



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

30 JUNE 2020

DIVISION MEMORANDUM

No. 137 s. 2020

**RECONSTITUTION OF THE MEMBERS OF 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

- Pursuant to Republic Act 9184 on the Establishment of Procurement Systems and Organization, Division Bids and Awards Committee(BAC), BAC Secretariat, Technical Working Group and Inspectorate Team are hereby reconstituted effective July 1, 2020, to wit;

BIDS AND AWARDS COMMITTEE (BAC) MEMBERS

• **REGULAR MEMBERS**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1. RANDY D. PUNZALAN	OIC-Asst. 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. GALLENO	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. JEANETTE M. BUERA	Administrative Assistant III	Head-BAC Secretariat
2.JENNELYN M. MIRANDILLA	Administrative Assistant III	Member
3.JORITZ PHILIP L. CABRIGA	Administrative Aide VI	Member
4. PAZZYLA LYDA A. CABALSA	Administrative Aide VI	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;



- 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.

TECHNICAL WORKING GROUP/COMMITTEE

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1.ERMELO A. ESCOBINAS	Project Development Officer II	Head-TWG
2.EDNA E. ECLAVEA	Librarian II	Member
3. NATALIO A. PANGANIBAN JR.	Administrative Assistant I	Member
4. MARIFE R. LAGAR	Planning Officer	Member-Goods and Services
5.ENGR. JAYPEE A. ESCOBAR	Division Project Engr.	Member-Procurement of Infrastructure
6.JUANITO D. DOMIREZ	Administrative Assistant III	Member-Procurement of Infrastructure
7.DR. CONNIE S. SIA	Medical Officer III	Member-Procurement of Goods and Services(Medical/ Food)
8. SANCHO C. CALATRAVA	Education Program Supervisor	Member-Procurement of Consulting Services
9. Representative from the Procuring Entity who has knowledge/technical expertise required based on the nature of the procurement		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.



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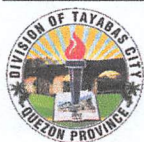
- d. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval.
- e. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval.
- f. Assist the BAC and BAC Secretariat 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. CHRISTIAN J. BABLES	EPS-Filipino	Team Leader
2. MARIA CORAZON BORBON	Senior Education Program Specialist	Member –SGOD Unit
3. TEOFILA A. OCUMIN	Education Program Specialist	Member –CID Unit
4. LUZVIMINDA E. SALUDARES	Education Program Specialist	Member –SGOD Unit
5. GRASIELA L. HERNANDEZ	Administrative Asst. III	Member – Administrative Unit
6. ROSEMARIE E. MORALES	Administrative Asst. III	Member –Finance Unit
7. JOYCE ANNE P. LIMBO	Administrative Asst. III	Member –Finance Unit
8. MA. JOBELLE M. MALIJAN	Administrative Asst. III	Member –Finance Unit
9. 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.
- e. Monitors the rectification of defective deliveries.



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- f. Prepares Inspection Report and submits to the Bids and Awards Committee.
2. This memorandum supersedes previous issuances and shall remain in force until sooner revoked or amended.
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.


ANIANO M. OGAYON, CESO V
Schools Division Superintendent

