



August 26, 2021

OFFICE ORDER
No. 26
Series of 2021

SUBJECT : RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE

In the interest of the service and pursuant to the provisions of Section 11.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, the Bids and Awards Committee (BAC) is hereby reconstituted as follows:

- Chairperson: **Ms. Romirose B. Padin** - Officer-In-Charge, DED for Pesticide
 Vice-Chair: **Ms. Julieta B. Lansangan** - Chief Agriculturist, FRD
- Members:
- Ms. Digna M. De Leon** - Planning Officer V, PMID
 - Ms. Jerolet C. Sahagun** - Chemist V, LSD
 - Atty. Janelyn I. Aquino-Pabalate** - Attorney IV, OED
 - Ms. Bella Fe D. Carmona** - Officer-In-Charge, PRD
 - Ms. Eramae V. Inocencio** - Administrative Officer V, FAD

The following are the duties and responsibilities of the FPA-BAC:

- 1) advertise and/or post the invitation to bid/ request for expressions of interest;
- 2) conduct pre-procurement and pre-bid conferences;
- 3) determine the eligibility of prospective bidders;
- 4) receive and open bids;
- 5) conduct the evaluation of bids;
- 6) undertake post-qualification proceedings;
- 7) resolve requests for reconsideration;
- 8) recommend award of contracts to the Head of the Procuring Entity (HoPE) or his duly authorized representative;
- 9) recommend the imposition of sanctions in accordance with Rule XXIII of 2016 Revised IRR;
- 10) recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI of 2016 Revised IRR;
- 11) conduct any of the Alternative Methods of Procurement for procurement with Approved Budget for the Contract (ABC) of above fifty thousand pesos (PhP 50,000.00);
- 12) conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the 2016 Revised IRR; and
- 13) perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG).

As such, the Secretariat is also created to serve as the main support unit of the FPA-BAC and hereby reconstituted as follows:

FPA-PMID
 By: Alex
 Date: 8/31/21
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Head: **Ms. Olivia R. Marzan** - Administrative Officer V, FAD
Members: **Mr. Angelo S. Bugarin** - Chemist IV, LSD
Mr. Errol John A. Ramos - Planning Officer IV, PMID
Ms. Mirasol O. Bacarisas - Planning Officer II, PMID


with the following duties and responsibilities:

- 1) provide administrative support to the BAC and the TWG;
- 2) organize and make all necessary arrangements for BAC and the 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 Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 the 2016 Revised IRR and prepare the APP (Annual Procurement Plan); and
- 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.

In the performance of the duties stated above, the FPA-BAC and its Secretariat are authorized to collect honoraria for successfully completed procurement projects following the Department of Budget and Management (DBM) Budget Circular Nos. 2007-3 and 2004-5A.

This Order shall take effect on September 1, 2021 and is valid unless otherwise revoked.



WILFREDO C. ROLDAN
Executive Director 

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