

OFFICE OF THE EXECUTIVE DIRECTOR

December 28, 2018

Administrative Order No. 302
Series of 2018

TO : Bids and Awards Committee (BAC)
BAC Technical Working Group (TWG)
BAC Secretariat

Through the Division Directors

FROM: 
REYNALDO V. EBORA
Acting Executive Director

Subject: Composition of BAC and Related Officials for 2019

Effective January 3, 2019, the following will comprise the BAC, members of the TWG, and the members of the Secretariat with Dr. Melvin B. Carlos and Dr. Leila C. America to serve as the Chairperson and the Vice Chairperson, respectively. Ms. Elyver B. Maligalig assisted by Ms. Pamela Marie A. Centeno will head the pool of secretariat. As such, you shall perform the duties and responsibilities as provided in Section 12 and 14 of the Government Procurement Reform Act or RA 9184 and its IRR. You are advised to give utmost priority to BAC assignments over all other duties and responsibilities (Sec. 14.3 of the IRR) and the same being a "Jury Duty" per Executive Order No. 40, dated October 8, 2001.

Bids and Awards Committee

Regular Members

- Dr. Melvin B. Carlos, ODED-ARMSS - Chairperson
- Dr. Leila C. America, FERD - Vice Chairperson
- Dr. Fezoil Luz C. Decena, SERD - Member
- Engr. Romeo P. Santiago, ARMRD - Member
- Dir. Richard E. Amansec, MISD - Member

Provisional Members

- Dr. Juanito T. Batalon, ARMRD - Member (for Civil Works and Consulting Services)
- Dr. Mari-Ann M. Acedera, MRRD - Member (for Goods)

The provisional members shall be involved on the procurement process based on the category assigned (e.g. Dr. Acedera on the procurement of supplies and materials, equipment, etc., while Dr. Batalon for infra projects and consulting services).

Technical Working Group and Secretariat

Category	Secretariat	TWG
Supplies and Materials	Mr. Jose Raymond A. Manalo, FAD	Ms. Yolanda M. Tayag, TTPD, Head Ms. Ann Kristine C. Aranguren, FAD, Member Ms. Dianne Camille M. Lambio, ACD, Member
IEC related	Ms. April Rose A. Itchon, ACD	Ms. Faustina C. Baradas, FERD, Head Ms. Marina T. de Ramos, ACD, Member Ms. Sharie Al-Faiha A. Lubang, CRD, Member
Audio Visual Equipment		Mr. Laureano U. Reyes, ACD, Head Mr. Juan Carlos M. Manas, OED, Member Mr. Eric E. Perez, LRD, Member
Equipment/ Services	Ms. Lilia V. Reyes, CRD	Engr. Wilmar J. Lastimosa, IDD, Head Mr. Jayvee S. Bautista, MISD, Member Mr. Erwin Cris D. Valencia, ACD, Member Mr. Caesar M. Katimbang, Member (for vehicle concerns)
ICT	Ms. Ella B. Banales, MISD	Mr. Ricaredo V. Manzanilla, MISD, Head Mr. Rick Adrian A. Mulimbayan, MISD, Member Mr. Ervin M. Naval, CRD, Member
Civil Works/ Consulting Services	Ms. Maria Eleanor S. Lapitan, FAD-Budget	Dr. Marcelino U. Siladan, FERD, Head Ms. Audrey O. Lapitan, TTPD, Member Engr. Kathleen Faith Jay O. Villarma, Member

Attached is the duties and responsibilities for reference.

Please be guided accordingly.

Thank you.

Composition of Bids and Awards Committee
January 3 – December 31, 2019

I. Duties and Responsibilities

The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by R.A. 9184 and its IRR.

It shall prepare (through BAC Secretariat) the following reports for submission to Government Procurement Policy Board (GPPB):

- a. Annual Procurement Plan (APP);
- b. Procurement Monitoring Report (PMR);
- c. Supplemental Annual Procurement Plan (SAPP);
- d. Agency Procurement Compliance and Performance Indicators (APCPI); and
- e. Other reports requested by AO25, DOST-Central Office, and among others.

Functions of the BAC (Section 12, Revised 2016 IRR of R.A. 9184)

The BAC shall:

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-qualification proceedings;
7. resolve requests for reconsideration;
8. recommend award of contracts to the HoPE or his duly authorized representative;
9. recommend the imposition of sanctions in accordance with Rule XXIII;
10. recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
11. conduct any of the Alternative Methods of Procurement;
12. conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
13. perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.

Technical Working Group (TWG) shall:

1. review of the Technical Specifications, Scope of Work, and Terms of Reference;
2. review of Bidding Documents ensuring that the same properly reflects its requirements and that these conform to the standard set forth in the said RA and its related documents;
3. shortlist the consultants;
4. screen eligibility;
5. evaluate bids and prepare accompanying reports for the BAC's consideration and recommendation;
6. conduct post-qualification activities and prepare the post qualification summary report for BAC's action; and
7. assist the BAC Secretariat in the preparation of resolutions recommending award, with regard to the technical aspect; and
8. prepare the bid bulletin to be approved by the BAC.