



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
PROVINCIAL CAPITOL
DIPOLOG CITY
OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 08
Series of 2022

AN ORDER CONSTITUTING THE BIDS AND AWARDS COMMITTEE (BAC) MEMBERS AND BAC SECRETARIAT OF THE PROVINCE OF ZAMBOANGA DEL NORTE, DEFINING ITS COMPOSITION, DUTIES, FUNCTIONS AND OTHER RELATED ACTIVITIES.

WHEREAS, Article V, Section 11 of the Republic Act 9184 mandates that each procuring entity shall establish Bids and Awards Committee (BAC) for its procurement;

WHEREAS, it has become a declared policy of the government under R.A. 9184 to further the 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, pursuant to Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations, the members of the Bids and Awards Committee shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Head of the Procuring Entity (HOPE);

NOW THEREFORE, I, ROSALINA G. JALOSJOS, Governor of the Province of Zamboanga del Norte, by virtue of the power vested in me by law do hereby constitute the Bids and Awards Committee Members and BAC Secretariat of the Province of Zamboanga del Norte with the composition, duties, functions and other related activities hereunder specifically defined:

SECTION 1. COMPOSITION OF BAC MEMBERSHIP: *(Members have at least five (5) members but not more than seven (7) members).*

Chairman : **Engr. Rey C. Eguia**
Engineer IV

Vice-Chairman : **Engr. Vicente P. Desoy**
Provincial Assessor

Members : **Atty. Rafael R. Osabel, Jr.**
Assistant Provincial Attorney

Mr. Marcelito B. Uycoco
Supervising Environment Management Specialist

Ms. Adelaida A. Crusio
Cashier IV

SECTION 2. COMPOSITION OF BAC SECRETARIAT:

Head Secretariat : **Mr. Allan S. Khio**
Local Assessment Operation Officer III

Members : **Ms. Adelfa S. Trani**
Supply Officer II

Ms. Regine B. Ruiz
J.O. Personnel / Encoder

Mr. Julius O. Dajuela
J.O. Personnel / Canvasser

Ms. Amy Grace Descutido
J.O. Personnel / Encoder

Ms. Justin Jane C. Ramoga
J.O. Personnel / Liaison

Ms. Desiree S. Bulay-og
J.O. Personnel / Office Clerk

Mr. Alexis Tumanao
J.O. Personnel / Canvasser

SECTION 3. DUTIES AND FUNCTIONS OF THE MEMBERS OF THE BIDS AND AWARDS COMMITTEE (BAC). The BAC Members shall have the following functions:

- a. Advertise and/or post the invitation to bid/request for expression of interest;
- b. Conduct pre-procurement and pre-bid conferences;
- c. Determine the eligibility of prospective bidders;
- d. Receive and open bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Resolve requests for consideration;
- h. Recommend awards of contracts to the HOPE or his duly authorized representative;
- i. Recommend the imposition of sanctions in accordance with Rule XXIII;
- j. Recommend to the HOPE the use of Alternative Methods of Procurement as provided in Rule XVI;
- k. Conduct any of the Alternative Methods of Procurement;
- l. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3 (c) of the 2016 IRR of RA 9184; and

- m. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement processes, particularly in the eligibility screening, evaluation of bids and post-qualifications.

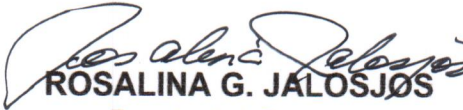
SECTION 4. DUTIES AND FUNCTIONS OF THE BAC SECRETARIAT. The BAC Secretariat shall have the following functions and responsibilities:

- a. Provide administrative support to the BAC and the TWG;
- b. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c. Prepare minutes and resolutions of the BAC;
- d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the 2016 IRR and prepare the APP; and
- j. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

SECTION 5. HONORARIA OF BAC MEMBERS AND BAC SECRETARIAT. The BAC Members and BAC Secretariat will be granted payment of honoraria not exceeding twenty five percent (25%) of their respective monthly salary subject to the availability of funds and the existing rules and regulations pertaining thereto as issued by the Department of Budget and Management.

SECTION 6. EFFECTIVITY. This Order shall take effect immediately and shall be in full force and effect until revoked or rescinded.

Done this 30th day of June 2022 at Dipolog City, Zamboanga del Norte, Philippines.


ROSALINA G. JALOSJOS
Provincial Governor