



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

7 FEB 2022

DIVISION MEMORANDUM
No. 078 s. 2022

**CONSTITUTION OF THE MEMBERS OF DIVISION BIDS AND AWARDS
COMMITTEE (BAC) AND BAC SECRETARIAT**

To: 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) and BAC Secretariat effective immediately, 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.CONRADO C. GABARDA	Administrative Officer V	Vice- Chairperson
3.BENJAMIN A. MILLARES	AO V-Budget Officer III	Member

• **PROVISIONAL MEMBERS FOR INFRASTRUCTURE**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1.EDWIN R. RODRIQUEZ, Ed.D.	Chief-SGOD	Member
Representative of the end-user unit		Member

• **PROVISIONAL MEMBERS FOR THE PROCUREMENT OF GOODS AND SERVICES**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1.IMELDA C. RAYMUNDO	Chief-CID	Member
Representative of the end-user unit		Member



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• **PROVISIONAL MEMBERS FOR ICT PROCUREMENT**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1.KENDRICK C. CABRIGA	Information Technology Officer I	Member
2.Representative of the end-user unit		Member

• **PROVISIONAL MEMBERS FOR PROCUREMENT OF CONSULTING
SERVICES**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1.MILDRED Z. GALLEN	Education Program Supervisor-Kinder/ALS	Member
2.Representative of the end-user unit		Member

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

- a. Creation of the TWG from a pool of technical, financial and/or legal experts to assist in the procurement process.
- 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 the TWG.
- h. Resolve motions for reconsideration 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 processes and procedures to streamline procurement activities.
- n. Prepare a PMR that shall be approved and submitted by the HOPE to the GPPB on a semestral basis.

- o. For each procurement transaction, 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 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. JENNELYN M. MIRANDILLA	Administrative Officer II	Head-BAC Secretariat
2. JEANETTE M. BUERA	Administrative Officer II	Member
3. PAZZYLA LYDDA A. CABALSA	Administrative Assistant III	Support Staff

The Secretariat shall have the following functions and responsibilities:

- 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;



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- 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
 - 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.
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.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

