

**EXECUTIVE ORDER NO. 026**

Series of 2023

“AN EXECUTIVE ORDER REORGANIZING THE COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC) AND BAC SECRETARIAT OF THIS LOCAL GOVERNMENT UNIT”

WHEREAS, a well-organized government procurement system plays a big role in promoting good governance; and its effort to adhere to the principle of transparency, accountability, equity, efficiency and economy in its procurement process;

WHEREAS, Article V, Section II of the Republic Act No. 9184 otherwise known as the “Government Procurement Reform Act” and Rule V, Section II of its Implementing Rules and Regulations provides for the creation of a single BAC in every procuring entity for its procurement;

WHEREAS, the Municipality of Pasacao shall reform measure in procurement, pursuant to the legal bases herein stated;

WHEREFORE, IN VIEW OF THE FOREGOING, I, JORGE R. BENGUA, Municipal Mayor of the Municipality of Pasacao, Camarines Sur, Philippines, by virtue of the power vested in me by law do hereby order;

SECTION 1. Composition. The Composition of the Bids and Awards Committee of this LGU are as follows:

BAC MEMBERS

NAME	OFFICE
Chairman - Atty. Purita G. Musa	Office of the Municipal Administrator
Vice-Chairman - Noel Julito T. Ciudadano	Municipal Planning & Development Office
Member - Melvin C. Cañizo	Municipal Civil Registrar's Office
Member - Benedict P. Fabi	Municipal Planning & Development Office
Member - Engr. Lawrence William Q. Quijano	Municipal Engineering Office

BAC SECRETARIAT

NAME	POSITION	OFFICE
Ma. Liza C. Ortiz	Head of BAC Secretariat	Municipal Planning and Development Office
Divina Gracia A. Rampas	Member, Secretariat	Municipal Agriculture Office





Section 2. Functions of the BAC. The BAC shall have the following functions:

- Advertise and /or post the invitation to bid, conduct pre-procurement and pre-bid conferences, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, resolve motions for reconsiderations, recommend award of contracts to the head of the procuring entity or his duly authorized representative.
- Provided, however that in the event the head of the procuring entity shall disapprove such as recommendation, such disapproval shall be based only on valid, reasonable and justifiable ground to be expressed in writing, copy furnished the BAC recommend the imposition of sanctions in accordance with Rule XXIII.
- Perform such other related functions as may be necessary, including the creation of Technical Working Group (TWG) from a pool of technical, financial and / or legal expert who shall assist in the procurement process, particularly in eligibility screening, evaluation of bids and post qualifications. In proper cases,
- The BAC shall also recommend to the head of the procuring entity the use of Alternative Method of Procurement as provided for in Rule XVI of RA 9284.

The BAC shall be responsible for ensuring that the procuring entity, abides by the standard set forth by RA 9184 and its IRR and it shall prepare a procurement monitoring report that shall be approved and submitted by the head of the procuring entity to the GPPB on a semestral basis. The procurement monitoring report shall cover all procurement activities specified in the APP whether on-going or completed, costing Fifty Million Pesos (P50,000,000.00) and above for goods and infrastructure projects, and Five Million Pesos (P5,000,000.00) and above for consulting services. The report shall cover major activities from the holding of the pre-procurement conference to the issuance of Notice of Award and the approval of the contract, including the standard and actual time for each major procurement activity. It shall be submitted printed and electronic format within ten (10) working days after the end of each semester.

Section 3. FUNCTIONS OF THE BAC SECRETARIAT

Shall act as the Secretariat that will serve as the main support unit of the BAC of Pasacao. The Secretariat shall have the following functions and responsibilities.

- k. Provide administrative support to the BAC:
- l. Organize and make all the necessary arrangement for the BAC Meetings;





- m. Attend BAC Meetings as Secretary;
- n. Prepare Minutes of the BAC Meetings;
- o. Take custody of the procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
- p. Assist in managing procurement process;
- q. Monitor procurement activities and milestones for proper reporting to the relevant agencies when required;
- r. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of the IRR of RA 9184;
- s. Make arrangement for the pre-procurement and pre-bid conferences and bid openings; and
- t. Be the central channel of communications for the BAC with end users, PMOs, and other units of the line agencies, other government agencies, providers of goods, civil works and consulting services and general public.

Section 4. TERMS OF OFFICE. Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year, effective from the date of appointment and renewable at the discretion of the head of the procuring entity. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC Members are designated.

Section 5. MEETINGS. The Chairman or in his/her 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 quorum shall be valid and binding as an act of the BAC provided, however, that the Chairman or in his/her absence, the Vice Chairman, shall vote only in case of a tie. Observers and representatives of the BAC Members are authorized to sign in behalf of the members represented.

Section 6. QUORUM. A Majority of the total BAC Composition as designated by the head of the procuring entity shall constitute a quorum for the transaction of business provided that the presence of the Chairman of Vice Chairman shall be required.

Section 7. OBSERVERS. To enhance the transparency of the process, the BAC shall in all stages of the procurement process, invite, in addition to the representative of the COA, at least Two (2) observers to sit in the proceedings.





REPUBLIC OF THE PHILIPPINES

MUNICIPALITY OF PASACAO

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Section 8. HONORARIA. BAC Members may receive an amount not exceed twenty five percent (25%) of their respective basic monthly salary subject to the availability of funds. The procuring entity may also grant payment of honorarium to the BAC Secretariats, subject to the relevant rules of the Department of Budget and Management.

Section 9. EFFECTIVITY. This Executive Order supersedes previous orders and shall take effect immediately.

Done this 1st day of September , 2023 at the Municipality of Pasacao, Camarines Sur

HON. JORGE R. BENGUA
Municipal Mayor
Pasacao, Camarines Sur

CC: All Concerned Units

