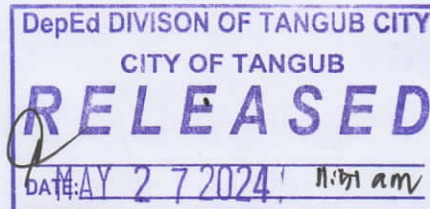




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



May 9, 2024

Division Memorandum  
No. 193, s. 2024

**INTERNAL CONTROL POLICY ON REQUEST FOR QUOTATION**

To: Asst. Schools Division Superintendent  
Schools Division Personnel  
Public Elementary and Secondary School Heads  
Teachers  
Bids & Awards Committee (BAC), BAC Secretariat, BAC Technical Working Group (TWG)  
All Others Concerned

1. The Division of Tangub City issues the enclosed Internal Control Policy governing the preparation of procurement documents, including Request for Quotation (RFQ) and Purchase Order (PO) forms in adherence to Government Procurement Policy Board (GPPB) Resolution 09-2009, Section 3 (a) and (b) and GPPB NPM No. 127-2024. To wit:

a. The Request for Quotation (RFQ), indicating the specification, quantity, Approved Budget of the Contract (ABC), and other terms and conditions of the item to be procured, shall be prepared.

b. The RFQ must also prescribe the manner by which price quotations shall be submitted *i.e.*, by sealed or open quotation, and the deadline for their submission. In all instances, however, information relating to the examination, evaluation, and comparison of price quotations shall be kept confidential and should not be disclosed to any other party except to those officially concerned until award of contract.

2. This policy aims to establish the quality preparation of procurement documents, including RFQ & PO forms and other related documents, incorporating all relevant information following the aforementioned legal basis.

3. This policy shall be effective immediately, and shall remain enforce and in effect in all procurement processes.

4. Immediate dissemination of and strict compliance with this policy is directed.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent 



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