

Republic of the Philippines
Province of Leyte
Municipality of Palo

Office of the Mayor



EXECUTIVE ORDER NO. 6
Series of 2021

**"AN ORDER RECONSTITUTING THE BIDS AND AWARDS COMMITTEE (BAC)
OF THE MUNICIPALITY OF PALO, LEYTE"**

WHEREAS, Republic Act 9184 otherwise known as the "Government Procurement Reform Act" mandates the establishment of a Bids and Awards Committee (BAC);

WHEREAS, in view of the recent local elections and change of administration there is a need to reconstitute the membership of the Bids and Awards Committee (BAC) in as much as the current members has served for more than one (1) year and R. A. 9184 sets the limit to a fixed term of one (1) year renewable at the discretion of the Head of the Procuring Entity;

WHEREAS, NOW THEREFORE, I, FRANCES ANN B. PETILLA, Municipal Mayor of Palo, by virtue of the power vested in me by law, do hereby reconstitute the Bids and Awards Committee (BAC) of the Municipality of Palo, Leyte;

Section 1. BAC Composition & Functions. The Bids and Awards Committee (BAC) shall be composed of the following:

Chairperson	:	ENGR. ZOTICO PASTELERO – Mun. Engineer
Vice-Chairperson	:	ENGR. ARMAND C. CABALTERA – MPDC
Members:	:	LUZ C. FERNANDEZ – OIC Mun. Budget Officer ENRIQUETO O. PORTULA – Mun. Assessor DENNIS J. BASAS – GSO In-charge

The Bids and Awards Committee (BAC) shall perform the following functions pursuant to Section 12 of the Implementing Rules and Regulations of R.A. 9184:

- Advertise and/or post the invitation to bid/request for expressions of interest;
- Conduct pre-procurement and pre-bid conferences;
- Determine the eligibility of prospective bidders;
- Receive and open bids;
- Conduct the evaluation of bids;
- Undertake post-qualification proceedings;
- Resolve requests for reconsideration;
- Recommend award of contracts to the HoPE or his duly authorized representative:

- i) Recommend the imposition of sanctions in accordance with Rule XXIII;
- j) Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
- k) Conduct any of the Alternative Methods of Procurement;
- l) Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and m) 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 2. BAC Technical Working Group. A Technical Working Group (TWG) shall be created from a pool of technical, financial, and/or legal experts to assist in the following and shall be composed of the following:

Head : **DEOGRACIAS O. ROSALES** – Mun. Accountant
 Members : **TERESITA V. PAJOTA** – Mun. Engineering Staff

The Technical Working Group shall perform the following functions:

- 1. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- 2. Review of Bidding Documents;
- 3. Shortlisting of Consultants;
- 4. Eligibility Screening; Page 19 of 149
- 5. Evaluation of Bids;
- 6. Post-Qualification; and
- 7. Resolution of Request for Reconsideration

Section 3. BAC Secretariat. As provided under Section 14 of the Implementing Rules and Regulations of R.A. 9184, a Secretariat shall be created which will serve as the main support unit of the BAC to be composed of the following:

Members : **AMELITA P. FUMAR**
HUBERT B. BALDESCO
BEN G. ORIONDO

The Secretariat to the Bids and Awards Committee (BAC) shall perform the following functions:

- a) Provide administrative support to the BAC and the TWG;
- b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e) Manage the sale and distribution of Bidding Documents to interested bidders;
- f) Advertise and/or post bidding opportunities, including Bidding Documents,

- and notices of awards;
- g) Assist in managing the procurement processes;
 - h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
 - i) Consolidate 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; and
 - j) 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 4. 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.

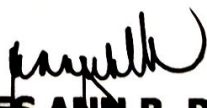
Section 5. Quorum. A majority of the total BAC composition as designated by the Head of the Procuring Entity shall constitute a quorum for the transaction of business, provided that the presence of the Chairperson or Vice-Chairperson shall be required.

Section 6. Honoraria of BAC, BAC Secretariat, and TWG Members. Pursuant to Section 15, of the IRR of R.A. 9184 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 and subject to the relevant rules of the DBM.

Section 7. Repealing Clause. All orders, issuances, and rules and regulations or parts thereof inconsistent with this Executive Order are hereby repealed or modified accordingly.

Section 8. Effectivity. This Order shall take effect immediately.

DONE in the Municipality of Palo, Leyte, this 8th day of February 2021.


FRANCES ANN B. PETILLA
Municipal Mayor