



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

3 FEB 2023

DIVISION MEMORANDUM

No. 056 s. 2023

**CONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC),
BAC SECRETARIAT, TECHNICAL WORKING GROUP AND DIVISION
INSPECTORATE TEAM**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In accordance with the Republic Act 9184 on the Establishment of Procurement Systems and Organization the following personnel are hereby designated as Division Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group and Inspectorate Team are hereby constituted **effective February 7, 2023** to wit;

BIDS AND AWARDS COMMITTEE (BAC) MEMBERS

• **REGULAR MEMBERS**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1. ANTONIO P. FAUSTINO, JR.	OIC-Assistant Schools Division Superintendent	Chairperson
2. EDWIN R. RODRIGUEZ, Ed. D.	Chief-SGOD	Vice-Chairperson
3. MILDRED Z. GALLEN	Education Program Supervisor	Member
4. SANCHE C. CALATRAVA	Education Program Supervisor	Member
5. MICHAEL LEONARD D. LUBIANO	Education Program Supervisor	Member
6. MARIA CORAZON A. BORBON	Education Program Supervisor	Member
7. CHRISTIAN J. BABLES	Education Program Supervisor	Member

Specifically, the following duties and responsibilities are expected from the members of the BAC, to wit;

- Creation of the TWG from a pool of technical, financial and/or legal experts to assist in the procurement process.



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- b. Undertake the advertisement and/or posting of the invitation to bid/request for expression of interest.
- c. Conduct pre-procurement and pre-bid conferences.
- d. Determine the eligibility of prospective bidders.
- e. Receive and open bids.
- f. Conduct the evaluation of bids with the assistance of the TWG.
- g. Undertake post-qualification proceedings, with the assistance of TWG.
- h. Resolve motions for reconsiderations filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process.
- i. Recommend award of contracts to the HOPE or his duly authorized representative.
- j. Recommend to the HOPE the method of procurement of the goods, services, and infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.
- k. Conduct any of the alternative methods of procurement.
- l. Recommend the imposition of sanctions in accordance with Rule XXIII of the IRR.
- m. Conduct periodic assessment of the procurement process and procedures to streamline procurement activities.
- n. Prepare a PMR that shall be approved and submitted by the HOPE to GPPB on a semestral basis.
- o. For each procurement transactions, accomplish a checklist showing its compliance with R.A. 9184, its IRR and this Manual. This will be submitted to the HOPE and made part of the transaction record.
- p. Invite the Observers required by the law to be present during selected stages of the procurement process, in accordance with R.A. 9184, its 2016 IRR and this manual.
- q. Furnish the Observers, upon the latter's request and free of charge, with the following documents:
 - Minutes of the proceedings of BAC meetings;
 - Abstract of bids;
 - Post-qualification summary report;
 - APP and related PPMP; and
 - Copies of "opened" proposals.
- r. Conduct due diligence review or verification of the qualifications of Observers.
- s. Review the APCPI results and findings, submitted to it by the BAC Secretariat or the ad hoc Assessment Committee.
- t. Give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).
- u. Perform such other related functions as may be necessary to the procurement process.

• **BAC SECRETARIAT**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. ADRIAN D. MAANO	Project Development Officer II	Head-BAC Secretariat
2. JOYCE ANNE P. LIMBO	Administrative Officer IV	Member
3. EARL BRYAN P. SABIO	Administrative Aide IV	Member

The Secretariat shall have the following functions and responsibilities:

- Provide administrative support to the BAC and the TWG.
- Organize and make all necessary arrangements for BAC and the TWG meetings and conferences.
- Prepare minutes of meetings and resolutions of the BAC.
- Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented.
- Manage the sale and distribution of Bidding Documents to interested bidders.
- Advertise and/or post bidding opportunities, including Bidding Documents, and notice of awards.
- Assist in managing the procurement processes.
- Monitor procurement activities and milestones for the proper reporting to relevant agencies when required.
- Consolidate PPMPs from various units of the Procuring Entity to make them available for review.
- 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.

• **TECHNICAL WORKING GROUP**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. JAYPEE A. ESCOBAR	Senior Technical Assistance	Head- Procurement of Infrastructure
2. JUANITO D. DOMIREZ	Administrative Assistant III	Member
3. LOUIE L. FULLEDO	Education Program Supervisor	Member
4. MONTANO AGUDILLA JR.	Senior Education Program Supervisor	Head-Procurement of Goods and Services
5. JEAN ROSE B. RABANO	Education Program Specialist II	Member
6. MA. JOBELLE M. MALIJAN	Administrative Officer IV/Records Officer	Member



The Technical Working Group (TWG) shall have the following responsibilities:

- a. Assist the BAC in the review of Technical Specifications, Scope of Work, and Terms of Reference;
- b. Assist the BAC in the review of bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by R.A. 9184, its 2016 IRR and the PBDs prescribed by the GPPB.
- c. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of consultants in case of biddings for consulting services.
- d. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BACs consideration and approval.
- e. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval.
- f. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary.
- g. Assist the BAC in the preparation of resolution of request for reconsideration.
- h. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).

• **DIVISION INSPECTORATE TEAM**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. GENEROSA F. ZUBIETA	Education Program Supervisor	Team Leader
2. LUZVIMINDA CYNTHIA RICHELLE F. QUINTERO	Education Program Supervisor	Member-CID Unit
3. GRASIELA L. HERNANDEZ	Administrative Officer II	Member-Personnel Unit
4. MARILOU C. CUATERNIO	Administrative Assistant III	Member-Finance Unit
5. FRANCES THEA T. JAVAL	Administrative Assistant III	Member-Finance Unit
6. Representative from the Procuring Entity who has knowledge/technical expertise relevant to the goods delivered		Provisional Member

Roles and responsibilities of the inspectorate team are as follows:

- a. Conducts pre-delivery inspection prior to delivery to determine its compliance with the technical specification.
- b. Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts.
- c. Signs the Inspection and Acceptance Report Summary form (AIR) and recommends payment/non-payment of the Supplier/Contractor.
- d. Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance.




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- e. Monitors the rectification of defective deliveries.
- f. Prepares Inspection Report and submits to the Bids and Awards Committee.
2. Members of the teams are hereby advised to familiarize themselves with the duties and responsibilities and with the prescribed procurement process in accordance with the implementing rules and regulations of R.A 9184
3. Please be reminded that BAC functions shall be given utmost priority over all other duties (Jury Duty).
4. For your appropriate action and compliance.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



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