



**EXECUTIVE ORDER NO. 002**  
**Series of 2022**

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. Meeting and Quorum.**

- a) A majority of the total BAC composition shall constitute a quorum for the transaction of business, and the presence of the chairperson or vice-chairperson shall be required.
- b) The chairperson or the vice-chairperson if the chairperson is absent shall preside on all meeting of the BAC. The decision of majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the BAC. The chairperson or in his absence, the vice-chairperson shall vote only in case of a tie.

**Section 6. 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rules, regulation, previous issuances or parts thereof, inconsistent with the provisions of the Order are hereby repealed, amended and modified accordingly.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 7. Effectivity.** This Executive Order shall take effect immediately.

DONE in the Municipality of Marcos, Ilocos Norte this 11<sup>th</sup> day of January 2022.

**HON. ANTONIO V. MARIANO**  
Municipal Mayor



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**REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC), INCLUDING ITS SECRETARIAT AND PRESCRIBING THEIR DUTIES AND FUNCTIONS PURSUANT TO REPUBLIC ACT 9184 AND IT'S IMPLEMENTING RULES AND REGULATIONS.**

WHEREAS, Republic Act 9184 otherwise known as Government Procurement Reform Act provides for the modernization, standardization and regulation of the procurement activities of the government. It also seeks to promote the basic principles of transparency, accountability, equity, effectiveness, efficiency and economy;

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 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, considering the increased volume of procurement activities for the last past years due to the implementation of various programs, projects and activities of the different offices there is a need to reorganize the composition of the members of the BAC, and the secretariat to facilitate all procurement activities;

**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:

Chairman	:	<b>Marielle Menor</b> , Mun. Engineer
Vice Chaiman	:	<b>Magna R. Macalma</b> , Mun. Budget Officer
Members	:	<b>Angelito A. Raquel</b> , Local Disaster Risk Reduction and Management Officer
	:	<b>Cynthia G. Ablog</b> , Mun. Social Welfare and Development Officer
	:	<b>Generosa Rucille Rasalan</b> , Mun. Agriculturist
	:	<b>Donna Bless A. Isaac</b> , Mun. Planning and Development Officer
	:	<b>Dr. Cesar B. Carullo</b> , Mun. Health Officer

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**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 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. In proper cases, it shall recommend to the Local Chief Executive or HoPE the use of Alternative Methods of Procurement as provided in Rule XVI of the same act;
11. Ensure that the procuring entity abides by the standards set forth by R.A. 9184 and its IRR;
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 Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.

**Section 3. The BAC Secretariat.** Ms. Iezel Amor Reyes, Local Treasury Operations I is hereby designated as Head of the BAC Secretariat with members as follows:

1. **Dessah Jane R. Flores**, MedTech I
2. **Jimmuel B. Arzaga**, Executive Assistant - COS

**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;

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