



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

25 October 2002

MEMORANDUM NO. 270
Series of 2002

T O : Ms. Myrna A. Rojas - Chairman
Ms. Nida P. Villarmino - Vice-Chairman
Ms. Editha J. Ablen - Member
Ms. Michelle S. Igot - Member
Ms. Queen-Ever Y. Atupan - Member

R E : Prequalification, Bids and Awards Committee (LSU-Isabel Campus)

By virtue of the authority vested in me by the Board of Regents and upon the recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tudtud, Jr., you are hereby designated as Chairman/Vice-Chairman/Members of the Prequalifications, Bids & Awards Committee of the LSU-Isabel Campus effective immediately until October 31, 2003. This designation remains valid unless terminated or revoked by the undersigned. The functions of the Committee shall be as follows:

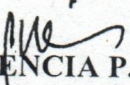
1. To screen, if needed, prospective bidders and conduct conference of prospective bidders prior to the bidding process;
2. To execute and/or take actions needed to undertake pre-qualification, pre-bidding and bidding sessions in coordination with proper units of the College;
3. To conduct public biddings on the construction of infrastructure projects;
4. To recommend to the Dean awards to bidders tendering the bids most advantageous to the College; and
5. To finalize all contract documents for the award of the project through the Office of the Dean.

The committee is hereby directed to follow the following procedural steps:

1. Any member of the committee who cannot participate in any scheduled bidding or opening of bids shall inform the Chairman in advance. The concerned member and/or the Chairman shall nominate a substitute for approval by the Dean and/or his representative.
2. In case the Chairman cannot preside over any session of the Committee, the Vice-Chairman shall take over.
3. A representative of the Commission on Audit (COA) shall be invited through his/her office head in all sessions of the Committee.

This order supersedes all other orders/memoranda issued earlier on the same subject.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dean, LSU-Isabel Campus
Records, LSU-Isabel Campus
File