



## TECHNICAL SUPPORT OFFICE

Unit 2506 Raffles Corporate Center,  
F. Ortigas Jr. Road, Ortigas Center,  
Pasig City, Philippines 1605

**NPM No. 15 -2010**

24 May 2010

**ENGR. CONSTANCIO L. RABAYA, JR.**  
*Chairman, Bids and Awards Committee*  
**PROVINCIAL GOVERNMENT OF DAVAO DEL SUR**  
Provincial Capitol, Mati  
Digos City, Davao del Sur

**Re: Shopping and Small Value Procurement**

Dear Engr. Rabaya:

We respond to your letter dated 14 April 2010 seeking our opinion on the propriety of authorizing the Technical Working Group (TWG) to conduct Shopping and Small Value Procurement and sign the Abstract of Quotations therefor.

As you have noted, Section 2(c) of the Guidelines for Shopping and Small Value Procurement (Guidelines) provides that "after the decision to resort to Shopping or Small Value Procurement has been made, the conduct thereof may be delegated to the appropriate bureau, committee, or support unit duly authorized by the Bids and Awards Committee." Consequently, the Bids and Awards Committee (BAC) is allowed to delegate the conduct of Shopping and Small Value Procurement to any unit within the procuring entity. It is likewise authorized to determine the manner by which such delegated authority is exercised.

Thus, a BAC resolution granting its TWG the authority to conduct Shopping and Small Value Procurement and sign the Abstract of Quotations is a valid exercise of its authority as provided in the Guidelines.

We trust that this clarifies matters. Should you have additional questions, please do not hesitate to contact us.

Very truly yours,



**RUBY U. ALVAREZ**  
*Executive Director*