



Republic of the Philippines  
Province of Albay  
**MUNICIPALITY OF MALILIPOT**  
Office of the Municipal Mayor

**Executive Order No. 01**  
Series of 2022

**EXECUTIVE ORDER RECONSTITUTING THE BIDS AND AWARDS COMMITTEE  
IDENTIFYING ITS MEMBERS, THEIR DUTIES AND FUNCTIONS AND OTHER  
PURPOSES**

WHEREAS, Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", provides the creation of the Bids and Awards Committee (BAC) in every procurement entity for its procurement with one (1) year term;

WHEREAS, the 2016 Revised Implementing Rules and Regulations is promulgated pursuant to Section 75 of RA 9184 for the purpose of prescribing the necessary rules and regulations for the modernization, regulation of the procurement activities of the Government of the Philippines

WHEREAS, Rule V of the 2016 Revised IRR provided the composition and functions of the Bids and Awards Committee;

**NOW, THEREFORE, I, CENON B. VOLANTE**, Municipal Mayor of Malilipot, Albay, by virtue of the powers vested in me by the law, do hereby order the reconstitution of the Bids and Awards Committee of the Municipality of Malilipot, Albay, with the following stipulations:

**Section 1. Composition**

The BAC of the Municipality of Malilipot shall be composed of the following:

Chairperson **Mr. Benito B. Betito**

Vice-Chairperson **Engr. Joel B. Bueno**

Members: **Ms. Rainelda B. Bitara**

**Ms. June Antonette B. Binalla**

**Ms. Jamie France V. Bertillo**

**Ms. Romela E. Montesinay**

**Ms. Romeo B. Mirandilla**

Secretariat: **Fatima Ana C. Buban- Secretariat Head**



Republic of the Philippines  
Province of Albay  
**MUNICIPALITY OF MALILIPOT**  
Office of the Municipal Mayor

---

**Section 2. Duties and Functions of the BAC and BAC Secretariat**

2.1 The BAC shall have the following functions:

- a) Advertise and/or post the invitation to bid/request for expressions of interest;
- b) Conduct pre-procurement and pre-bid conferences
- c) Determine the eligibility of prospective bidders
- d) Receive and open bids
- e) Conduct the evaluation of bids
- f) Undertake post qualification proceedings
- g) Resolve request for reconsideration
- h) Recommend award of contracts to the HoPE or his duly representative
- i) Recommend the imposition of sanctions in accordance with Rule XXIII
- j) Recommend to the HOPE the use of Alternative Methods of Procurement as provided in Rule XVI
- k) Conduct any of the Alternative Methods of Procurement
- l) Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR; and m) perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assists in the following
  1. Review of Technical Specifications, Scope of Work and Terms of Reference
  2. Review of Bidding Documents
  3. Shortlisting of Consultants
  4. Eligibility Screening
  5. Evaluation of Bids
  6. Post-Qualification
  7. Resolution of Request for Consideration

2.2 The BAC Secretariat shall have the following functions:

- 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 process
- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required
- i) Consolidate PMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare the APP



Republic of the Philippines  
Province of Albay  
**MUNICIPALITY OF MALILIPOT**  
Office of the Municipal Mayor

- j) Act as the central channel of communications for the BAC with end-user or implementing units, other government agencies, providers of goods, infrastructure projects and consulting services, observers and the general public

### **Section 3. Meetings and Quorum**

- a) The Chairperson or, in his absence, the Vice-Chairperson, shall preside at all meetings of the BAC. The decision of at least a majority of those present at a meeting at which there is quorum shall be valid and binding as an act of the BAC. Provided, however, that the Chairperson or, in his absence, the Vice-Chairperson, shall vote only in case of tie;
- b) A majority of the total BAC composition shall constitute a quorum for the transaction, business, provided that the presence of the Chairperson or Vice-Chairperson shall be required.

### **Section 4. Honoraria of BAC and BAC Secretariat**

The BAC members and Secretariat shall be entitled to collect honoraria based on the existing guidelines as promulgated by the Department of Budget and Management (DBM) for this purpose.

### **Section 5. Technical Working Group**

5.1. The BAC shall create a Technical Working Group from a pool of technical, financial and/or legal experts. The members of BAC-TWG are the following:

- |                                      |   |                                     |
|--------------------------------------|---|-------------------------------------|
| 1. <b>Dra. Hermilyn H. De Guzman</b> | - | Municipal Health Officer            |
| 2. <b>Mr. Feevrey B. Blanza</b>      | - | Municipal Engineering Aide          |
| 3. <b>Ms. Lealyn B. Avila</b>        | - | Municipal Agricultural Technologist |

### **5.2. Functions of Technical Working Group**

1. Review the technical specifications, scope of work and terms of references;
2. Review the bidding documents;
3. Shortlisting of consultant;
4. Eligibility screening;
5. Post qualifications; and
6. Resolution of request for reconsideration.

### **Section 6. Canvasser**

Subject to the prior approval of the Head Of Procuring Entity, and whenever justified by the conditions provided by the Act, the procuring entity may in order to promote economy and efficiency and ensure that the most advantageous price is obtained, may resort to alternative methods of procurement pursuant to Rule XVI Section 48. The HOPE shall create the a group of canvasser to assist the BAC Secretariat in order that at least three (3) price quotations bona fide




Republic of the Philippines  
Province of Albay  
**MUNICIPALITY OF MALILIPOT**  
Office of the Municipal Mayor

suppliers shall be obtained for shopping and small value procurement. The Canvasser shall be composed of:

1. Mr. Zeus V. Borromeo
2. Helen B. Arganda
3. Mr. Jeffrey B. Bueno

**Section 7. Inspector**

The Procuring Entity shall have an Inspector which shall be:

**Ms. Rosie M. Borbe** – Midwife 

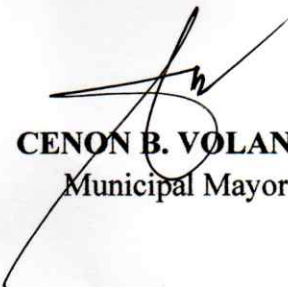
**Section 8. Repealing Clause**

All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

**Section 6. Effectivity**

This Executive Order shall take effect immediately.

**DONE AND EXECUTED** this 1<sup>st</sup> day of July in the Municipality of Malilipot, Albay

  
**CENON B. VOLANTE**  
Municipal Mayor