



Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Office of the Governor

# PROCUREMENT MANAGEMENT OFFICE

## BIDS AND AWARDS COMMITTEE

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### ADVISORY NO. 014-2024

FOR: ALL END-USERS / SUPPLIERS  
SUBJECT: POLICY ON DELIVERY PERIOD EXTENSION REQUESTS  
DATE: November 19, 2024

**1.0 Maximum Number of Requests Per Year** - Each supplier may submit a maximum of three (3) letter requests for delivery period extensions within one (1) year, applicable to all valid/approved Awards or Purchase Orders (PO).

Example:

- First Request: November 20, 2024 (PO No. 0001-CB-24)
- Second Request: December 20, 2024 (PO No. 0002-CB-24)
- Third Request: January 20, 2025 (PO No. 0003-CB-24)

**Note: The counting of submitted requests will reset on November 1, 2025.**

**2.0 One Request Per Purchase Order** - Suppliers are allowed to submit only one (1) request for delivery period extension per Purchase Order.

**3.0 Automatic Rejection of Excess Requests** - Once a supplier has reached the maximum of three (3) letter requests within one (1) year based on the example as presented above, any additional requests will be automatically rejected.

**4.0 Requests Must Be Filed Before Delivery Period Expiration** - All requests for delivery period extensions must be submitted and processed within the original delivery period. Once the original delivery period has expired, no further requests for extensions will be accepted or approved.

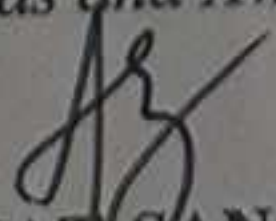
To ensure sufficient time for processing, suppliers are strongly advised to submit their letter requests to the end user **at least six (6) calendar days** before the expiration of the original delivery period, as the end user is required to forward their recommendation to the BAC **no later than five (5) calendar days** before the expiration of the original delivery period.

We would like to reiterate that **inaction or delayed action** from the end-user is tantamount to the denial of the request of the supplier.

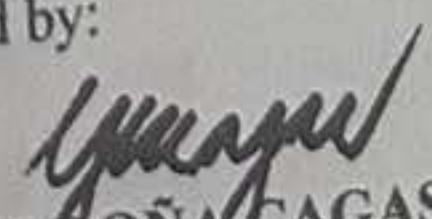
**5.0 Approval Subject to BAC Resolution** - All requests for delivery period extensions shall remain subject to the approval process and the conditions outlined in BAC Resolution No. 001, Series of 2024.

**6.0 For the information of all concerned.**

Signed for the Bids and Awards Committee:

  
DESSAMIE BUATSANCHEZ, CPA, J.D.  
Provincial Budget Officer / BAC Chairperson

Approved by:

  
YVONNE ROÑACAGAS  
Governor



BMO