



Republic of the Philippines
MUNICIPALITY OF BALUNGAO
Pangasinan
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OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 09
Series of 2019

REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC)
OF BALUNGAO, PANGASINAN

WHEREAS, R.A. 9184, otherwise known as GOVERNMENT PROCUREMENT REFORM ACT specifically states that Bids and Awards Committee (BAC) be created in the municipality that shall conduct bid evaluation for the Procurement of Goods, Services and Infrastructure;

WHEREAS, the law provides that the term of office of BAC members shall be a fixed period of one (1) year unless renewed by the head of the procuring entity;

WHEREFORE, I, MARIA THERESA R. PERALTA, Municipal Mayor of Balungao, Pangasinan, by virtue of the powers vested in me, do hereby reorganize the Bids and Awards Committee (BAC) composed of not less than 5 but not more than 7 members.

SECTION I. COMPOSITION AND MEMBERSHIP. The Bids and Awards Committee shall be composed of the following to wit:

Engr. GLACE L. OSOTEO	Chairman
Mrs. SUSANA I. BALLANO	Vice Chairman
Dr. IRENE G. OCAMPO	Member
Mrs. ANGELITA T. VALERIO	Member
Dr. GERARDO U. ACOSTA	Member, Head of Procuring Entity

SECTION II. DUTIES AND FUNCTIONS OF BIDS AND AWARDS COMMITTEE:

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 or his duly authorized representative
9. Recommend the imposition of sanctions in accordance with Rule XXVII
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.
12. Invite observers to sit in its proceedings which shall be composed of representatives from the Commission on Audit (COA) and Non-government Organization (NGO) and a recognized private group in as sector or discipline relevant to the procurement at hand.

SECTION III. COMPOSITION OF BAC SECRETARIAT:

Secretariat: Mr. RENE F. SORIBEN

SECTION IV. DUTIES AND FUNCTIONS OF BAC SECRETARIAT:

1. Provide administrative support to the BAC.
2. Organize and make all the necessary arrangement for BAC meetings and conferences.
3. Prepare minutes of meetings and resolutions of the BAC.
4. Take custody of the procurement documents and other records.
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.



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8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required.
9. Consolidate PPMP's from various units of the procuring entity to make them available for review as indicated in Section 7 of IRR.
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 V. COMPOSITION OF TECHNICAL WORKING GROUP (BAC-TWG):

Technical Working Group
Mrs. TERESITA T. FLORES
Mr. SAMUEL D. MIEM
Mr. JOSE GUERERO

SECTION VI. DUTIES AND FUNCTIONS OF BAC TECHNICAL WORKING GROUP

The TWG shall provide assistance to BAC in terms of technical, financial, legal and other aspects of the procurement at hand. It shall have the following responsibilities:

1. Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the procuring entity and that these conforms to the standards set forth by RA 9184, its IRR-A and PBDs prescribed by the GPPB;
2. Assist the BAC in the conduct of eligibility screening of prospective bidders in case of bidding for consulting services;
3. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
4. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
5. Assist the BAC and the BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary; and
6. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed.

SECTION VII. MEETINGS.

The Chairman or, in his absence, the Vice-Chairman, shall preside at all meetings of the BAC. The decision of at least a majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the BAC; Provided, however, that the Chairman or, in his absence, the Vice Chairman, shall vote only in case of tie. Observers and representatives of BAC members shall have no right to vote during BAC meetings, nor shall the representatives of BAC members be authorized to sign in behalf of the members represented.

SECTION VIII. TERMS OF OFFICE.

The members of the BAC, BAC Secretariat and BAC Technical Working Group shall have a fixed term of one (1) year from the date of appointment unless sooner revoked or otherwise discontinued for causes provided under RA 9184 and its IRR-A.

SECTION IX. INSPECTION COMMITTEE.

The Inspection Committee shall be composed of;

Ms. ADELA SISON

Mrs. CECILLE MAE HERNANDEZ

BOLIVAR R. MINA

SECTION X. FUNCTION OF THE INSPECTION COMMITTEE.

1. The Inspection committee shall ensure to the actual delivery of the procured goods, services and infrastructure.
2. The committee shall report to the LCE as to the compliance of the contractor and procuring entity as to the integrity of the delivery of the contract and demand the same in cases of non-compliance.
3. Sign inspection report.

SECTION XI. REPEALING CLAUSE.

All Executive orders and other issuances or parts thereof inconsistent with this ORDER are hereby repealed, modified or amended accordingly.



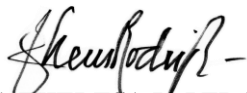
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SECTION XII. EFFECTIVITY. This Executive Order shall take effect upon its signing.

Done this 5th day of July, 2019.


MARIA THERESA R. PERALTA
Municipal Mayor