

**PROVINCE OF DAVAO DEL SUR**  
Office of the Governor

**PROCUREMENT MANAGEMENT OFFICE**

**BIDS AND AWARDS COMMITTEE**

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**FOR: END-USERS / DEPARTMENTS / OFFICES, THIS PROVINCE**  
**FROM: PROCUREMENT MANAGEMENT OFFICE**  
**WHAT: ADVISORY ON THE BIDDING DOCUMENTS**  
**DATE: APRIL 18, 2023**

In view of the deliberation conducted by the Bids and Awards Committee on April 18, 2023 for purposes of austerity measure and in order to fast track the processing of payments to the suppliers, all are hereby informed of the following:

- 1.) **All end-users must submit their official email address** to the Procurement Management Office, effective upon the receipt of this notice (Kindly look for **Ms. Gina Mae Carbaquel and/or Ms. Charlotte Lopez** at Room 4, Executive Building, Capitol Compound, Barangay Matti, Digos City)
- 2.) Soft copy/PDF File of the bidding documents (consolidated Purchase Requests) under Competitive Bidding will be forwarded to the end-user through email. The end-user will be notified by the Procurement Management Office via call, text or any means of communication, once the soft copy of the bidding documents is already sent to the email of the concerned end-user
- 3.) The end-user must print the said bidding documents. The hard copy of the bidding documents must be submitted **immediately** by the end-user to the Procurement Management Office to be certified as machine copy.
- 4.) Original Copy of Purchase Request, Purchase Order, CAFOA and Abstract of Bids will be immediately released to the end-user after the bidding documents has been certified by the Procurement Management Office

Should you have any clarifications on the aforesaid guidelines, kindly inform the Bids and Awards Committee through the Procurement Management Office through the undersigned.

**NORJANNA M. CAMAGUIN, MPA**  
 Chief Administrative Officer, PMO

Head BAC Secretariat for Goods and Consulting Services