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11 October 2021

**MEMORANDUM NO. 34**

Series of 2021

**TO : All Vice Chancellors, Deans, Directors and Heads of Units**

**SUBJECT: Authorized Representatives and TWG for Pre-procurement and Pre-bid Conferences for Public Biddings**

In accordance with Republic Act No. 9184 otherwise known as the Government Procurement Reform Act, public biddings must undergo pre-procurement and pre-bid conferences before the opening of bids.

In order to speed-up the process of checking the specifications for public biddings, end-users who will be sending representative(s) for pre-procurement and pre-bid conferences must give the said representative(s) the authority to decide on any necessary changes and/or suggestions that will be discussed during the process.

The end-users authorized representative(s) should be responsible for determining and consulting with technical individuals knowledgeable in equipment/item specifications. In case the end-users authorized representative(s) is/are not familiar with the equipment/items for bidding, the said representative(s) must be provided with the necessary requirements of the project.

The TWG is also mandated and shall give utmost priority to attend the pre-procurement and pre-bid conferences to expedite the procurement process.

For compliance.

  
**ROLANDO T. BELLO**  
Vice Chancellor