



MEMORANDUM

Order No. **016**
Series of 2024

TO : ALL CONCERNED PERSONNEL
This Office

SUBJECT : SUBMISSION OF PURCHASE REQUEST FOR CAPITAL OUTLAY FOR PUBLIC BIDDING

DATE : February 12, 2024 | Shaban 02, 1445 AH

In order to ensure smooth and timely procurement process through Public Bidding, all end users are reminded to submit their Purchase Request (PR) for Capital Outlay (CO) through Public Bidding **on or before February 29, 2024.**

Please ensure that the PRs are submitted together with all required documentation; including detailed Technical Specifications with Pictures (if applicable)/Program of Works/Terms of Reference. Failure to comply may cause delays in procurement process and rejection of your Purchase Request.

For strict compliance.

ENGR. AIDA M. SILONGAN, MAPDS
Minister

