



Republic of the Philippines
PROVINCE OF QUIRINO
MUNICIPALITY OF CABARROGUIS

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Office of the Mayor

Executive Order No. 003

Series of 2022

AN ORDER RE-ORGANIZING THE BIDS AND AWARDS COMMITTEE OF THE LOCAL GOVERNMENT UNIT OF CABARROGUIS

WHEREAS, as provided under R.A. No. 9184 otherwise known as the Government Procurement Reform Act there is an imperative need to create the Bids and Awards Committee (BAC) of the Local Government Unit.

WHEREAS, the establishment of the Bids and Awards Committee will definitely supplement the government advocacy on transparency on all procurement activities to reduce or totally eradicate graft and corruption in all agencies.

NOW THEREFORE, I, **AVELINO N. AGUSTIN, JR.** by virtue of the powers vested in me as Municipal Mayor of this Municipality, do hereby order the creation of the Bids and Awards Committee together with its support group.

Section I. COMPOSITION OF THE BIDS AND AWARDS COMMITTEE

A – Bids and Awards Committee

Chairperson	-	ENGR. WILMER D. DOLLAGA
Vice-Chairperson	-	PLARIDEL A. UAO
Members	-	RUEL M. MAUYAO
		ENGR. ARSENIO A. SINGSON
		EDUARDO A. ABAD, JR.
		ENGR. ANTONIO G. BELINGON
		MARCOS S. AGUSTIN

B. Technical Working Group (TWG)

Head TWG	-	ERWIN C. DANA O
Members	-	ENGR. JUDIE MAY V. LAZARO-ALDANA
		WILMA D. FERNANDEZ, CPA
		ENGR. ANGIE LEIGH P. CAPINDING
		MABEL T. LORETE, RND
		ENGR. EDMAR C. ALDANA
		ENGR. SAMUEL M. TUMACDER

C. Secretariat

Head Secretariat	-	LEONILA D. AURE
Members	-	SHERYLL ANN G. JANDOC
		MARY GRACE T. MAGANA
		JULIET N. CURAMMENG
		WILSON B. TOMAS

Section II. FUNCTIONS OF THE BIDS AND AWARDS COMMITTEE, TECHNICAL WORKING GROUP, AND SECRETARIAT

A. Functions of the BAC

1. Advertise and/or post the invitation to bid/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake post qualifications proceedings;

7. Resolve requests for consideration;
8. Recommend award of contracts to the Head of the Procuring Entity (HOPE) or his duly authorized representative;
9. Recommend the imposition of sanctions in accordance with Rule XXIII;
10. Recommend to the Head of Procuring Entity the use of Alternative Methods of Procurement;
11. Conduct periodic assessment of the procurement process and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR;
12. Perform such other related functions as may be necessary, including the creation of a Technical Working Group from a pool of technical, financial, and/or legal experts.

B. Functions of the Technical Working Group

1. Assist the BAC on the Technical Specifications, Scope of Work and Terms of References;
2. Assist the BAC in the review of Bidding Documents;
3. Assist the BAC in the short listing of consultants;
4. Assist the BAC in the Eligibility Screening;
5. Assist the BAC in the Evaluation of Bids;
6. Assist the BAC in the Post-Qualification;
7. Assist the BAC in the resolution of Request for Reconsideration; and
8. Perform other duties consistent to Procurement activities.

C. Functions of the BAC Secretariat

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangement for the BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the Procuring Entity to make them available for reviews as indicated in Section 7 of this IRR and prepare the APP; and
10. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and all general public.

Section III. SPECIAL FUNCTIONS

1. The Head of the Procuring Entity (HOPE) shall appoint the Chairman and Assistant Chairman of the BAC.
2. The members of the BAC together with the members of the support groups are entitled of Honoraria in an amount not to exceed 25% of their basic salaries subject to the availability of funds and the strict adherence to budgeting, accounting and auditing rules and regulations.

Section IV. REPEALING CLAUSE

This order repeals all Executive Orders previously issued regarding the creation of the Committee on Bids and Awards (CBA), Prequalification, Bids and Awards Committee (PBAC), and Bids and Awards Committee (BAC).

Section V. EFFECTIVITY

This order takes effect immediately

Done this 5th day of July 2022 at Cabarroguis, Quirino.


AVELINO N. AGUSTIN, JR.
Municipal Mayor