



**ADMINISTRATIVE ORDER NO. 12**  
Series of 2017

**REORGANIZING THE BIDS AND AWARDS COMMITTEE, THE BAC SECRETARIAT AND BAC-TWG OF THE MUNICIPAL LOCAL GOVERNMENT OF ITOGON.**

**WHEREAS**, local government units as procuring entities are mandated to establish their respective Bids and Awards Committee, BAC secretariat and Technical Working Groups to undertake all necessary activities and proceedings in accordance with the Government Procurement Reform Act relative to the procurement of goods, civil works and consultancy services;

**WHEREAS**, the term of the Bids and Awards Committee has already expired hence the need for reorganization as provided under R.A. 9184 and its implementing rules and regulations;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby reorganize the Bids and Awards Committee, its Secretariat and Technical Working Group as follows:

**Section 1. Composition of the BAC.** The municipal Bids and Awards Committee is hereby reorganized to be composed of the following:

CHAIRPERSON:	MR. ALOYSIUS G. KATO Municipal Administrator
VICE CHAIRMAN:	ENGR. AVELINO S. MEDINA JR. Asst. Municipal Assessor
MEMBERS:	ENGR. IMELDA F. NUGUID MPDC  MS. VERONICA K. COMISING Municipal Budget Officer  MR. ROGER P. CATAYAO Engr. II, MAO  MR. JOSE YAMOTO JR. Executive Assistant II

(b) **Representation of Heads of Offices to the BAC:** In the procurement of civil works, goods or consulting services for projects/programs/activities which pertain to a certain office or department of the Municipal Local Government as end user, the respective Head of such office shall sit as BAC member during the procurement processes for that certain project/program/activity.

**Section 2. Composition of the BAC Secretariat.** The BAC Secretariat shall be composed of the following:

Head of the Secretariat: MS. JENNIFER J. MONTES

Secretariat for Civil Works:

Members: MS. ROMIE ROSE B. HOLMAN  
MS. ROWENA C. CARIÑO  
MS. JUDY ANN D. LACMAAN

Secretariat for Goods and Consulting Services:

Members: MS. AMALIA A. IBARRA  
MS. CHERRY ANN C. CARANTES  
MS. DOLORES G. GALUNZA

**Section 3. Duties and Functions.** The duties and functions of the Bids and Awards Committee and the BAC Secretariat shall be in accordance with Section 12 and Section 14 respectively of the Implementing Rules and Regulations of R.A. 9184 and such other duties and functions that may be prescribed in any succeeding issuances, rules and regulations.

**Section 4. The Technical Working Group.** The BAC-Technical Working Group is further reorganized to be composed of the following members:

MR. FRANCISCO C. LICTAG, Project Development Officer III  
ENGR. CYRIL C. BATCAGAN, MDRRMO  
MS. NERRISA B. BALBINES, Engineering Asst. I  
MS. JENNIFER B. WAYAN, Administrative Officer III (Supply Officer II)

**Section 5. Observers.** Pursuant to Section 13 of the Revised IRR, the BAC shall, in all stages of the procurement process, invite, in addition to the representative of the COA, at least two (2) observers, who shall not have the right to vote, to sit in its proceedings where:

1. At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand, for example:

**a) For infrastructure projects**, national associations of constructors duly recognized by the Construction Industry Authority of the Philippines (CIAP), such as, but not limited to the following: (1) Philippine Constructors Association, Inc.; (2) National Constructors Association of the Philippines, Inc.; and (3) Philippine Institute of Civil Engineers (PICE).

**b) For goods**, a specific relevant chamber-member of the Philippine Chamber of Commerce and Industry.

**c) For consulting services**, a project-related professional organization accredited or duly recognized by the Professional Regulation Commission or the Supreme Court, such as, but not limited to: (1) PICE; (2) Philippine Institute of Certified Public Accountants (PICPA); and (3) Confederation of Filipino Consulting Organizations; and

2. The other observer shall come from a non-government organization.

Provided further that the observers shall come from an organization duly registered with the Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA), and should meet the following criteria:

- a) Knowledge, experience or expertise in procurement or in the subject matter of the contract to be bid;
- b) Absence of actual or potential conflict of interest in the contract to be bid; and
- c) Any other relevant criteria that may be determined by the BAC.

Provided further, that said observers shall be invited at least five (5) calendar days before the procurement activity.

**Section 6. Responsibilities of the Observers:** The observers shall have the following responsibilities:


- a) To prepare the report either jointly or separately indicating their observations made on the procurement activities conducted by the BAC for submission to the Head of the Procuring Entity, copy furnished the BAC Chairman. The report shall assess the extent of the BAC's compliance with the provisions of this IRR and areas of improvement in the BAC's proceedings;
- b) To submit their report to the procuring entity and furnish a copy to the GPPB and Office of the Ombudsman/Resident Ombudsman. If no report is submitted by the observer, then it is understood that the bidding activity conducted by the BAC followed the correct procedure; and
- c) To immediately inhibit and notify in writing the procuring entity concerned of any actual or potential interest in the contract to be bid.

Observers shall be allowed access to the following documents upon their request, subject to signing of a confidentiality agreement: (a) minutes of BAC meetings; (b) abstract of Bids; (c) post-qualification summary report; (d) APP and related PPMP; and (e) opened proposals.

**Section 7. Repealing Clause.** All Administrative Orders and issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Section 8. Effectivity.** This Administrative Order shall take effect immediately.

DONE this 4<sup>th</sup> day of July, 2017 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Copy furnished:  
-all concerned  
-file