



MEMORANDUM

Order No. 003

Series of 2024

TO : ALL CONCERNED PERSONNEL
This Office

SUBJECT : PROCUREMENT DOCUMENTS REQUISITE

DATE : January 03, 2024 | Jumada Al-Akhirah 21, 1445 AH

In order to establish smooth and improved procurement transactions, and in line with International Organization for Standardization (ISO) preparation, all end users are required to comply the following to wit:

1. Four (4) original copies of duly approved Purchase Request with complete attachments; such as, copy of approved PPMP, duly approved Activity proposals, complete technical specifications, and/or Program of Works.
2. Duly accomplished Evaluation Forms after delivery of goods or services rendered. In the case of Provincial offices, you may submit the Evaluation Forms in softcopy format with e-signature.
3. Template of Purchase Request and Evaluation Forms can be downloaded here: <https://drive.google.com/drive/u/2/folders/1yE3ttWsK7lhxJjm7c89HzNIY10CvluGV>

Failure to comply may result to rejection of your Purchase Request.


ENGR. ABDULRAKMAN K. ASIM, PME
Officer-in-Charge

