



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morales Avenue
Pasig City, Philippines



*Same-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

April 14 2000

DECS MEMORANDUM
No 186 s 2000

**TECHNICAL SPECIFICATIONS REVIEW AND BID EVALUATION FOR THE SUPPLY
AND DELIVERY OF VARIOUS OFFICE EQUIPMENT FOR ALL
NATIONAL AND FOREIGN ASSISTED PROJECTS**

To Undersecretaries
Assistant Secretaries
Regional Directors
Pre/Post Qualification Bids and Awards Committee
For Foreign Assisted Projects (PBAC-FAPS)

1 In connection with the purchase of various office equipment, a Technical Committee on Specifications Review and Bid Evaluation (hereinafter referred to as the Technical Committee) is hereby created to review the technical specifications and bids for the procurement of various office equipment (computer plain paper copier, duplicating machine, binding machine, overhead projector tv and video cassette player and recorder)

2 The Committee shall be composed of the following

Joseph Santiago	ETU
Alejandro Nufez Jr	Audio Visual Division
Jesus dela Merced	Budget Division
Nelson Villocillo	representing PBAC-FAPS
Darwin Tagle	representing TEEP
Eleanor Nepomuceno	representing Technical Service

3 The following shall act as Chair for the specific equipment listed below

Joseph Santiago	- Computer
Alejandro Nufez Jr	- TV Set Video Cassette Player and Recorder Overhead Projector
Jesus dela Merced	Duplicating Machine, Plain Paper Copier

Nelson Villocillo Eleanor Nepomuceno and Darwin Tagle will act as members

4 The Committee shall have the following functions

- Review the technical specifications deliberate upon issues and concerns presented to it and make proper recommendations
- Evaluate bids and provide the PBAC-FAPS with technical bases for award subject to its approval
- Attend pre-bid conferences if needed and assist PBAC-FAPS in providing clarifications on technical issues and concerns raised by prospective bidders
- Perform other functions related to its task that may be assigned to them such as monitoring the performance of the different office equipment purchased ensuring that they are consistent with those approved

5 In the discharge of its functions the Committee shall ensure that the pertinent laws executive orders decrees and their implementing rules and regulations as well as procurement guidelines of foreign funding institutions are strictly observed

6 The Procurement Unit of TEEP shall serve as Secretariat to the Committee and shall render administrative and secretarial support to the committee

7 In accordance with the National Compensation Circular No 75 dated March 1 1995 the three members shall be entitled to a monthly honoraria of One Thousand Six Hundred Pesos (P1 600 00) during the evaluation period which shall be charged against TEEP funds

8 It is understood that payment of the aforementioned honoraria shall be subject to the availability of funds and the usual accounting and auditing requirements

9 This Memorandum supersedes all Memoranda on the technical review and bid evaluation for office equipment of any kind and shall take effect immediately

Andrew B. Gonzalez
ANDREW B GONZALEZ, FSC
Secretary

Reference DECS Memorandum No J04 s 1999
Allotment 1--(D O 50 97)
To be indicated in the Perpetual Index
under the following subjects

/BIDS
/EQUIPMENT
/PROJECTS