



Republic of the Philippines  
OFFICE OF THE SECRETARY  
Elliptical Road, Diliman, Quezon City,  
1100 Philippines  
Tax Identification Number: 000-845-895

**SPECIAL ORDER**

NO. 87  
SERIES OF 2023

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

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In compliance with the Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Revised 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 reconstituted as follows:

**I. THE BIDS AND AWARDS COMMITTEE (BAC)**

**A. COMPOSITION**

**1. Bids and Awards Committee (BAC)**

**a. Regular Members**

Chairperson : **Assistant Secretary JAMES A. LAYUG**  
Assistant Secretary for DA Inspectorate and Enforcement

Alternate Chairperson : **Assistant Secretary ARNEL V. DE MESA**  
Assistant Secretary for Operations

Vice-Chairperson: **Mr. FERNANDO D. FLORES**  
OIC-Director, Project Development Service

Alternate Vice-Chairperson : **Atty. ARMANDO R. CROBALDE, JR.**  
OIC-Director, Legal Service

Member : **Dr. HONORIO C. FLAMEÑO**  
OIC-Director, Information and Communications Technology Service

**2. Provisional Members**

- a. An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement, to wit:

Goods : **Mr. RONALD C. PAMITTAN**  
Chief, General Services Division

Infrastructure : **Engr. JANICE P. VARGAS**  
Bureau of Agricultural and Fisheries Engineering

Consulting	:	<b>Mr. ULYSSES J. LUSTRIA, Jr.</b> Deputy Program Director, Special Area for Agricultural Development
ICT Equipment/ Peripherals/Related	:	<b>Mr. XERXEES R. REMOROZO</b> Chief, ICT Planning and Standards Division
Printing Services and other Media Affairs (i.e. electronic boards, television and radio advertisements, newspaper publication and the like)	:	<b>Ms. ADORA D. RODRIGUEZ</b> Agriculture and Fisheries Information Division

- b. A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures.

### 3. Observers / Non-voting Members

- i. Representative from the Commission on Audit
- ii. Representative from the Department of Agriculture Employees Association
- iii. Representative from the Academe
- iv. Representative from the Religious Sector
- v. 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 Professional Regulation Commission (PRC) or the Supreme Court Representative or Representative from the Confederation of Filipino Consulting Organization

### ***B. 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 HoPE or a duly authorized representative;
9. Prepare a regular monitoring report to the HoPE;



10. Ensure that the procuring entity and its procurement activities abide by the standards of RA 9184 and its IRR.

## **II. THE BAC SECRETARIAT**

The Procurement Division, through its Purchasing Section, shall serve as the BAC-Secretariat to the Bids and Awards Committee.

### **A. COMPOSITION**

Chairperson	:	<b>Atty. MELINDA D. DEYTO</b> Chief, Procurement Division
Members	:	<b>Ms. LEAH KATRINA C. MONSANTO</b> <b>Mr. YORAM S. LOPEZ</b> <b>Mr. JAN MIGUEL T. MANUEL</b> <b>Mr. PAUL JOHN A. LANUZA</b> <b>Mr. MARCO PAULO F. RECONES</b> <b>Ms. BEA MARIE ANDREA B. PACLIBAR</b> <b>Mr. RICK JAMES M. RODRIGUEZ</b> <b>Mr. VINOE SANTIAGO M. LOYOLA</b> <b>Ms. JOSEPHINE T. ENERO</b> <b>Ms. ERIKA NITZ V. PILARIZA</b> <b>Mr. ORVIN A. RULONA</b>

### **B. 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. THE TECHNICAL WORKING GROUP (TWG)**

### **A. COMPOSITION**

#### **1. Technical Working Group**

Chairperson:	<b>Ms. ANA MARIA DT. GUATNO</b> OIC-Chief, Management Division
Vice-Chairperson:	<b>Ms. ANNABELLE T. EDANG</b> Management Division
Pool of Members:	<b>Atty. ABRAHAM. P. GUIAO</b> Chief, Research and Regulations Division  <b>Engr. TEDDY T. CASUCOG</b> Information and Communications Technology Service  <b>Mr. JACKY MARN G. HORTALEZA</b> Information and Communications Technology Service  <b>Mr. AGUSTIN M. MANGANIP, JR.</b> Human Resource and Development Division

**Ms. CLAIRE ADELENE F. ABENGOZA**

Legal Service

**Ms. DAVIELYNE B. TORRES**

Legal Service

**Ms. GENALYN T. ANDRES**

Food Development Center

**Ms. JORILYN A. ROSALES**

General Services Division

**Mr. NOEL G. DATO**

Accounting Division

**Mr. ELVIN RAY C. SABULARSE**

Accounting Division

***B. RESPONSIBILITIES 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. Assist the BAC in the evaluation of Bids submitted in the public biddings, direct contracts and repeat orders, shopping and for negotiated procurement;
3. Assist 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. Prepare evaluation reports for consideration and approval of the BAC;
5. Assist 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. Provide 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.

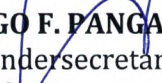
**V. FUNDING CLAUSE**

All expenses to be incurred in the conduct of official activities of the Bids and Awards Committee, such as but not limited to, travelling expenses, food and accommodation, among others, are chargeable against OSEC Funds subject to existing Government Accounting and Auditing Rules and Regulations.

**VI. EFFECTIVITY AND REPEALING CLAUSE**

This Order shall take effect immediately and shall remain in force unless revoked. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 27th day of January, 2023.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary  
Head of the Procuring Entity (HoPE)



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