



Republic of the Philippines
Department of Education
REGION V – BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

May 3, 2024

OFFICE MEMORANDUM
No. 155 s. 2024

TURN OVER MEETING OF THE BIDS AND AWARDS COMMITTEE

To: 2023 Bids and Awards Committee (BAC) Members
2024 Bids and Awards Committee (BAC) Members
2023 and 2024 BAC Secretariat

1. In view of the May 6, 2024 effectivity of the designation of new members of the BAC, Secretariat and Inspectorate Team as stated in Division Memorandum No. 229, s. 2024 "Addendum to Division Memorandum No. 102, s. 2024", and for an orderly transition of the 2023 BAC Members to the 2024 BAC Members, a turn over meeting shall be held at the Office of the Assistant Schools Division Superintendent on Monday, May 6, 2024, at 3 o'clock in the afternoon onwards.
2. Meeting agenda will include:
 - a. Ongoing procurement projects
 - a.1 Competitive/Public Bidding
 - a.2 Alternative Mode of Procurement
 - b. Issues and concerns on procurement that need to be addressed by the outgoing and/or the incoming BAC members.
3. During the meeting, the following documents are expected to be handed over by the 2023 BAC to the 2024 Bids and Awards Committee:
 - a. List of Ongoing Procurements (*with status update*)
 - b. Supporting Documents of all ongoing procurements (*To include Purchase Requests with all the attachments, Minutes of Meetings, Attendance Records, Resolutions and Other Relevant Documents*)
 - c. Documents on the completed procurements for the past five (5) years for the BAC file and for reference purposes.
4. Compliance with this memorandum is desired.


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Officer-In-Charge



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