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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 28, 2023

**OFFICE MEMORANDUM**

No. **110**, s. 2023

To: BAC Chairperson  
BAC Members  
BAC TWG & Secretariat  
All Others Concerned

**CONDUCT OF OPENING OF REQUEST FOR QUOTATION (RFQ)**

1. To provide economy and efficiency in the procurement of goods and services in the Regional Office, the Bids and Awards Committee (BAC) shall conduct an Opening of RFQs for Small Value Procurement (SVP) every second Monday and last Monday of the month or as needed. Any modification in the scheduled Opening of RFQs will be done through a Notice of Meeting.
2. The participants in the said activity are the BAC Chairperson, BAC Members, BAC TWG and Secretariat.
3. The expenses for snacks shall be charged against the Procurement Unit/BAC fund, subject to the existing accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

ADMIN/BAC/PU/FAV

