



18 January 2024

**MEMORANDUM NO.** 62  
Series of 2024

**T O:** Dr. Marilou B. Peñeda - Chairperson  
Ms. Shereen A. Merro - Vice Chairperson  
Ms. Angelyn L. Noble - Member  
Ms. Ilonah Jean A. Vivo - Member  
Mr. June Rey A. Montajes - Member  
Ms. Rose Ann D. Aguja - Member  
Ms. Fermina C. Genson - Provisional Member  
Ms. Rizalyn P. Gonzales - Provisional Member

**R E:** Bids and Awards Committee - VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Chancellor, you are hereby directed to constitute the Bids and Awards Committee – VSU Tolosa Campus effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities without prejudice to reappointment.

In addition to a representative from the Commission on Audit, the BAC shall recommend two (2) Observers to sit in its proceedings for infrastructure projects, goods and consulting services. One observer shall come from a duly recognized private sector association of disciplines related to the procurement at hand and the other observer shall be from a non-government association.

It is understood that the committee shall strictly observe the provisions of RA 9184 in the performance of its functions and that the Chairperson of the BAC cannot at the same time be the approving authority as prescribed to maintain check and balance.

Anent to this, you are directed to assume your roles which include:

1. Advertise and/or post the invitation to bid/request for expression of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive and open bids;
5. Conduct evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve requests for reconsideration;
8. Recommend award of contracts to the HoPE or his duly authorized representative;
9. Recommend the imposition of sanctions in accordance with Rule XXIII;
10. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI;
11. Conduct any of the Alternative Methods of Procurement;

**OFFICE OF THE PRESIDENT**

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12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities; and
13. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.

Please be guided accordingly.



**DANIEL LESLIE S. TAN**  
OIC President

cc: BAC Main Campus  
Records  
File