



EXECUTIVE ORDER NO. 001 **Series of 2021**

RECONSTITUTING THE BIDS AND AWARDS COMMITTEE (BAC), INCLUDING ITS SECRETARIAT AND PRESCRIBING THEIR DUTIES AND FUNCTIONS PURSUANT TO REPUBLIC ACT 9184 AND ITS IMPLEMENTING RULES AND REGULATIONS

WHEREAS, Rule V, Section 11 of the Republic Act 9184 mandates that each procuring entity shall establish the Bids and Awards Committee 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 project and consultancy services shall be competitive and transparent through public bidding.

WHEREAS, it is also a policy of the government to adopt a standard and uniform set of rules and regulations governing the procurement of goods, infrastructure projects and consultancy services of government projects and other related activities that embody a streamlines procurement process;

WHEREAS, there is a need to reconstitute the BAC to update its membership.

WHEREFORE, premises considered and by virtue of the powers vested in me under the laws of the Republic of the Philippines, **I, ANTONIO V. MARIANO**, Municipal Mayor of Marcos, Ilocos Norte, do hereby order the following:

Section 1. Composition. The BAC shall be composed of the following:

Chairperson: Magna R. Macalma, MBO
Vice Chairperson: Evelyn I. Villanueva, MCR
Members: Cesar B. Carullo, MHO
Donna Bless R. Isaac, MPDC
Marielle Menor, Municipal Engineer
Generosa Rucille Rasalan, MAO

Alternante Member: Jose B. Pacorsa, Municipal Assessor

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

1. Advertise and/or post the invitation to bid/request for expression of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive and open bids;
5. Conduct evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve requests 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 of R.A. 9184;
10. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI of the same Act;

"Pasantaken ni Marcoseño, iti Napudpudno a Serbisyo"



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Series of 2021**

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 the IRR of the same Act;
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.

Section 3. The BAC Secretariat. Mr. Mark Christian A. Rasalan, Municipal Accountant is hereby designated as Head of the BAC Secretariat with members as follows:

1. Rosemarie B. Sablot, Administrative Assistant VI
2. Iezel Amor Reyes, Local Treasury Operation Officer I

Section 4. Functions of the BAC Secretariat. The BAC Secretariat shall have the following functions:

1. Provide administrative support to the BAC and TWG;
2. Organize and make all necessary arrangements for BAC and TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices 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 the IRR of the same Act and prepare the APP;
10. 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. Repealing Clause. All executive orders, proclamations, rules, regulation, previous issuances or parts thereof, inconsistent with the provisions of the Order are hereby repealed, amended and modified accordingly.

Section 6. Effectivity. This Executive Order shall take effect immediately.

DONE in the Municipality of Marcos, Ilocos Norte this 5th day of January 2021.

HON. ANTONIO V. MARIANO
Municipal Mayor