



Republic of the Philippines
PROVINCE OF BENGUET
MUNICIPALITY OF LA TRINIDAD
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ADMINISTRATIVE ORDER

No. 24-2016

REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE MUNICIPALITY OF LA TRINIDAD, BENGUET PURSUANT TO REPUBLIC ACT NO. 9184

WHEREAS, RA 9184 directs the creation of the Bids and Awards Committee (BAC) and its Secretariat;

WHEREAS, Section 11 of RA 9184 and Subparagraph 11.2.4 of Section 11 of Rule V of its Implementing Rules and Regulation, provides that the members of the Bids and Awards Committee (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;

WHEREAS, there is a need to reorganize the Bids and Awards Committee of the municipality due to the end of the tenure of its members;

WHEREAS, HON. ROMEO K. SALDA, duly elected Mayor of La Trinidad, Benguet reorganized on July 04, 2016, the Bids and Awards Committee of the Municipality of La Trinidad, Benguet and its Secretariat pursuant to Section 11.2.3 and Section 14 .1 of R.A. 9184, respectively:

Section 1a.Composition. Pursuant to the Section 11 of RA 9184 and Subparagraph 11.2.2 of Section 11 of Rule V of its Implementing Rules and Regulation, the Bids and Awards Committee shall be composed of the following:

Atty. BARTOLOME O. PALLA , Attorney II
Mr. FRANCIS A. LEE, Executive Assistant II
Ms. IMELDA E. GRUPO, Municipal Budget Officer
Engr. JULIUS U. MANDAC, Engineer III
Mr. TEDDY C. WALANG, Secretary to the Sangguniang Bayan

Section 1b.Secretariat. The following shall be members of the Secretariat which shall serve as the main support unit of the Bids and Awards Committee:

| | | | |
|--|---|-----------------------|-------------------------|
| Head Secretariat | : | Mr. Kevin V. Cabading | |
| Members | : | | |
| For Goods | : | Ms. Adelaida R. Chan | Ms. Aprille D. Diaz |
| | : | Mr. Cris L. Eban | Mr. Teodoro D. Billanes |
| For Infrastructure | : | Ms. Mary Ann Walang | Mr. Norman D. Antero |
| Administrative Aide for Goods and Infrastructure | : | | Ms. Melanie B. Menzi |

Section 2a.Functions of the Bids and Awards Committee. The BAC shall have the following functions:

- Advertise and/or post the invitation to bid;
- Conduct pre-procurement and pre-bid conferences;
- Determine the eligibility of prospective bidders;

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- d. Receive bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Recommend the award of contracts to the head of the procuring entity or his duly authorized representative;
- h. Recommend the imposition of sanctions in accordance with Article XXII;
- i. In proper cases, it shall also recommend to the head of the procuring entity the use of Alternative Methods of Procurement as provided in Article XVI of RA 9184; and
- j. Perform other related functions as may be necessary, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.

Section 2b. Functions of the Secretariat. The Secretariat has the following functions and responsibilities:

- a. Provide administrative support to the BAC;
- b. Organize and make all necessary arrangements for the BAC meeting;
- c. Attend BAC meeting as secretary;
- d. Prepare minutes of the BAC Meeting;
- e. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
- f. Assist in managing the procurement processes;
- g. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- h. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of the IRR of RA 9184;
- i. Make arrangements for the pre-procurement and pre-bid conferences and bid opening; and
- j. Be the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services and the general public.

Section 3. Quorum. A majority of the total BAC composition shall constitute a quorum for the transaction of business provided that the presence of the Chairman or Vice Chairman is required.

Section 4. Meeting. The chairman or, in his absence, the Vice-Chairman, 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 Chairman or, in his absence, the Vice Chairman, shall vote only in the case of a tie. 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 member represented.

Section 5. Honoraria of BAC, BAC Secretariat and TWG Members. The grant of honoraria of BAC members, Secretariat and Technical Working Group shall be subject to the provision of Section 15 of Article V of RA 9184 and DBM Budget Circular No. 2004-5.



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Section. 6. Term of Office. The members of the BAC provided under this Administrative Order shall have a fixed term of one (1) year to be reckoned from the date of the issuance of this Administrative Order and renewable at the discretion of the Head of the Procuring Entity.

Section. 7. Guidelines. All procedures and activities of the BAC shall be subject to compliance of the provisions of RA 9184 and its Implementing Rules and Regulations.

Section.8. Effectivity. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this ~~4th~~₃ day of July, 2016 at La Trinidad, Benguet, Philippines.


ROMEO K. SALDA
Municipal Mayor

Copy furnished:

- The Provincial Governor, Benguet Province
- The Sangguniang Bayan, La Trinidad, Benguet
- The DILG thru MLGOO
- File