



Republic of the Philippines
OFFICE OF THE SECRETARY
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August 15, 2019

SPECIAL ORDER

NO. 708

Series of 2019

SUBJECT : RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE, ITS SECRETARIAT AND THE TECHNICAL WORKING GROUP AT THE DEPARTMENT OF AGRICULTURE CENTRAL OFFICE

In compliance with the Republic Act No. 9184 or the Government Procurement Reform Act and its Implementing Rules and Regulations, the Bids and Awards Committee (BAC), its Secretariat and the Technical Working Group of the Department of Agriculture (DA) Central Office, are hereby amended as follows

I. BIDS AND AWARDS COMMITTEE

A. COMPOSITION

1. Regular Members

Chairperson	:	Usec. Waldo R. Carpio Special Concerns Office
Vice-Chairperson	:	Asec. Christine Evangelista Agribusiness & Marketing
Member	:	Engr. Roy Abaya Director, Fields Operations Service

2. Provisional Members

a. Goods	:	Mr. Lamberto Dela Cruz OIC-Chief, General Service Division
a.1 Infrastructure	:	Engr. Christopher Morales Chief, Field Programs Operational Planning Division
a.2 Consulting	:	Ms. Carolyn C. Castro Chief, Market Development Division
a.3 ICT Equipment/ Peripherals/ Related Service	:	Mr. Honorio C. Flameño Chief, Network and Operations Management Division
a.4 Printing Services and other Media Mediums (i.e. electronic billboards, television and radio advertisements, newspaper publication and the like)	:	Ms. Adora D. Rodriguez Assistant Division Chief, Agriculture and Fisheries Information Division

b. End-User/End-User's Representative

3. Observers/Non-voting members

- a. Representative from the Commission on Audit
- b. Representative from the Department of Agriculture Employees Association
- c. Representative from the Academe
- d. Representative from the Religious Sector
- e. Representative from the following Sectors:

Goods

Representative from a specific relevant Chamber- Member of the Philippine Chamber of Commerce and Industry (PCCI)

Infrastructure

Representative from the National Constructors Association duly recognized by the Construction Industry Authority of the Philippines (CIAP)

Consulting Service

Representative from project-related profession Organization accredited or duly recognized by the Profession Regulation Commission (PRC) or the Supreme Court Representative or Representative from the Confederation of Filipino Consulting Organizations.

RESPONSIBILITIES OF THE BAC

1. Recommend to the Head of the Procuring Entity (HoPE), the method of procurement of goods and services, civil works and consulting services;
2. Undertake the advertisement and/or posting of the invitation to Bid;
3. Determine the eligibility of the prospective bidders;
4. Has the sole authority to receive and open the Bids;
5. Conduct pre-procurement and pre-bid conference;
6. Conduct the evaluation of Bids and post-qualification proceedings, when necessary with the assistance of the TWG;
7. Resolve motions for reconsideration filed by prospective bidders, and other concerned parties with respect to the conduct of the bidding process;
8. Recommend the award of contract to the Head of the Procuring entity or a duly authorized representative;
9. Prepare a regular monitoring report to the Head of the Procuring Entity;
10. Ensure that the procuring entity and its procurement activities abide by the standards of RA 9184 and its IRR.

II. BIDS AND AWARDS COMMITTEE SECRETARIAT

The Procurement Division shall serve as the BAC-Secretariat to the Bids and Awards Committee. The BAC Secretariat shall be Chaired by Atty. Melinda D. Deyto, Chief of the Procurement Division.

RESPONSIBILITIES OF THE BAC SECRETARIAT

The responsibilities of the BAC Secretariat shall be in accordance with the Department of Budget and Management National Budget Circular No. 2015-558 and with the Republic Act No. 9184 or the Government Procurement Reform Act and its Implementing Rules and Regulations.

III. TECHNICAL WORKING GROUP (TWG) The Technical

Working Group (TWG) shall be composed the following:

Chairperson	:	Ms. Ana Maria DT. Guatno Management Division
Vice Chair	:	Ms. Annabelle T. Edang Management Division
Goods and Service	:	Mr. Ronald C. Pamittan Human Resource Development Division
		Engr. Teddy T. Casucog Information and Communication Technology Service
		Ms. Lourdes C. Bonifacio Bureau of Agricultural and Fisheries Engineering
Infrastructure/Civil Works	:	Engr. Erickson T. Mamag Philippine Rural Development Project
		Engr. Janice P. Vargas Bureau of Agricultural and Fisheries Engineering
Consultancy Service	:	Ms. Karen S. Marte Monitoring and Evaluation Division
		Atty. Maria Gemma J. Oquendo Legal Service

REPOSIBILITIES OF THE TWG

1. Assist the BAC and the Secretariat in the preparation of the bidding documents ensuring that the same properly reflects the requirements of the Procuring Entity;
2. Assists the BAC in the evaluation of Bids submitted in the public biddings, direct contracts and repeat orders, orders, and for negotiated procurement and in shopping with the contract cost of more than P15,000.00 and above;
3. Assists the BAC in the conduct of eligibility screening of prospective bidders, and in the short-listing of prospective bidders, in case of bidding for consulting services;
4. Prepares evaluation reports for consideration and approval of the BAC;
5. Assists the BAC in the conduct of post-qualification activities and prepares the post-qualification summary report for the BACs approval;
6. Assists the BAC and the Secretariat in the preparation of the resolution recommending the award, with regard to the technical aspect, if necessary;
7. Provides utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed and shall perform jury duty when so required; and
8. All duties and responsibilities as prescribed are considered as jury duty.

IV. GRANT OF HONORARIA OR OVERTIME PAY

In accordance with the IRR of RA No. 9184, the Bids and Awards Committee and its Technical Working Group are hereby granted honoraria while the BAC Secretariat is authorized to render overtime services with pay, subject to the guidelines issues by the Department of Budget and Management for the purpose.

V. REPEAL/EFFECTIVITY CLAUSE

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are likewise deemed revoked.


WILLIAM D. DAR, Ph.D.
Acting Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-08-19-0336
Received : 08/22/2019 02:15 PM