

Republic of the Philippines Department of Budget and Management

PROCUREMENT SERVICE

PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

November 3, 2017

Mr. Pedro Melchor N. Natividad, CSEE Schools Division Superintendent Department of Education - Division of Zamboanga Del Norte (065) 2122606 depedzanortedivision@yahoo.com

Attention:

BAC Chairman; School Principals

Dear Madam:

Greetings!

Good procurement is essential to ensure good public services, from buying goods and services that work as they are supposed to, to achieving savings that can be ploughed back into front-line services. PhilGEPS is committed to proactively participate in the challenges of contributing to procurement reforms by maintaining a safe and secure internet-based, open, and competitive marketplace for government procurement. PhilGEPS also embraces the task in helping develop procurement professionals and partnering with other government agencies to bring about reforms that will reflect our fervor to ensure that procurement drives further advancement in our delivery of public services to match the Filipinos' rightly held high expectations for a government that serves the public's best interests.

The PhilGEPS System Modernization Project is on-going and is aimed to improve on the technical design and architecture of the system to ensure further efficiency and streamlining towards full implementation of electronic procurement in our country.

It is for this reason that we are extending this invitation to your <u>Schools Division and all the schools within its jurisdiction</u> to attend the PhilGEPS Training for Phase 1, and all other succeeding trainings for new system developments on the PhilGEPS so you so you can re-visit and familiarize yourself again with the use of the PHILGEPS and keep pace with the systems upgrade. We acknowledge that Deped has issued Department Order No. 6, S. 2008 with regards to PhilGEPS registration and posting, and we hope that implementation of such within the DepEd is adhered to.

| REGION | TENTATIVE SCHEDULES | VENUE |
|----------|--|---|
| Region 9 | NOVEMBER 2-3, 2017; NOVEMBER 8-9, 2017 NOVEMBER 15-16, 2017; NOVEMBER 22-23, 2017 | Southern City Colleges, Zamboanga City |

Please accomplish the attached confirmation form which require a list of your participants. Also found therein are the corresponding dates of the training. Trainings are to be held for two (2) days at designated venues. Training fee is Php2,400.00/participant (inclusive of VAT) inclusive of a training kit, lunch and snacks. Please make check payment for the account of the E-BLACKBOARDS LEARNING AND SOLUTIONS INC.

For inquiries and/or clarification, please contact the training secretariat by e-mail at jdesales@e-blackboards.com, or by telefax at (02) 721-4724, 9556469, 6618850, or you may contact e-BlackBoards Learning and Solutions Inc. at (02) 861-5280 or 8615245.

We hope to see you in one of our trainings!

Thanks and regards.

Very truly tours.

Exec. Dir. ROSA MARIA M. CLEMENTE

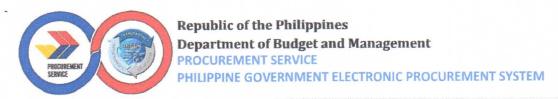
Project Manager, PhilGEPS

Cristobal St., 1007 Paco Manila

GEPS Unit 608, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

Tel. Nos. 563-9365/563-9395

6406900



PhilGEPS Buyers Training Program of Activities

Buyer Training Day 1 1.0 Overview 2.0 How to Disable Pop-Ups 3.0 Splash Page 4.0 My GEPS 4.1 Login Page 4.2 My Notices 4.2.1. View Bid Notices 4.2.2. Create a Bid Notice - Single or 2-Stage Bidding 4.2.3.1. Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement 4.2.4. How to Include Line Items 4.2.4. How to Include Line Items 4.2.5. To Add Line Items To Frequently Used List 4.2.6. To Save A Notice Template 4.2.7. Attach An Associated Component 4.2.8. View A Bid Notice Abstract 4.2.9. Edit A Bid Notice 4.2.10. Delete A Bid Notice 4.2.11. Post A Bid Notice 4.2.12 Change Status from Pending to In Preparation 4.2.13. Create A Bid Supplement 4.2.14. Add Supplier to the Document Request List 5.0 My Organization 5.1. Organization Profile 5.2. Sub-Organization List 5.3 Organization Contact List 5.4. Organization History 5.5. Accredited Suppliers 5.6. Blacklisted Suppliers My Profile 6.0 6.1. View Own Profile 6.2. Update Own Profile 6.3. Change Password 6.4. Activity Day 2 **Award Creation** 7.2 Create A Bidder's List 7.3 How To Shortlist Suppliers 7.3. Create A Bid Notice - 2nd Stage Bidding 7.4. Create An Award Notice 7.5. Upload Associated Document 7.6 Cancel/Postpone/Fail a Bid Notice 7.7 Repeat Order 7.8 View Detail Tracking Report 7.9 Award Notice List 7.10 MP Pending Task 7.2 Create A Bidder's List 8.0 **Pending Task** 9.0 Opportunities 9.1. Open Opportunities 9.2. Former Opportunities 9.3. Award Notices 10.1 Directory 10.1. Buyer Directory 10.2. Supplier Directory **Open Forum**

Distribution of Certificates



ImportantInformation

ATTENTION:

Once your attendance is confirmed, please do the following steps to progress in your application for PhilGEPS Training:

1. Your Confirmation Code is: NTS R09BT 11-2017

 Your Training Coordinator is: Jesalie Desales Contact No: (02) 721-4724 / 661-8850 / 9556469 / 09366430483

- 3. Please fill-up and sign the ff, forms
 - Confirmation Form
 - Statement of Account (SOA)
- 4. Deposit payment only to E-BLACKBOARDS LEARNING AND SOLUTIONS INC. bank accounts:

Registration Fee: P2,400.00/participants (inclusive of training materials, AM and PM snacks, lunch, and certificates)

3a. Bank # 1 and Branch: Security Bank- Pasig-Shaw Blvd. Branch (No Bank Transaction Charges)

- Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC.
- Account Number: 0000-007822-013
- Deposit to any Security Bank Branch

3b. Bank # 2 and Branch: East West Bank - Mandaluyong-Wack-Wack Branch (No Bank Transaction Charges)

- . Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC.
- Account Number: 200019631868
- Deposit to any East West Bank Branch

We only accept Cheque or Cash Deposit to either Security Bank or East West Bank Account

Official Receipt will be issued in exchange of Original copy of deposit slip

NOTE: We strongly <u>DISCOURAGE</u> bank to bank payment (Advice to Debit Account – ADA) and <u>Cash or Cheque</u> Payment upon REGISTRATION.

- 5. FAX or email the ff. in order to reserve slots for the training:
 - Signed confirmation sheet (at least 5 days before the training schedule)
 - Signed Statement of Account (SOA)
 - Security Bank or East West Bank deposit slip to EBLSI Training Secretariat
 - Telefax No. (02) 7214724/ (02) 6618850/ (02) 9556469
 - Please write your name & Confirmation Code before sending fax to EBLSI
 - You can also send it via email, just scan the ff;
 - Duly filled up Confirmation Form (at least 5 days before the training schedule)
 - · Signed Statement of Account
 - Email to: jdesales@e-blackboards.com
 - Please SUBMIT original copy of Deposit Slip upon registration
 - Slots will be given on a <u>first come</u>, <u>first serve basis</u>

Note: *Schedule and venue may be changed depending on the number of participants confirmed. It will be confirmed 5-7 days before the training.

*Please do not buy plane/bus/ferry tickets unless your reservation and schedule are confirmed to avoid unnecessary expenses.

- 6. A map of the training location will be faxed to your office 3-4 days before the training.
- 7. For any inquiries, you may call EBLSI Office
 - Telefax No. (02) 7214724/ (02) 661-8850/ (02) 9556469
 - Telephone Nos. (02) 861-5280; (02) 861-5245

(Please take note that Confirmation/Reservation is on First Come First Serve Basis)

*Schedule and venue location may be changed depending on the number of participants confirmed

TENTATIVE SCHEDULES

TIME

SLOTS AVAILABLE

NOVEMBER 2-3, 2017

08:30 am - 05:00 pm

POSTPONED

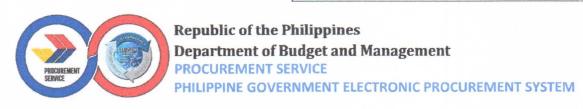
| IEMIAITAE SCUEDOFES | IAME | SECTS AVAILABLE | |
|----------------------|---------------------|-----------------|--|
| NOVEMBER 2-3, 2017 | 08:30 am - 05:00 pm | POSTPONED | |
| NOVEMBER 8-9, 2017 | 08:30 am - 05:00 pm | POSTPONED | |
| NOVEMBER 15-16, 2017 | 08:30 am - 05:00 pm | 45 slots | |
| NOVEMBER 22-23, 2017 | 08:30 am - 05:00 pm | 45 slots | |

Tentativevenue: Southern City Colleges, Zamboanga City

ATTENTION: JESALIE DESALES

Signature over printed name

DATE:___



| FAX: | (02)72 | 14724/661 | 8850/ 9556 | i469 | | | |
|----------------------------|--|---------------------|--------------|---------------------|---|---|--|
| MESSAGE: | Please fill-out the form below (readable and correct name spelling of participants) and fax to National Training Secretariat at (02) 7214724/ (02) 6618850/ (02) 9556469 | | | | | | |
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| Governmer | | take note ti | nat Confirma | tion/Reservation is | on First Come First So | erve Basis) | |
| Address: | | - 10x | | | R | egion: | |
| Type of Org | anization: | . □ NGA I | □GFI □GOC | | Others | | |
| Contact Per | rson: | | | Tel. No. | Mobile No. | Fax No. | |
| Participant | sDetails: | | | | | | |
| First Na | ime | Middle Initial | Last Nam | e Tel. No | Mobile No | Position | |
| EmailAddre | ess: | | | | Food Restriction | n: | |
| Di | | this training | sebodulos | | | | |
| Please reserve me/us Date | | Time | | No. of Slot Rese | | Date SOA & DP Faxed to TrainingSecretariat | |
| | | | | | | | |
| the train 2. There is | ning sche a LATE-C (inclusive | edule. CANCELLAT | TION/RESO | | e <u>at least 5 worki</u> NON-ATTENDANC ts. | | |

CONFIRMATION CODE #: NTS R09BT 11-2017



e-Blackboards Learning and Solutions, Inc. Unit 302, 3/F Emerald Place Bldg., 604 Shaw Boulevard, Brgy. Kapitolyo, Pasig City

Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-514-616-000

STATEMENTOFACCOUNT-BT

| | Pni | IGEPS I ra | ining | | |
|---|----------------------------------|--|--|---------------------------------|--|
| Statement of Account No.: | Deposit Slip Bank Re Code | eference | Date Due: | 5 days before training schedule | |
| StatementDate: | | | | | |
| Please fill-o | | | ational Training Secreta) 6618850 | riatat | |
| ContactPerson: Agency/Organization: Billing Address: Telephone/FaxNo. Email Address | | | | | |
| Name of Participants | No. of Attendee | /s | Training Schedule | Total Amount | |
| | | | | | |
| Deposit payment only to: Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC. Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868 | | Note: To ensure proper credit, please deposit your payment at least 5 days before your training schedule. Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7214724/6618850/9556469; Please Submit original copy of deposit slip during registration. Any cancellation should be made at least 5 days before the training schedule. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs. | | | |
| We accept CHI | For Efficient to EQUE DEPOSIT/ C | racking of CASH DEP bank paym | OSIT SLIP HERE your payment, POSIT ONLY to our Ban ent (Advice to Debit Accoupon REGISTRATION. | ak Account. | |
| | onvenience, You may | call our Na | tional Training Secretaria 4724/ (02) 6618850. Thank | | |
| Issued by EBLSI: | | Received by Agency/ Date: | | | |
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