

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
OFFICE OF THE MUNICIPAL MAYOR

**EXECUTIVE ORDER NO. 73**  
**Series of 2020**

**REORGANIZING THE COMPOSITION OF THE BIDS AND AWARDS COMMITTEE  
(BAC) IN THE MUNICIPALITY OF ANDA, PANGASINAN**

**WHEREAS**, Republic Act No. 9184, otherwise known as the Government Procurement Act (GPRA) which was approved in 2003 provides for the modernization, standardization and regulation of the procurement activities of the government;

**WHEREAS**, each Procuring Entity shall establish in its head office a single BAC to undertake the functions specified in Section 12 of this IRR in order to facilitate professionalization and harmonization of procedures and standards. In line with the standardization of procurement procedures and the thrust towards strengthening the procurement function to increase operational efficiency and effectiveness, Heads of Procuring Entities shall aim to consolidate or unify all procurement activities of the organization, whether locally-funded or foreign-assisted, and whether pertaining to Goods, Infrastructure Projects or Consulting Services;

**WHEREAS**, RA No. 9184, Section 15, the Procuring Entity may grant payment of honoraria to the BAC members in an amount not to exceed twenty five percent (25%) of their respective basic monthly salary subject to availability of funds. For this purpose, the DBM shall promulgate the necessary guidelines. The Procuring Entity may also grant payment of honoraria to the BAC Secretariat and the TWG members, subject to the relevant rules of the DBM.

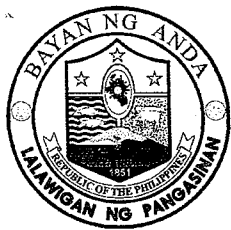
**WHEREAS**, the HOPE shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency;

**NOW. THEREFORE, I, JOGANIE C. RARANG**, Municipal Mayor of Anda, Pangasinan by virtue of the powers vested in me by law do hereby order:

**SECTION 1. BAC COMPOSITION.**

The membership of the BAC is hereby updated and shall be composed of the following:

CHAIRMAN	:	<b>MR. CARLITO C. CATIVO</b> Municipal Civil Registrar
VICE CHAIRMAN	:	<b>MR. JIMMY C. CACHO</b> Municipal Budget Officer
MEMBERS	:	<b>ENGR. SUNY C. OLERMO</b> Municipal Planning and Development Coordinator
	:	<b>MRS. ELIZABETH T. TOMAS</b> Municipal Agriculturist
	:	<b>ARCHT. RODOLFO C. DE CASTRO</b> Executive Assistant II
	:	<b>ENGR. ELMO C. CARIÑO</b> Municipal Engineer



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**SECTION 2. FUNCTIONS OF THE BAC.**

A. The BAC shall have the following functions:

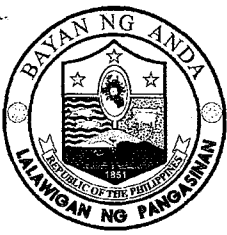
1. Advertise and/or post invitations to bids/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of the prospective bidders;
4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve request for reconsideration;
8. Recommend award of contracts to the Head of Procuring Entity (HoPE) or his duly authorized representative;
9. Recommend the imposition of sanctions in accordance with Rule XXIII;
10. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
11. Conduct any of the Alternative Methods of Procurement;
12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
13. 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 following:
  - a. Review of the Technical Specification, Scope of Work, and Terms of Reference;
  - b. Review of Bidding Documents;
  - c. Shortlisting of Consultants;
  - d. Eligibility Screening;
  - e. Evaluation of Bids;
  - f. Post-Qualification; and
  - g. Resolution of Request for Reconsideration.

To the extent possible, the BAC in central offices shall render necessary assistance to its regional or lower office BACs to facilitate the conduct of procurement from pre-procurement conference to the post-qualification stage.

B. The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB. The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, 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. The PMR shall be approved and submitted by the HoPE to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s2007 as amended.

C. *Quorum*

A majority of the total BAC composition as designated by the HoPE shall constitute a quorum for the transaction of business, provided that the presence of the Chairperson or Vice-Chairperson shall be required.



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D. *Meetings*

The Chairperson or, in his absence, the Vice-Chairperson, 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 Chairperson or, in his absence, the Vice-Chairperson, shall vote only in case of a tie.

**SECTION 3. TERM OF MEMBERSHIP.**

Unless sooner removed for a cause, the members of the BAC shall have a fix of one (1) year reckoned from the date of appointment, renewable at the discretion of the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term: *Provided, however,* That in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension. For justifiable causes, a member shall be suspended or removed by the HoPE.

**SO ORDERED.**

Done this 24<sup>th</sup> of June 2020 at Anda, Pangasinan.

  
**JOGANIE O. RARANG**  
Municipal Mayor