGUs	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/TRUST FUND	199,940.00		Original Entry
Procurement of Sports Supplies for Biliran Panamao Rangers Participation to EVRAA 2026	SDO	Procurement of Sports Supplies for Biliran Panamao Rangers Participation to EVRAA 2026	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/TRUST FUND	164,000.00		Original Entry
Procurement of Medicines and Supplies for EVRAA 2026	SDO	Procurement of Medicines and Supplies for EVRAA 2026	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/TRUST FUND	200,000.00		Original Entry
Procurement of Materials and Supplies for Bileting School Landscaping and Beautification for EVRAA 2026 (Hardware and Merchandise)	SDO	Procurement of Materials and Supplies for Bileting School Landscaping and Beautification for EVRAA 2026	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/TRUST FUND	160,000.00		Original Entry
Rental of Decorative wall panels and other materials for Billeting Quarter Beautificationy	SDO	Rental of Decorative wall panels and other materials for Billeting Quarter Beautificationy	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/TRUST FUND	11,000.00		Original Entry

Printing of Tarpaulin for the Billeting Quarter during EVRAA 2026 in Baybay City	SDO	Printing of Tarpaulin for the Billeting Quarter during EVRAA 2026 in Baybay City	Small Value Procurement	No	LCRB	02/2026	02/2026	SEF/TRUST FUND	29,000.00		Original Entry
Provision of Food with Venue	SDO	Provision of Food with Venue of Various Training Activities for CID and SGOD	Competitive Bidding	No	LCRB	03/2026	05/2026	GAA Current Approvpriations/HRTD/ PSF/DPRP/CID FUND	5,226,000.00		Original Entry
Supply and Delivery of Common-use supplies and equipment available at PS Depot	**SGOD/CID/OSDS**	**Supply and Delivery of Common-use supplies and equipment available at PS Depot (Goods); Supply and Delivery of 1,520 pieces of Protractor and 1,520 pieces of Ruler**	Small Value Procurement	**No**	**LCRB**	**Apr-26**	**Apr-26**	**GAA 2026 Current Appropriations and GAA 2025 Continuing Appropriations (FLO-ADM) (LTE-SME)**	**783,184.00**		**change of mode of procurement due unavailabity at PS Depot**
Procurement of Non-Common Used Supplies	SGOD/CID	Procurement of Materials in the Conduct of Various Training Activities	Small Value Procurement	No	LCRB	03/2026	10/2026	GAA Current Appropriations (HRTD)	878,420.32		Original Entry
Procurement of Dry Seal	OSDS	Procurement of DRY SEAL, PORTABLE Pocket Seal Machine made of Metal Plate 1.5 inches diameter (standard size)	Small Value Procurement	No	LCRB	02/2026	05/2026	GASS 2026	10,000.00		Original Entry
Procurement of Office Equipment	SGOD	Procurement of 1 unit Laptop and 1 unit Power Station	Small Value Procurement	No	LCRB	03/2026	05/2026	DPRP Fund	89,957.00		Original Entry
Furniture for Public Assistance Desk	SGOD	Procurement of 1 unit Office Table TYM-807 1.2 & 1 unit Office Chair	Small Value Procurement	No	LCRB	03/2026	03/2026	RO-8-25-01116	10,000.00		Original Entry
Printing of Tarpaulin	CID	Printing of 4/6ft Tarpauilin in the Conduct of Graduation/End of School Year Rites and Recognition Ceremonies of ALS SHS Pilot Schools for SY 2026-2027	Small Value Procurement	No	LCRB	03/2026	03/2026	FLO-ALS PSF	900.00		Original Entry
Supply and Delivery of Inverter Refrigerator	SGOD	Supply and Delivery of 40 units 8 cu ft Inverter Refrigerator to some SBFP Implementating Schools	Small Value Procurement	No	LCRB	Mar-26	May-26	SBFP Fund FY 2025	960,000.00		Original Entry
Electrical Supplies, Materials and Equipment for new SDO Building	OSDS	Procurement of Current Transformer 100.5 600V ERCT. KWHM KV2C 3 Phase, Electric Tape Bid, Copper Wire 80MM2, Copper wire 175 MM2, Oval Eyebolt 5/8 x 9", Expansion bolt 5/8, PVC Clip 2	Small Value Procurement	No	LCRB	Mar-26	May-26	GASS 2026	455,000.00		Original Entry
Supply and Delivery of sets of Literacy and Numeracy Kits for Kindergarten Assessment	CID	103 pcs Assessment materials for the administration of the Philippine ECD Checklist, 103 Kindergarter Learning Kit & 2 Manipulative Set	Small Value Procurement	No	LCRB	Mar-26	May-26	GAA 2025 Continuing Appropriation	114,650.00		Original Entry
Printing and Delivery of Reading Materials for Key Stage 1 (Kinder to Grade 3)	**CID**	**3,306 books-My Jumbo Learning Workbook; 3,306 books-Kulay; 3,313 books - Munting Patak-Ulan; 3,313 books-Si Putot; 3,710 books; Message in the Sand; 3,710 books - Ano Kaya Ako Paglaki; 4,012 books - Ang Bayang Maaksaya sa Tubig; 4,012 books - Ang Masisipag na Langgam (The Hardworking Ants)**	**Competitive Bidding**	**No**	**LCRB**	**Jun-26**	**Jul-26**	**GAA 2026**	**1,946,248.50**		**Original Entry**
Supply and Delivery of Heavy-Duty Tote Boxes (Crate) with cover and Heavy Duty Foldable Platform Trolley Hand Push Cart to be used for Delivery (Freight and Handling) of Reading Materials to the Identified Schools	**CID**	**110 pcs of Heavy-Duty Tote boxes (Crate) with Cover 2 pcs of Heavy Duty Foldable Platform Trolley Hand Push Cart**	**Small Value Procurement**	**No**	**LCRB**	**Jun-26**	**Jun-26**	**GAA 2026**	**204,901.50**		**Original Entry**

Provision of Food, Venue and Accommodation for the Conduct of Regional Workshop on the Preparation & Submission of Calendar Year (CY) 2026 Mid-Year Financial Reports	**OSDS-Finance**	**207 pax for 4 days & 4nights**	**Competitive Bidding**	**No**	**LCRB**	**Jun-26**	**Jul-26**	**Trust Receipts**	**1,656,000.00**		**Original Entry**
Supply and Delivery of 159,768 packs of Iron Fortified Rice (IFR) for School-Based Feeding Program Implementation SY 2026-2027	**SGOD**	**159,768 packs of IFR**	**Competitive Bidding**	**No**	**LCRB**	**Jun-26**	**Jul-26**	**GASS 2026**	**3,514,896.00**		**Original Entry**
Provision of Food and Venue Rental for the Conduct of Various SGOD Taining-workshops/Capacity Building	**SGOD**	**150 pax for 1 day - Division Orientation on the Implementaation of SBFP SY 2026-2027; 85 pax for 2 days - SBFP Post-Implementation Review (PIR) SY 2027-2027; 86 pax for 2 days - training-workshop for School Leaders on the Crafting and Quality Assurance Development of School Professional Development Plan (3 clsuter); 143 pax for 2 days - Enhance competencies of target personnel through the delivery of priority professional development programs**	**Small Value Procurement**	**No**	**LCRB**	**Jun-26**	**Jun-26**	**GAA 2026**	**638,400.00**		**Original Entry**
Provision of Food and Accommodation for the Conduct of Regional Orientation on M7X Ready Program and Pillar 1: Safe Learning Guidebook	**SGOD**	**Batch 1: 82 pax Food Batch 2: 79 pax Food 2 nights Accommodation with breakfast for 5 pax**	**Small Value Procurement**	**No**	**LCRB**	**Jun-26**	**Jun-26**	**GAA 2026 (DPRP)**	**80,850.00**		**Original Entry**
Procurement of Deworming Medicines and Bath Soap for SBFP Implementation SY 2026-2027	**SGOD**	**17,752 tablets of Albendazole Chewable Tablet 400mg; 8,876 pcs of Bath Soap 60 grams**	**Small Value Procurement**	**No**	**LCRB**	**Jun-26**	**Jun-26**	**GAA 2026**	**319,536.00**		**Original Entry**
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Fidelity Bond	OSDS	Fidelity Bond	Direct Acquisition	No		01/2026	01/2026	GAA 2026 Current Appropriations	120,000.00		Renewal of Fidelity Bond of SDO Officials
Insurance - Building and Service Vehicle	OSDS	Insurance - Building and Service Vehicle	Direct Acquisition	No		01/2026	01/2026	GAA 2026 Current Appropriations	110,000.00		Renewal of Insurance
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Supply and Delivery of Materials	OSDS	Supply and Delivery of Common-use supplies and equipment available at PS Depot (Goods)	Procurement of CSE (Section 40)	No		Mar-26	Apr-26	OSEC-8-26-00968	13,771.00		Original Entry
Procurement of Supplies and Materials for School-Based Feeding Program related activities and reporting and Regional Orientation on M7X Ready Program and Pillar 1: Safe Learning Guidebook	**SGOD**	**Various Supplies and Materials for School-Based Feeding Program related activities and reporting and Regional Orientation on M7X Ready Program and Pillar 1: Safe Learning Guidebook**	**Procurement of CSE (Section 40)**	**No**		**Jun-26**	**Jun-26**	**GAA 2026**	**42,838.00**		**Original Entry**

Total Amount of Estimated Budget for EPA Projects: 1,142,750.00
Total Amount of CSEs to be purchased from PS-DBM: 56,609.00
l Amount of Estimated Budget: 27,972,687.32

Prepared by:

JOSEPHINE M. CASAS EdD
Signature over Printed Name
Chief, SGOD
Bids and Awards Committee Secretariat Head

Date : ________________________

Recommended by:
By the Authority of the Bids and Awards Comn

ARVIN T. ELATICO, CPA, JD
Signature over Printed Name
OIC ASDS
Bids and Awards Committee Chairperson

Date : ____________________________

Approved by:

ROBERTO N. MANGALIMAN PhD CESO VI
Signature over Printed Name
Schools Division Superintendent
Head of the Procuring Entity

Date : ________________________