



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 11, s.2019

RE-ORGANIZATION OF THE BIDS AND AWARDS COMMITTEE (BAC)

WHEREAS, Article V, Section 11 of the Republic Act 9184 mandates that each procuring entity shall establish BAC for its procurement;

WHEREAS, it has become a declared policy of the government under R.A. 9184 to further government's commitment to good governance, accountability, equity, efficiency and economy in its procurement process;

WHEREAS, it is a primary concern of the government that procurement of goods, infrastructure projects and consultancy services shall be competitive and transparent through public bidding;

WHEREAS, it is also a policy of the government to adopt a standard and uniform set of rules and regulations governing the procurement of goods, infrastructure projects and consultancy services for government projects and other related activities that embodies a streamlined procurement process;

NOW, THEREFORE, I, LEONARDO M. ROXAS, Municipal Mayor of Paniqui, Tarlac, by virtue of Section 11 of the Republic Act 9184, do hereby reorganize the Bids and Awards Committee (BAC) for this Local Government Unit.

Section 1. TITLE. This order shall be known as the **RE-ORGANIZATION OF BIDS AND AWARDS COMMITTEE (BAC)**.

Section 2. COMPOSITION OF THE BAC. The BAC Members shall be composed of the following:

REGULAR MEMBERS:

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| 1. BAC Chairman | - | Betty A. Sagabaen, Municipal Budget Officer |
| 2. BAC Vice-Chairman | - | Engr. Vladimir L. Santillan, Municipal Planning & Development Coordinator |
| 3. Member | - | Engr. Maybelyn C. Aranzaso, Municipal Engineer |
| 4. Member | - | Zoilo C. Briones, Municipal HRMO |
| 5. Member | - | Estrelita M. Sanchez, Municipal Civil Registrar |
| 6. Provisional Member: | | Representative from the End User or Implementing Unit |

Section 3. DUTIES AND FUNCTIONS OF THE BAC. Section 12 of the Implementing Rules and Regulations of Republic Act 9184 is being adopted and deemed incorporated hereof:

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 bids;
5. Conduct the evaluation of bids;
6. Undertake post qualification proceedings;
7. Resolve motion for reconsideration;
8. Recommend award of contract to the Head of the Procuring Entity (HoPE) or his duly authorized representative;



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9. Recommend the imposition of sanctions in accordance with Rule XXIII;
10. Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof;
11. Perform such other related functions as maybe necessary, including the creation of Technical Working Group (TWG) from a pool of technical, and / or experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids and post qualification.

Section 4. TENURESHIP OF THE BAC. Under the revised IRR of RA 9184 Section 11.2.6, 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 HoPE. Upon expiration of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, death, the replacement shall serve only for the duration of the leave or suspension. For justifiable causes, a member shall be suspended or removed by the HoPE.

Section 5. BAC SECRETARIAT. Composition of BAC Secretariat:

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| Head | - Danilo D. Pazcoguin Senior Administrative Assistant V |
| Assistant | - Gaylord P. De Guzman Administrative Aide III |

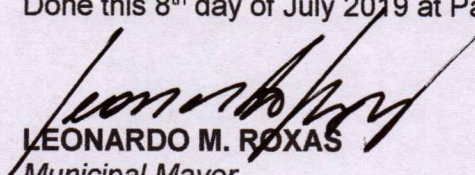
The BAC Secretariat shall have the following functions and responsibilities in accordance with Section 14 of the Implementing Rules and Regulations of R.A. 9184:

1. Provide administrative support to the BAC and TWG;
2. Organize and make all the necessary arrangements for BAC and TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of the procurement documents and other records and ensure that the 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 notice 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 review as indicated in Section 7 of IRR and prepare the Annual Procurement Plan (APP);
10. Act as central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting agencies, observers and general public.

Section 6. REPEALING CLAUSE. All executive orders issued and/or parts thereof contrary to or inconsistent with the provisions of this order, as well as with R.A. 9184 and its Implementing Rules and Regulations, are hereby repealed, modified or amended accordingly.

Section 7. EFFECTIVITY CLAUSE. This order shall take effect immediately upon signing hereof and remains effective and binding unless revoked, repealed or modified.

Done this 8th day of July 2019 at Paniqui, Tarlac, Philippines.


LEONARDO M. ROXAS
Municipal Mayor