



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 916**  
Series of 2024

**TO: Dr. Elizabeth S. Quevedo**

**RE: Membership to the TWG for Laboratory Equipment and Supplies**

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

**DATE: November 18, 2024**

With the recommendation of the BAC II Chairman, you are hereby appointed as alternate member to the **TWG for Laboratory Equipment and Supplies**, during the absence of Mr. Genesis Albarico.

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.

Please be guided accordingly.

cc: OVPAF  
BAC TWG  
BAC II Members