



**MEMORANDUM NO. 504**  
Series of 2024

**TO: All Concerned Personnel**

**RE: Membership to the Technical Working Groups (TWG) of the Bids and Awards Committee**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: May 31, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as required by the IRR of RA 9184 Rule V, the Technical Working Groups (TWG) of the Bids and Awards Committee is hereby reconstituted:

**Books and Publications, Office and Other General Merchandise Products, Furniture, ICT, Laboratory, Chemical, Supplies and Equipment including related services, etc.:**

1. Beljun P. Enaya
2. Norman O. Villas
3. Pauline S. Caintic
4. Vivian V. Balbarino
5. Andrew A. Mazo
6. Genesis C. Albarico
7. Mariane U. Dela Peña
8. Teodora Doris P. Braganza

**Infrastructure & Construction Materials:**

1. Engr. Hanzel N. Mejia
2. Marcho P. Bandalan
3. Engr. Andy Phil D. Cortes
4. Engr. Clint C. Sarvida

**Transportation, Vehicle, Vehicle Parts and Supplies including POL, and Machines:**

1. Engr. Iñigo Ezekiel Q. Cabase
2. Amiel R. Armada

**Food and Food Ingredients and Accommodation:**

1. Alexander L. Cabral Jr.
2. Engr. Julius B. Cerna
3. Ma. Chelyn G. Estillore

In general, according to GPPB Circular No. 02-2012 (03 August 2012) the Creation of Technical Working Group for Procurement Purposes is:

- 3.2.1 To ensure that the BAC is able to harness the needed knowledge, experience and/or expertise in its TWG members who are suitable and qualified to assist in the eligibility screening, evaluation and post-qualification of bidders in the procurement of highly technical equipment and complex services, such members need not be limited to employees or officials of the procuring entity. The BAC may engage the assistance of government personnel and officials, and consultants from the private sector and academe with proven expertise on the sourcing of the goods, works or consulting services to be procured.

Specifically each of the TWG has the following functions/responsibilities:

1. Assist in the review of the Technical Specifications, Scope of Work and Terms of Reference as applicable for each procurement;
2. Assist in the review of Bidding Documents;
3. Assist in the shortlisting of consultants;
4. Assist in the Eligibility Screening;
5. Assist in the Evaluation of Bids;
6. Lead in the Post-qualification of the possible winning bid or contractor and make report regarding their observations regarding the suitability and previous performance of subject or post qualification;
7. Assist in the Resolution of Request for Reconsideration.

This Memorandum takes effect immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

cc: BAC Members  
BAC Secretariat  
BAC TWG  
Records  
File