

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



26 February 2001

MEMORANDUM NO. 50
Series of 2001

- T O: Dr. Nerelito Pascual - Chairman
Dr. Eutiquio Sudaria - Member
Dr. Margarito Escalante - Member
Dr. Justiniano Seroy - Member
Engr. Nestor Israel - Member
Engr. Augusto Fernandez - Member
Ms. Lourdes Cano - Executive Officer and Secretary
- R E: Reconstitution of the Membership in the ViSCA Prequalification, Bids and Awards Committee (PBAC)

By virtue of the authority vested in me by the ViSCA Board of Trustees, you are hereby designated Chairman and members of the PBAC effective immediately until December 31, 2001, unless sooner terminated by the appointing authority without prejudice to reappointment.

The functions of this committee are 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 ViSCA units;
3. To conduct public biddings on the construction of infrastructure projects;
4. To recommend to the ViSCA President 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 President.

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 ViSCA President and/or her representative.

2. In case the Chairman cannot preside over any session of the Committee, the Executive Officer shall take over as Chairman.
3. A representative of the Internal Control Unit (ICU) and the Commission on Audit (COA) shall be invited through their respective heads in all sessions of the Committee.

This Order supercedes all orders/memoranda issued earlier on the same subject.

For your information and guidance.


PACIENCIA P. MILAN
President

cc: OVPA
OVPA  7/11
OAA  8/13
Dr. R. M. Santiago
Records
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