



Republic of the Philippines
Province of Iloilo
MUNICIPALITY OF BINGAWAN



Office of the Mayor

EXECUTIVE ORDER NO. 01
Series of 2019

AN ORDER REORGANIZING THE BIDS AND AWARDS COMMITTEE OF THE MUNICIPALITY OF BINGAWAN, PROVINCE OF ILOILO AND ESTABLISHING THE COMPOSITION HEREOF, AS AMENDED.

WHEREAS, Rule V of Republic Act No. 9184, otherwise known as the Government Reform Act, states that each procuring entity shall establish BIDS AND AWARDS COMMITTEE (BAC);

WHEREAS, Section 11.2.2, Rule V R.A 9134. Requires all Local Government Units thru its Local Chief Executive to create Bids and Awards Committee (BAC) to undertake procurement procedures;

NOW THEREFORE, I, MARK P. PALABRICA, Municipal Mayor of the Municipality of Bingawan, Province of Iloilo, Philippines, by virtue of the powers vested in me by law, do hereby reorganize and establish the composition of the BIDS AND AWARDS COMMITTEE (BAC) for the Local Government Unit of Bingawan, Province of Iloilo, Philippines, to wit:

I. COMPOSITION:

Chairperson:	Mr. Victor A. Castroverde, Jr.	-	Municipal Agriculturist
Vice Chairperson:	Mrs. Mae R. Gallaza	-	MSWDO
Members:	Mrs. Amalia Q. Pamocol	-	Municipal Treasurer
	Engr. Dan P. Plagata	-	MPDC
	Mrs. Jemaima B. Billones	-	Municipal Budget Officer

II. FUNCTIONS:

1. Advertise and/or post the invitation to bid;
2. Conduct pre-procurement & 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 motions for reconsideration;
8. Recommend award of contracts to the head of the procuring entity or his duly authorized representative;
9. Responsible for ensuring that the procuring entity abides by the standards set forth by the act;
10. Prepare a procurement monitoring report that shall be approved and submitted by the head of the procuring entity to the Government Procurement Policy Board on a semestral basis.

III. SECRETARIAT:

The head of the procuring entity shall create a Secretariat which will service as the main support unit of the BAC;

A. COMPOSITION:

1. Mrs. Evelyn B. Pirote - LAOOD I
2. Mr. Julius C. Cerbo - Administrative Assistant II

B. FUNCTIONS:

1. Provide administrative support to the BAC;

2. Organize and make all necessary arrangement for the BAC Meetings;
3. Attend BAC Meetings as Secretary;
4. Prepare minutes of the BAC Meetings;
5. Take custody of procurement documents and shall be responsible for the sale and distribution of Bidding Documents to interested Bidders;
6. Assist in the managing the procurement procedures;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when review;
8. Consolidate PPMPs from various units of the procuring entity to make them available for review;
9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and
10. Be the Central Channel of Communication for the BAC.

IV. OBSERVER:

A. COMPOSITION:

1. Representative – KABALIKAT Multipurpose Cooperative
2. Representative – Iloilo Code
3. Representative – Vendors Association

B. FUNCTIONS:

1. Preparation of report either jointly or separately indicating their observations made on the bidding activity conducted by the BAC for submission to the Head of the Procuring entity, copy furnished the BAC Chairman. The report shall assess the extent of the BAC's compliance with the provisions of this IRR-A and areas of improving the BAC's proceedings. For this purpose, the BAC shall furnish them a copy of the following documents upon their request, to wit:

- a. Minutes of related proceedings of BAC meetings;
- b. Abstract of Bids;
- c. Post-qualifications summary report;
- d. APP and related PPMP; and
- e. Copies or "opened" proposals;

2. To sign the abstract of bids, if in their independent observation the bidding activity conducted by the BAC followed the correct procedures as indicated in the IRR-A; and

3. To sign the post-qualification summary report, if, in their independent observation, the BAC followed the procedure as indicated in this IRR and that observer is amenable to the results of the qualifications.

V. TECHNICAL WORKING GROUP (TWG)

1. An official who has technical expertise relevant to the procurement process.

A. COMPOSITION:

- | | | |
|-----------------------------|---|---------------------------|
| 1. Von A. Catorce | - | Engineering Aide |
| 2. Eme Joy G. Cataluña | - | Nurse 1 |
| 3. Ms. Leira Joy A. Gallego | - | Agricultural Technologist |

B. FUNCTIONS:

1. Assist the BAC in technical, financial and/or legal aspects in terms of procurement process particularly in eligibility screening, evaluation of bids and post qualification.

VI. EFFECTIVITY- This order shall take effect on January 8, 2019.

Done this 7th day of January 2019 at Bingawan, Iloilo, Phillipines.


MARK P. PALABRICA
 Municipal Mayor