



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

To = SDSs
For your appropriate
action, please!
Thank - God Bless!
AEM 2016

16040763

Hon. Diosdado M. San Antonio
OIC - Regional Director
Department of Education - Region IV-A
(02) 6822114/ 6821223/ 6821169

Attention: BAC Chairman; School Principals

Dear Sir:

Greetings!

We are pleased to inform you that the PhilGEPS has been benchmarked and studied by neighbouring countries who envision having their own central e-procurement system. As well, PhilGEPS officials have been invited to present the PhilGEPS program and experience in various fora, symposia and other gatherings of world-renowned e-Procurement organizations and practitioners such as those in the United States, South Korea and Singapore. In all these international gatherings, the efforts of the Philippine government in pushing for reforms in government procurement were recognized and commended. Multi-lateral development partners like the World Bank (WB) and the Asian Development Bank (ADB) acknowledge the fact that the PhilGEPS is a viable instrument in the government's efforts at improving efficiency in the procurement function and has accepted the PhilGEPS for application on ADB and WB-funded procurement projects.

It goes without saying then, that the PhilGEPS has been continuously making system improvements such that from March to June 2013, no trainings for Buyer Agencies and Suppliers were conducted due to the deployment of new functionalities like the Government of the Philippines-Official Merchant Registry (GCP-OMR) and E-Bidding for Goods and Civil Works.

It is for this reason that we are extending this invitation to your Schools Division and all the schools within its jurisdiction to attend the PhilGEPS Training for Phase 1, and all other succeeding trainings for new system developments on the PhilGEPS 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 Dates	Venue
NCR, Region 3, 4A & 4B	May 3-4, 2016; May 5-6, 2016 May 10-11, 2016; May 12-13, 2016 May 17-18, 2016; May 19-20, 2016 May 24-25, 2016; May 26-27, 2016	AM Zone Internet Café, Ortigas Ave. Extension, Rosario, Pasig 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 eBlackboards Solutions, Inc.

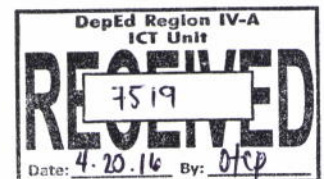
For inquiries and/or clarification, please contact the training secretariat by e-mail at eperez@eblackboards.net; csalen@eblackboards.net, or by telefax at (02) 721-4724, or you may contact eBlackboards Solutions at (02) 861-5280 or 8615245.

Let's all support "Ang Daang Matuwid"!

Thanks and regards.

Very truly yours,

Exec. Dir. **ROSA MARIA M. CLEMENTE**
Project Manager, PhilGEPS





Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE



**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
 - 4.2.5. 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
 - 6.0 My Profile
 - 6.1. View Own Profile
 - 6.2. Update Own Profile
 - 6.3. Change Password
 - 6.4. Activity

Day 2

- 7.1 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
- 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

- 3 - | P



Republic of the Philippines
 Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE



Important Information

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 NCRBT 05-2016
2. Your Training Coordinator is: Christian Felix Salen
 Contact No: (02) 721-4724 / 09151712437/ 09322664094
3. Please fill-up and sign the ff. forms
 - Confirmation Form
 - Statement of Account (SOA)
4. Deposit payment only to EBSI bank accounts:

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

- 3a. Bank # 1 and Branch: **Banco De Oro (BDO) – Shaw Blvd., Stanford Branch** (with Pps0.00 bank charges)
 - Account Name: **eBlackBoards Solutions, Inc.**
 - Account Number: **2810058330**
 - Deposit to any BDO Branch
- 3b. Bank # 2 and Branch: **East West Bank – Wack-Wack Branch** (No Bank Transaction Charges)
 - Account Name: **eBlackBoards Solutions, Inc.**
 - Account Number: **200004998692**
 - Deposit to any East West Bank Branch

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

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

NOTE: We strongly **DISCOURAGE** bank to bank payment (Advice to Debit Account - ADA) and Cash or Cheque 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)
 - BDO or East West Bank deposit slip to EBSI Training Secretariat
 - Telefax No. (02) 7214724/ (02) 6618850
 - Please write your name & Confirmation Code before sending fax to EBSI
 - 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 csale@blackboards.net
 - **Please SUBMIT original copy of Deposit Slip upon registration**
 - **Slots will be given on a first come, first serve basis**

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 EBSI Office
 - Telefax No. (02) 7214724/ (02) 661-8850
 - Telephone Nos. (02) 861-5280; (02) 861-5245

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

	Tentative Schedule	Time	Slots Available
<input type="checkbox"/>	May 3-4, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 5-6, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 10-11, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 12-13, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 17-18, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 19-20, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 24-25, 2016	08:30 am – 05:00 pm	40
<input type="checkbox"/>	May 26-27, 2016	08:30 am – 05:00 pm	40

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

Tentative venue: AM Zone Internet Café - 2nd Floor Clear Sky Building, Lot 1B Ortigas Avenue Extension, Rosario, Pasig City

-4- | Page

CONFIRMATION CODE #: NTS NCRBT 05-2016



**Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE**



ATTENTION: Christian Felix Salen

DATE: _____

FAX: (02) 7214724/ 6618850

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

CONFIRMATION FORM
(PhilGEPS Training for Government Entities)

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

Government Entity:					
Address:					Region:
Type of Organization: <input type="checkbox"/> NGA <input type="checkbox"/> GFI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others _____					
Contact Person:			Tel. No.	Mobile No.	Fax No.
Participants Details:					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
Email Address:				Food Restriction:	

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve	Date SOA & DP Faxed to Training Secretariat

Note:

1. Any rescheduling/cancellation of slot/s should be made **at least 5 working days** before the training schedule.
2. There is a LATE-CANCELLATION/RESCHEDULING and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.

Requested by:

Signature over printed name

CONFIRMATION CODE #: NTS NCRBT 05-2016

eBlackBoards Solutions Inc.
... leading the transformation of education and training ...

VAT Reg. TIN: 007-623-011-000

**STATEMENT OF ACCOUNT-BT
 PhilGEPS Training**

Statement of Account No.: _____ Deposit Slip Bank Reference Code _____ Date Due: 5 days before training schedule
 Statement Date: _____

**Please fill-out the form below and fax to National Training Secretariat at
 (02) 7214724 or (02) 6618850**

Contact Person:	
Agency/Organization:	
Billing Address:	
Telephone/Fax No.	
Email Address	

Name of Participants	No. of Attendee/s	Training Schedule	Total Amount

Deposit payment only to: Account Name: eBlackBoards Solutions, Inc. Account Number: BDO 2810058330 Account Number: East West Bank 200004998692	Note: 3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBBSI Telefax No. (02) 7214724/ 6618850; Please Submit original copy of deposit slip during registration. 5. Any cancellation should be made <u>at least 5 days</u> before the training schedule. 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.
---	--

PLEASE ATTACH DEPOSIT SLIP HERE.

For Efficient tracking of your payment,
 We accept **CHEQUE DEPOSIT/ CASH DEPOSIT ONLY** to our BDO Account.

We strongly **DISCOURAGE** bank to bank payment (Advice to Debit Account – ADA) and **Cash or Cheque Payment upon REGISTRATION.**

For any inconvenience, You may call our National Training Secretariat at (02) 861-5280; 861-5245; Telefax Nos. (02) 7214724/ (02) 6618850. Thank you.

Issued by EBBSI:
Christian Felix Salen

Received by Agency/ Date:
Signature over printed name