Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**MINDORO OCCIDENTAL DISTRICT ENGINEERING OFFICE**

MIMAROPA REGION(IV-B) Mamburao, Occidental Mindoro

{date}

### MEMORANDUM

**FOR : MA. VICTORIA S. GREGORIO**

Director, Procurement Service

Department of Public Works & Highways

Bonifacio Drive, Port Area, Manila

**Transmission of Strike Documents for {contractID} – {contractName}**

**DEO**

**SUBJECT :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Details** | | | | |
| Contract Name | | {contractName} | | |
| Contract ID No. | | {contractID} | | |
| Approved Budget for the Contract | | Php. {budget} | | |
| Procurement Category | | *{category}* | | |
|  | | | | |
| **Documentation Checklist** | | | | |
| **No.** | **Document Description** | | **Enclosed** | **Remarks**  (To be filled-up by the PrS) |
| 1. | BAC's Show-Cause Letter to the Erring Bidder | |  |  |
| 2. | Proof of Sending the BAC's Letter and the Bidder's Acknowledgment of Receipt | |  |  |
| 3. | The Bidder's Response to BAC’s Show-Cause Letter, if any. | |  |  |
| 4. | Notarized Three (3)-Strike Report | |  |  |
| 5. | The Approved Resolution Recommending the Imposition of Strike(s) | |  |  |
| 6. | The Notice of Strike to the Erring Bidder | |  |  |
| 7. | Proof of Sending the Notice of Strike and the Bidder's Acknowledgment of Receipt | |  |  |
| 8. | Minutes of the Hearing/Proceedings, if a hearing was conducted. | |  |  |
| 9. | The HoPE’s Notice of Disapproval, if the Resolution Recommending the Imposition of a Strike was disapproved, (If Applicable) | |  |  |
| **Additional Notes/Comments:** | | | | |
|  | | | | |



Website: www.dpwh.gov.ph  
Tel. No(s).: (043) 458 9929

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#### **Declaration:**

I, the undersigned, hereby certify that the above-listed documents have been compiled and submitted in accordance with the requirements set forth by the DPWH's Three (3)-Strike Policy and are enclosed herein for the Procurement Service's review and further action.

**JOSELITO A. ANTONIO**

District Engineer

Encl: *As stated.*

Copy furnished:

**The Regional Director**

MIMAROPA REGION (IV-B)

EDSA, Quezon City

R4B.10.5 crv/CAA/SBM/JAA