



18 March 2020

MEMORANDUM CIRCULAR NO. 02

Series of 2020

TO: All Unit and Department Heads, Center Director and Unit Directors, Research, Extension, IGP Project Leaders

RE: Submission of all Purchase Requests for the Supplies need on the Third and Fourth Quarter of 2020

As announced during the Training Workshop on the HRMIS for Procurement last 10 March 2020, the last day for submission of the Purchase Request with its associated PPMP will be on **31 March 2020**. The BAC Secretariat Office is open throughout the whole month of March 2020.

This will give the BAC Secretariat ample time to consolidate all PRs and prepare them for public bidding which is the default mode for any procurement.

The last day to hold public bidding is June 2020, as the third quarter will be devoted for the preparation of the 2021 budget and early procurement. All alternative modes of procurement will now depend on the failure of bidding from May and June 2020; no alternative mode of procurement will be entertained as we have almost reached cap allowable and we should avoid splitting of procurement.

For Gasoline, Tarpaulin printing, Hiring of vehicle and Food catering (for external campuses), please do the PR now so we can do a Framework Agreement and MOA with the lowest calculated bidder. The scheme will allow us to continually procure gasoline without doing the canvassing (RFQ's and AOQs), but just present our PRs and POs. The supplier will just bill us for the quantity we withdraw. Last date of PR for Framework Agreement is also 31 March 2020.

New Projects whose funds arrived after March 2020 will be accommodated for the reason that it just started. The Accounting Office will certify the date of start and date of project termination. All projects under Trust make sure your budget is still available until August 2020, given the delay of processing the payment.

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.