



**ADMINISTRATIVE ORDER NO. 12**  
Series of 2024

**RECONSTITUTING THE BIDS AND AWARDS COMMITTEE AND THE BAC SECRETARIAT OF THE MUNICIPAL GOVERNMENT OF ITOGON, FURTHER PROVIDING FOR THE CREATION OF A BAC-TECHNICAL WORKING GROUP.**

**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**, Rule V, Section 11.2.2 of Revised IRR of Republic Act 9184 provides that unless sooner removed for a cause, the members of the BAC 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, provided however that upon expiration of their term, the current members of the BAC shall continue to exercise their duties and functions until new members of the BAC shall have been designated;

**WHEREAS**, consistent with the afore-cited provision, there is a need to reconstitute the Bids and Awards Committee of the municipality to facilitate the procurement process in order to avoid undue delays in the delivery of basic services and development projects and activities to our people, and to ensure the Procuring Entities observance of the standards set forth under our Procurement Law;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **BERNARD S. WACLIN**, in my capacity as 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 reconstituted to be composed of the following:

<b>CHAIRPERSON:</b>	ENGR. IMELDA F. NUGUID Municipal Planning and Development Coordinator
<b>VICE CHAIRPERSON:</b>	ENGR. AVELINO S. MEDINA JR. Municipal Assessor
<b>MEMBERS:</b>	MS. FLORIDA T. VELASCO Municipal Budget Officer MR. ROGER P. CATAYAO Engr. II, Municipal Agriculture Office MR. JOSE YAMOTO JR. Executive Assistant II

(b) **Provisionary Members:** Heads of offices or departments of the local government as well as heads of offices, bureaus or agencies of the national government stationed in the municipality, who are not regular members of the BAC shall sit as

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provisionary BAC members representing their respective end-user units for the procurement of goods or consulting services for their respective offices, department, bureau or agency.

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

Head of the Secretariat:	MS. ROMIE ROSE B. HOLMAN
Members:	MS. ROWENA C. CARIÑO MS. CHERRY ANN C. CARANTES MS. JUDY ANN D. LACMAAN

**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. Technical Working Group.** In accordance with section 12.1 (k) of the Revised IRR of R.A. 9184, the BAC shall create a Technical Working Group to assist the latter in the procurement process particularly in the eligibility screening, evaluation of bids and post-qualification. Provided further, that in order to facilitate bid evaluation and post-qualification activities, two (2) Technical Working Groups shall be created, one for civil works and one for goods and consulting services.

**Section 5. 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 6. 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, but 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 7. 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 8. Repealing Clause.** All Administrative Orders and issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Section 9. Effectivity.** This Administrative Order shall take effect immediately.

**DONE** this 11<sup>th</sup> day of July, 2024 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

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