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**MEMORANDUM NO. 30**

Series of 2023

**TO: All Vice Chancellors, Deans, Directors, Heads of Units, and BAC  
Technical Working Group**

**SUBJECT: Attendance of End-users/Authorized Representatives and Technical  
Working Group (TWG) during Procurement Activities**

To promote the efficiency of the procurement process, end-users and TWG must be present in all procurement activities. In case end-users will be sending their representatives, they must give the authority to decide or act on any clarifications, changes and/or suggestions that will be discussed.

Failure to attend the pre-procurement and/or pre-bid conference will result in the exclusion of the items the unit will procure.

Also, as part of the responsibilities of TWGs, during pre-procurement, pre-bid conference, bid evaluation, and post-qualification, the TWG together with the end-users must be the one presenting to the BAC, observers, prospective bidders, and the general public.

For strict compliance.

**ROLANDO T. BELLO**  
Vice Chancellor