

Missions of the Bidding Committee at the University Level

1. Archive the records, files and transactions of the bidding.
2. Audit the advertisements, bidding forms and its attachments.
3. Announce the bidding in accordance with the instructions.
4. Verify the requirements and specifications needed in the bidding.
5. Receive and open the bids and offers.
6. Create analytical tables with the information in the bidding to ease the comparison study.
7. Make sure that the terms and conditions are fulfilled before submitting the bid.
8. Issue the submission decision to the contractor signed by the Chairman of the Committee.
9. Send the submission decision with the preparation contract to the university president for approval.