



Republic of the Philippines
REGION VII – CENTRAL VISAYAS
Department of Education
Schools Division of Negros Oriental

Office of the Schools Division Superintendent

7 FEB 2022

DIVISION MEMORANDUM

No. 122, s. 2022

**RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC),
BAC SECRETARIAT AND TECHNICAL WORKING GROUP**

TO : Assistant Schools Division Superintendents
Chiefs, CID and SGOD
All Others Concerned

1. Pursuant to the provision of RA 9184 or otherwise known as the “Government Procurement Reform Act”, this Office hereby announces the reconstitution of the Bids and Awards Committee (BAC), BAC Secretariat and Technical Working Groups to compose of the following officials/personnel effective March 01, 2022, viz:

BIDS AND AWARDS COMMITTEE (BAC)

DR. MARCELO K. PALISPIS , OIC-ASDS	-Chairperson
DR. RACHEL B. PICARDAL , CES-SGOD	-Vice-Chairperson
DR. CARMELITA A. ALCALA , EPS	-Member
MR. ARNOLD R. JUNGCO , EPS	-Member
DR. ANTONIO B. BAGUIO, JR. , EPS	-Member
DR. DAN P. ALAR , EPS	-Member
MRS. DAE P. HABALO , SEPS	-Member

ALTERNATIVE BAC MEMBERS

DR. KARL T. CREDO, Planning Officer
DR. DONRE B. MIRA, EPS
MR. DENNIS CHARL F. ANDALAJAO, SEPS

Duties and Functions of Bids and Awards Committee (BAC)

In relation to RA 9184 Article V Section 12, the BAC shall have the following functions:

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 XXIII;
10. Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof; and
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

BAC SECRETARIAT

MRS. KARLA P. ANTONIO	-Chairperson
DR. RUBY JEAN ESTRELLITA M. BIDAURE	- Member
MS. AMABEL A. HERRERA	-Member
MR. ANDRIE P. AMOR	-Member
MS. IVONE MARIE M. VILAFRANCA	-Member
MR. JESSE JOHN E. PAGASIAN	-Member
MS. MA. IRENE CECILIA A. ELEMIA	-Member

Duties and Functions of BAC Secretariat

In relation to RA 9184, the BAC Secretariat shall have the following functions and responsibilities:

1. Provide administrative support to the BAC;
2. Organize and make all the necessary arrangements 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;
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
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.

TECHNICAL WORKING GROUP

A. INFRASTRUCTURE:

ENGR. PHILIP C. TUBOG , Engr. III	-Chairperson
ENGR. MONICA P. ABADINES , DepEd Proj. Engr. II	-Member
ENGR. WENDY L. BALDAZANO , DepEd Proj. Engr. II	-Member
ENGR. EINSTEIN T. CIMAFRANCA , Engr. I	-Member
MR. DESIDERIO T. QUITOY, JR. , ADA I	-Member

B. GOODS/INSTRUCTIONAL MATERIALS:

DR. RENANTE A. JUANILLO, EPS	-Chairperson
MS. ROSELA R. ABIERA, EPS	-Member
MR. ALLAN A. TABIO, EPS	-Member
DR. REGINA CLARINA E. EMPESO, EPS II	-Member

C. INFORMATION COMMUNICATION TECHNOLOGY

MRS. REMYLIN V. GAGAO, ITO I	-Chairperson
MR. ALFREDO TICON, JR., DEMO I	-Member
MR. NIÑONITO DIVINO, ADA I	-Member


D. MEDICAL SUPPLIES AND EQUIPMENTS

DR. KARINA LOUISE DELA CRUZ, Medical Officer III	-Chairperson
MRS. EMILDA CHIU, Nurse II	-Member
MRS. JANET GADDI, Nurse II	-Member

Duties and Functions of BAC Technical Working Group

In relation to RA 9184, 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, and in the short listing 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 postqualification 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.
2. This serves as a Designation Order.
 3. For Information and Compliance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
2/17/22

SSP/MKP-JMA-NLR/OASDS-P/MKP



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