



# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



Seal of  
Good  
Local  
Governance

AWARDEE: 2016 2017 2019

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
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### EXECUTIVE ORDER NO. 001, S-2023

## REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE MUNICIPALITY OF ASINGAN, PANGASINAN, AND FOR OTHER PURPOSE

**WHEREAS**, it is the declared policy of the State to promote the ideals of good governance in all its branches, departments, agencies, subdivisions, and instrumentalities, including government-owned and controlled corporations, and local governments;

**WHEREAS**, R.A. 9184, otherwise known as the "Government Procurement Reform Act" shall apply to the procurement of infrastructure projects, goods and consulting services, regardless of source of funds, whether local or foreign, by all branches and instrumentalities of government, its departments, offices and agencies, including government-owned and/or controlled corporations and local government units;

**WHEREAS**, Article V, Section 11 of the same Act mandates the creation of the Bids and Awards Committee (BAC) in all branches, agencies, departments, bureaus, offices, or instrumentalities of the government including government-owned and controlled corporations, government financial institutions, state universities and colleges, and local governments;

**WHEREAS**, there is a need to reorganize the Bids and Awards Committee (BAC) to comply with the provisions of RA 9184, specifically Section 13.1 of its 2016 Revised Implementing Rules and Regulations (IRR), which states that "To enhance the transparency of the process, the BAC shall, during the eligibility checking, shortlisting, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification, invite, in addition to the representative of the COA, at least two (2) observers, who shall not have the right to vote, to sit in its proceedings...";

**NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR.**, Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me and by expressed authority provided for by law to the Local Chief Executive, do hereby order the Reorganization of the Bids and Awards Committee (BAC) of the Municipality of Asingan, Pangasinan.

**SECTION 1. THE COMPOSITION OF THE BIDS AND AWARDS COMMITTEE.** The re-organized BAC shall be composed of the following:

|                    |   |                                                             |
|--------------------|---|-------------------------------------------------------------|
| Chairperson        | : | EDNA C. PADAYAO – Municipal Assessor                        |
| Vice Chairperson   | : | ALEJANDRO S. TORIO – Market Supervisor III                  |
| Members            | : | Dr. RONNIE S. TOMAS – Municipal Health Officer              |
|                    | : | EMELY S. BADUA – Municipal Budget Officer                   |
|                    | : | Engr. BENJAMIN B. GINES, JR. – Municipal Engineer           |
|                    | : | MYRNA LUISA M. ALIPIO – Administrative Officer IV (HRMO II) |
|                    | : | Dr. JESUS G. CARDINEZ – LDRMO III                           |
| COA Representative | : | KENNETH ROMIER C. JAVIER – State Auditor III                |
| Observer/CSO Reps  | : | BETTY V. RAFANAN – Asingan People's Council                 |
|                    | : | Representative, PCA/NCAP (Infrastructure Projects)/         |
|                    | : | Representative, PCCI (Goods)/                               |
|                    | : | Representative, PICE/PICPA/CFCO (Consulting Services)       |

**SECTION 2. DUTIES AND FUNCTIONS.** The BAC shall have the following duties and functions:

- 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;



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- f) Undertake post-qualification proceedings;
- g) Resolve request for reconsideration;
- h) Recommend award of contracts to the Head of Procuring Entity (HoPE) or his/her 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 of the IRR 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 to assist in the following:
  - 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;
  - 5) Evaluation of Bids;
  - 6) Post-Qualification; and
  - 7) Resolution of Request for Reconsideration.
- n) The BAC shall be responsible for the ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the Government Procurement Policy Board (GPPB). The PMR shall cover all procurement activities specified in the Annual Procurement Plan (APP), whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of Notice of Award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester.

**SECTION 3. TECHNICAL WORKING GROUP (BAC-TWG).** To assist the BAC in the discharge of its functions, the BAC-TWG shall serve as the Inspection Team of the BAC, composed of:

|         |   |                                               |
|---------|---|-----------------------------------------------|
| Head    | : | NELSON P. SARMIENTO – Tax Mapping Aide        |
| Members | : | MELBA B. BAGOOD – Administrative Assistant II |
|         | : | MICHAEL C. SOLIVEN – LDRRMO I                 |

**SECTION 4. BAC SECRETARIAT.** To assist the BAC in the discharge of its functions, the Secretariat shall serve as the main support unit of the BAC, composed of:

|        |   |                                                  |
|--------|---|--------------------------------------------------|
| Head   | : | IMELDA T. SISON – <i>Municipal Treasurer</i>     |
| Member | : | AMELIA D. DE GUZMAN – <i>RCC II</i>              |
|        | : | ROGER N. AQUINO – <i>Administrative Aide III</i> |

**SECTION 5. FUNCTIONS OF THE BAC SECRETARIAT.** The BAC shall have the following duties and responsibilities:

- a) Provide administrative support to the BAC and the TWG;
- b) Organize and make all the necessary arrangements for BAC and the TWG meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of the 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;



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- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i) 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; and
- j) Act as the central channel of communications for the BAC and end-user or implementing units, Procurement Management Offices (PMOs), other units of the line agencies, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

**SECTION 6. TERM OF OFFICE OF BAC MEMBERS.** The members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Head of the Procuring Entity. In case of resignation, retirement, separation, transfer, re-assignment, removal, the replacement shall serve only for the unexpired term; provided, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension.

**SECTION 7. MEETINGS.** The Chairperson or, in her absence, the Vice Chairperson, shall preside at all meetings of the BAC. Observers and representatives of BAC members shall have no right to vote during BAC meetings, nor shall the representatives of BAC members be authorized to sign in behalf of the members represented.

**SECTION 8. QUORUM.** A majority of the total BAC composition shall constitute a quorum for the transaction of business, provided the Chairperson or Vice Chairperson is present. The decision of at least majority of the 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 9. REPEALING CLAUSE.** All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

**SECTION 10. SEPARABILITY CLAUSE.** In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

**SECTION 11. EFFECTIVITY.** This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance

DONE this 3<sup>rd</sup> day of January 2023 in the Municipality of Asingan, Pangasinan.

Engr. CARLOS F. LOPEZ, JR.  
Municipal Mayor