



September 15, 2020

Office Order

No. 12

Series of 2020

SUBJECT : COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC) FOR PROCUREMENT PROJECTS OF FY 2021

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In the interest of the service and to fast-track the early procurement of at least fifty percent (50%) of the value of goods and services based on the FPA's budget submitted to the Congress that is consistent with the National Expenditure Program (NEP) for FY 2021, the Bids and Awards Committee (BAC) to handle procurement projects of FY 2021 is hereby composed of the following:

Chairperson: **Ms. Romirose B. Padin** - Officer-In-Charge, DED for Pesticide  
Vice-Chair: **Ms. Elizabeth T. Ramiro** - Chief Administrative Officer, FAD

Members:

**Ms. Jerolet C. Sahagun** - Chemist V, LSD  
**Ms. Digna M. De Leon** - Planning Officer V, PMID  
**Ms. Julieta B. Lansangan** - Chief Agriculturist, FRD  
**Ms. Suzettie M. Alcaide** - Supervising Agriculturist, FOCU  
**Engr. Jacqueline M. Romualdez** - Officer-In-Charge, PRD

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;
- 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 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:


Head: **Mr. Angelo S. Bugarin** - Chemist IV, LSD  
Members:  
**Mr. Errol John A. Ramos** - Special Asst. for Special Concerns, OED  
**Ms. Gina C. Tomimbang** - Accountant III, FAD  
**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 of this 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 16, 2020 and is valid unless otherwise revoked.

  
**WILFREDO C. ROLDAN**  
Executive Director *WR*