

TECHNICAL EVALUATION OF ITEMS

Clearance of specifications for the following items is required from the corresponding Technical Evaluators to ensure that the items requested for purchase comply with standard specifications or rules set by their office. For certain equipment, obtaining technical clearance may mean guaranteed service support and compatibility with existing equipment and facilities in the University.

Technical Evaluators	List of Items
Information Technology Services (ITS)	<p>IT Equipment and Related Items Software</p> <p><i>Ex: Computer, Laptop, Digital Recorder, Printer, External Hard Drive, Projector and License/Subscription</i></p>
Mechanical and Electrical Works Office (MEWO)	<p>Mechanical and Electrical Related Items or Projects</p> <p><i>Ex: Outlet, Extension Cord, Electric Fan, Aircon, Exhaust Fan, Intercom and Telephone Apparatus</i></p>
Civil & Sanitary Works Office (CSWO)	<p>Civil & Sanitary Related Items or Projects</p> <p><i>Ex: Renovation of Classroom, Office, and Laboratories, Fabrication of Customized Laboratory Cabinet, Fabrication of Bookshelf, Standard Office Furniture and Fixtures</i></p>
Office of Strategic Communications (STRATCOM)	<p>All Prints, Audio, Video, and Online Materials that bear the University Logo and Trademarks</p> <p><i>Ex: Printing of Brochure, Newsletter, Booklet, Tarpaulin, Flyer, Invitation, Customized Umbrella, USB, Ballpen, Etc.</i></p>
Office of the University Registrar (OUR)	<p>Awards and Recognitions</p> <p><i>Ex: Medals, Pins and Trophies</i></p>
Audio and Video Services Unit (AVSU)	<p>Multimedia Equipment</p> <p><i>Ex: Television, Video Recorder, Digital Cameras, Lights and Sound System</i></p>