



EXECUTIVE ORDER NO. 18 s.2022

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 **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 | - | Engr. Vladimir L. Santillan,
Municipal Planning & Development Coordinator |
| 2. BAC Vice-Chairman | - | Zoilo C. Briones,
Municipal HRMO |
| 3. Member | - | Estrelita M. Sanchez,
Municipal Civil Registrar |
| 4. Member | - | Eugene B. Galanga
Municipal Social Welfare and Development Officer |
| 5. Member | - | Lolita B. Molina
Municipal Assessor |
| 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;



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8. Recommend award of contract 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 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:

Head	- Gaylord P. De Guzman Administrative Aide VI
Assistant	- Janelle A. Lambino Administrative Aide IV

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. BAC TECHNICAL WORKING GROUP. Section 12.1 of the revised IRR of RA 9184 specifies the function of the BAC to perform such other related functions as may be necessary such as the creation of Technical Working Group (BAC-TWG) from a pool of technical, financial and/or legal experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification. The BAC-TWG shall be composed of the following personnel:



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Head	- ARVIN KENNEX V. SAN DIEGO Municipal Accountant
Member	- RAYMOND B. GAMBITO Municipal Budget Officer

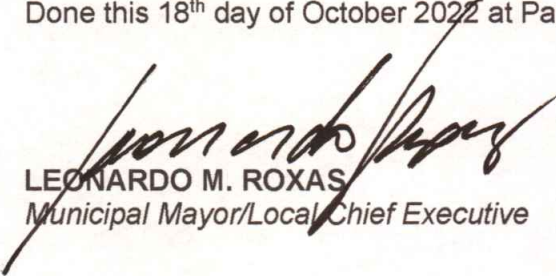
The BAC-Technical Working Group (BAC-TWG) has the following functions and responsibilities:

1. Assist the BAC and BAC Secretariat in maintaining the Registry Suppliers, Contractors and Consultants;
2. Check on the eligibility requirements of prospective bidders in accordance with Section 23 and 24 of the IRR-RA 9184;
3. Perform calculations and arithmetical corrections and submit to the BAC thru the Secretariat the Bid Evaluation Report (SF-GOOD-43, SF-INFR-60) and Rating Reports (for Consulting Services) in accordance with Section 32 and 33 of the IRR-RA 9184;
4. Assist the BAC in the conduct of Post Qualification and submit Post Qualification Evaluation Report (SF-GOOD-44, SF-INFR-61, SF-CONS-74) thru the Secretariat;
5. Accomplish and submit Post Qualification Evaluation Summary Report (SF-GOOD-45) to the BAC thru the Secretariat; and
6. Other procurement related tasks such as but not limited to determine relevant specifications during Pre-Procurement Conferences, validate compliance to specifications and coordination to relevant agencies to ascertain the correctness of submitted documents.

Section 7. 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 8. EFFECTIVITY CLAUSE. This order shall take effect immediately upon signing hereof and remains effective and binding unless revoked, repealed or modified.

Done this 18th day of October 2022 at Paniqui, Tarlac, Philippines.


LEONARDO M. ROXAS
Municipal Mayor/Local Chief Executive