



August 17, 2020

SPECIAL ORDER

No. 607

Series of 2020

SUBJECT : CREATION OF THE BIDS AND AWARDS COMMITTEE, ITS SECRETARIAT AND TECHNICAL WORKING GROUP FOR ONE (1) YEAR

In the interest of service, the Bids and Awards Committee, Its Secretariat and Technical Working Group at the Department of Agriculture Central Office is hereby created as follows:

I. BIDS AND AWARDS COMMITTEE

A. Composition

1. Regular Members

Chairperson	:	Usec. WALDO R. CARPIO Special Concerns Office
Vice-Chairperson	:	Asec. KRISTINE Y. EVANGELISTA Agribusiness and Marketing
Member	:	Engr. ROY M. ABAYA Director, Field Operations Service

2. Provisional Members

a.1. Goods	:	Mr. JUNIBERT E. DE SAGUN Chief, General Services Division
a.2. Infrastructure	:	Engr. ERICSON T. MAMAG Philippine Rural Development Program
a.3. Consulting	:	Ms. CAROLYN C. CASTRO Chief, Market Development Division
a.4. ICT Equipment/ Peripherals/ Related Services	:	Mr. HONORIO C. FLAMEÑO Chief, Network and Operations Management Division
a.5. Printing Services and other Media (i.e. electronic boards, television and radio advertisements, newspaper publication and the like)	:	Ms. CHERYL C. SUAREZ Chief, Agriculture and Fisheries Information Division

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 Services	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 Procuring Entity or a duly authorized representative;
9. Prepare a regular monitoring report to the Head of 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 and Its Implementing Rules and Regulations.



III. TECHNICAL WORKING GROUP (TWG)

The Technical Working Group shall be composed of the following:

Chairperson	:	Ms. ANA MARIA DT. GUATNO Management Division
Vice-Chairperson	:	Ms. ANNABELLE T. EDANG Management Division
Members	:	Atty. MARIA GEMMA J. OQUENDO Legal Service Mr. RONALD C. PAMITTAN Human Resources Development Division Atty. ABRAHAM P. GUIAO Chief, Research and Regulations Division Mr. JAN MIGUEL T. MANUEL Legal Service Engr. TEDDY T. CASUCOG Information and Communication Technology Service Engr. JANICE P. VARGAS Bureau of Agricultural and Fisheries Engineering Ms. LOURDES C. BONIFACIO Bureau of Agricultural and Fisheries Engineering Ms. JORILYN A. ROSALES Office of the Undersecretary for Consumer Affairs

RESPONSIBILITIES OF THE TECHNICAL WORKING GROUP

1. Assist the BAC and the Secretariat in the preparation of the bidding documents enduring 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, 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 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 BAC's approval;
6. Assist 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 issued by the Department of Budget and Management for the purpose.

V. REPEALING CLAUSE

This Order revokes Special Order No. 708, Series of 2019 and Special Order No. 446, Series of 2020. The Special Bids and Awards Committee under Special Order No. 498, Series of 2020 remains in force.

VI. EFFECTIVITY CLAUSE

This Order shall take effect immediately and shall remain in force until revoked in writing.


WILLIAM D. DAR, Ph. D.
Secretary *WDC*

DEPARTMENT OF AGRICULTURE

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