



ADMINISTRATIVE ORDER NO. 15-001

REORGANIZING THE BIDS AND AWARDS COMMITTEE

WHEREAS, there is a need to reorganize the Bids and Awards Committee in order to enhance the effectiveness of the delivery of basic services and so as to ensure the smooth and success of the local administration's goals and objectives in handling the various projects and properties and other concerns of this municipality;

WHEREAS, the BAC member shall be at least a third ranking permanent official and be a personnel occupying plantilla position of the procuring entity concerned;

WHEREAS, the end user office shall always be represented in the Bids and Awards Committee and shall be considered as the provisional BAC member;

WHEREAS, the Local Chief Executive shall designate the members of the BAC and the members shall elect among themselves who shall act as the Chairman and Vice Chairman;

WHEREAS, the BAC Members shall create the Technical Working Group (TWG) from a pool of technical, financial and/or legal experts of this municipality;

WHEREFORE, by virtue of the powers vested in me, I hereby reorganize the Bids and Awards Committee to be composed as follows:

Section 1a. Composition. The Bids and Awards Committee shall be composed of the following: (One representative each from the regular offices under the Office of the Local Chief Executive such as, but not limited to, the following: Office of the Administrator, Budget Office, Legal Office, Engineering Office, General Services Offices.

- 1.1. Mr. Aloysius G. Kato, Municipal Administrator;
- 1.2. Engr. Imelda F. Nuguid, MPDC
- 1.3. Engr. Charlie M. Gayasco, Municipal Engineer
- 1.4. Ms. Angela C. Cariño, Municipal Treasurer
- 1.5. Ms. Veronica K. Comising, Municipal Budget Officer

Section 1b. BAC Secretariat. There shall be a separate members of BAC Secretariat for the Infrastructure Project Procurements and Goods & Consultancy Services. The following shall be the respective members of the Secretariat which shall serve as the main support of the Bids and Awards Committee:

a. BAC Secretariat for Infrastructure Projects

- Head of the Secretariat - Ms. Jennifer B. Wayan,
Members - Ms. Rowena C. Cariño
- Ms. Florida T. Velasco
- Ms. Judy Ann D. Lacmaan
- Mr. Nestor S. Camado Jr.

b. BAC Secretariat for Goods & Consultancy Services

- Head of the Secretariat - Ms. Amalia A. Ibarra
Members - Ms. Carie T. Kimayong
- Ms. Jennifer J. Montes
- Ms. Ida Jances P. Ciriaco

Kato

Section 1c. Observers. The following shall be the members of the Observers who shall enhance the transparency of the process:

Assigned COA Representative of this Municipality
NGO Representative-

Section 2a. Functions of the Bids and Awards Committee. The BAC shall have the following functions:

1. Advertise and/or post the invitation to bid;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake the post-qualification proceedings;
7. Resolve motions for reconsideration;
8. Recommend award of contracts to the head of the procuring entity or his duly representative;
9. Recommend imposition of sanctions in accordance with Rule XXIII of the IRR-A, RA 9184; and
10. Recommend the use of alternative Methods of Procurement as provided for in Article XVI of the IRR-A of RA 9184.

Section 2b. Functions of the Secretariat. The Secretariat shall have the following functions and responsibilities;

1. Provide administrative support to BAC;
2. Organize and make all necessary arrangements for the BAC meetings;
3. Attend BAC meetings as Secretary;
4. Prepare minutes of the BAC meetings;
5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
6. Assist in managing the procurement processes;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
8. Consolidate the PPMPs from various units of the procuring entity to make them available for review as indicated in Section of the IRR-A, RA 9184;
9. Make arrangements for the pre-procurement and pre-bid conference and bid openings; and
10. Be the channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, provider of goods, civil works and consulting services, and the general public.


Section 2c. Functions of the Technical Working Group (TWG): The Technical Working Group shall be composed from pool of technical, financial and/or legal experts who shall:

1. Assist in the eligibility screening, evaluation of bids and post-qualification;
2. Perform such other related functions as may deem necessary.

Section 2d. Functions of the Observers. The observers shall have the following responsibilities:

1. Preparation of the reports either jointly or separately indicating their observations made on the bidding activity conducted by the BAC for submission to the Head of the Procuring Entity, copy furnished the BAC Chairman;
2. To sign the abstract of bids if, in their independent observations, the bidding activity conducted by the BAC followed the correct procedure as indicated in the IRR-A of RA 9184; and
3. To sign the post-qualification summary if, in their independent observation, the BAC followed the procedure as indicated in the IRR-A of RA 9184.

Section 3. Honoraria of BAC Members, its Secretariat and TWG: The grant of honoraria for BAC Members, Secretariat and TWGs shall be subject to the provisions of Section 15, RA 9184, DBM Budget Circular No. 2004-5A.




Section 4. Term of Office. Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year, renewable reckoned from the date of issuance of this Administrative Order.

Section 5. Guidelines. All procedures and activities of the BAC shall be subject to compliance of the provisions of RA and its implementing Rules and Regulations (IRR-A).

Section 6. Effectivity. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 5th day of January, 2015 at the Municipality of Itogon, Province of Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cf:

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| -The Provincial Governor | -SBO |
| -DBM, CAR | -All Heads of Offices |
| -COA | -file |
| -DILG thru MLGOO V | |