



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor
Email Address: vic.palangdan@itogon.gov.ph

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ADMINISTRATIVE ORDER NO. 16
Series of 2021

By: g.

AN ORDER REAPPOINTING THE MEMBERS OF THE BIDS AND AWARDS COMMITTEE, THE BAC SECRETARIAT AND BAC-TWG OF THE MUNICIPAL GOVERNMENT OF ITOGON EFFECTIVE AUGUST 17, 2021 UNTIL JUNE 30, 2022 UNLESS SUCH APPOINTMENT IS SOONER REVOKED OR CANCELLED FOR CAUSE(S) AUTHORIZED BY LAW.

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, Paragraph (b), Section 11 of Republic Act 9184 provides that the BAC members shall have a fixed term of one (1) year reckoned from the date of appointment, *renewable at the discretion of the head of procuring entity*;

WHEREAS, the term of the members of the Bids and Awards Committee and its secretariat reorganized by virtue of Administrative Order No. 25, series of 2020 will be expiring on August 17 of this year hence, the need for the issuance of another Order to ensure continuity in the conduct of procurement activities to avoid undue delay in the procurement and delivery of basic services and facilities to the people;

WHEREAS, in order to expedite the implementation of various projects, programs and activities of the LGU, the undersigned Head of Procuring Entity deems it appropriate to renew the appointment of the BAC members, its secretariat and its TWG duly appointed and reorganized under Administrative Order No. 25, series of 2020 on the basis of their satisfactory performance in promoting effective, efficient and transparent procurement process and their vast experiences and their knowledge and skills in the conduct of procurement activities already acquired from their previous trainings and continuing learning process in the actual application thereof;

WHEREAS, the appointment of new members of the BAC and its Secretariat would require separate trainings and and/or reorientation on the Procurement Law and its Revised IRR including other updates on related issuances which is not feasible at this time of pandemic due to various impediments affecting the conduct such activities;

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 reappoint the members of the Bids and Awards Committee, its Secretariat and Technical Working Group as follows:

Section 1. Composition of the BAC. The members of the municipal Bids and Awards Committee are hereby reappointed to be composed of the following:

- CHAIRPERSON: **ATTY. NOEL G. NGOLOB**
Municipal Administrator
- VICE CHAIRMAN: **ENGR. IMELDA F. NUGUID**
MPDC
- MEMBERS:
OFFICE OF THE MUN. ENGR. PROVINCE OF BENGUET ITOGON
ENGR. AVELINO S. MEDINA
Municipal Assessor
MS. VERONICA K. COMISING
Municipal Budget Officer

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ITOSON, BENGUET
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For PD Palangdan - 9/8/21
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MR. ROGER P. CATAYAO
Engr. II, MAO
MR. JOSE A. YAMOTO JR.
Executive Assistant II

(b) **Provisionary Members:** In the procurement of goods or consulting services for projects/programs/activities wherein a certain office or department of the Municipal Local Government is the end user including offices, agencies or bureaus of the national government stationed herein whose sources of funds for such procurement is provided by the LGU, the respective Head of such office shall participate in the procurement processes for that particular project/program/activity as a provisional BAC Member.

(c) **Composition of the BAC Secretariat.** The BAC Secretariat shall be composed of the following:

Head of Secretariat:	MS. JENNIFER J. MONTES
Secretariat for Civil Works:	
Members:	MS. ROMIE ROSE B. HOLMAN MS. ROWENA C. CARIÑO MS. DOLORES G. GALUNZA
Secretariat for Goods and Consulting Services:	
Members:	MS. AMALIA A. IBARRA MS. CHERRY ANN C. CARANTES

Section 2. 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 3. The Technical Working Group. To expedite the procurement processes of bids that are presently undergoing evaluation and post-qualification, the following members of the BAC-Technical Working Group may continue to serve as such pending its reorganization by the Bids and Awards Committee pursuant to its duties and functions:

MR. FRANCISCO C. LICTAG, Project Development Officer III
ENGR. CYRIL C. BATCAGAN, MDRRMO
MS. NERRISA B. BALBINES, Engineering Asst. I
MS. JUDY ANN D. LACMAAN, Const. and Maintenance Foreman
MS. JENNIFER B. WAYAN, Administrative Officer III (Supply Officer II)

Section 4. BAC Honoraria. Members of the Bids and Awards Committee, its Secretariat and the Technical Working Group may be granted honoraria subject to availability of funds and applicable guidelines, rules and regulations. Provided further that the average amount of honoraria per month over one year shall not exceed 25% of the respective basic monthly salary of the BAC Members, its Secretariat and its TWG.

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 R.A. 9184 and its 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 6. Effectivity. This Order shall take effect immediately.

DONE this 16th day of August, 2021 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- All Department Heads
- All concerned
- All Punong Barangays
- file