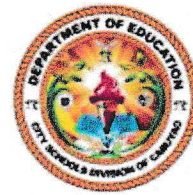





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A, CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : Assistant Schools Division Superintendent
OIC – Chief Curriculum Implementation Division
OIC – Chief School Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisor
All Elementary and Secondary School Heads
Officer-In-Charge
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
OIC – Office of the Schools Division Superintendent

SUBJECT : **RECOMPOSITION OF DIVISION BIDS AND AWARDS COMMITTEE (BAC) AND BAC SECRETARIAT**

DATE : June 6, 2018

1. This office hereby designates the following to compose the Division Bids Committee (BAC) and BAC Secretariat effective immediately:

Chairperson : **ELVIRA B. CATANGAY, Ed.D.**
OIC – ASDS

Vice Chairperson : **EDNA F. HEMEDez**
CID Chief

Members : **JOSE CHARLIE S. ALOQUIN**
OIC-Chief SGOD

GRACE C. ENDAYA, Ed.D.
EPS- T.L.E.

**Technical Working Group:
Post Qualification**

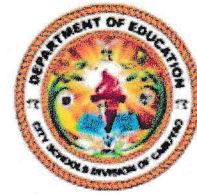
NOEL G. SEQUITO, Ed.D
AO- V

SARAH CASTILLO
Engineer III

MA. VICTORIA V. RODRIGUEZ
Principal I Bigaa NHS



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A, CALABARZON
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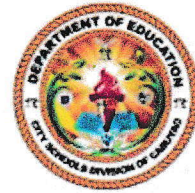


SECRETARIAT : **KAMILLE ROSE S. MENDOZA**
SDO / Supply
: **PHILIP D. CRUZ**
EPS Values
: **SHERYL BARIRING**
Administrative Assistant III

2. As stipulated in the 2016 Revised Implementing Rules and Regulation of RA 9184, The Duties and Responsibilities of the Division Bids and Awards Committee are:
- a. advertise and or post the invitation to bid/request for expression of interest.
 - b. conduct pre-procurement and pre-bid conference
 - c. determine the eligibility of the prospective bidders
 - d. receive bids and open bids
 - e. conduct evaluation of bids
 - f. undertake post qualification proceedings
 - g. resolve request for consideration
 - h. recommend award of contract to the Head of the Procuring Entity (HOPE) or his/her duly authorized representative;
 - i. recommend the imposition of sanctions in accordance with XXIII;
 - j. recommend to the HOPE the use of alternative method of procurement as provided in Rule XVI of RA 9184
 - k. conduct any of the alternative method of procurement;
 - l. conduct periodic assessment of the procurement process and procedures to streamline procurement activities pursuant to Section 3 (c) of RA 9184 IRR;
 - m. perform other related function as may be necessary, including the creation of the
Technical Working Group (TWG) from a pool of technical, financial and with legal experts to assist the following:
 - Review the Technical Specifications, Scope of Work and Term of Reference
 - Review of Bidding Documents
 - Short listing of Consultants
 - Evaluation of Bids
 - Post qualification
 - Resolution of Request for Consideration



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3. Further, the BAC shall be responsible in ensuring that the Procuring Entity abides by the standards of the Procurement Act and its IRR and it shall prepare the Procurement Monitoring Report (PMR) covering all procurement activities specified in APP.
4. Function and Responsibilities of the Secretariat:
 - a. provide administrative support to the BAC and TWG
 - b. organize and make all necessary arrangements for BAC and TWG meetings and conferences;
 - c. prepare minutes of the meetings and resolution of the BAC
 - d. take custody of procurement documents and other records and ensure that all procurement undertaken by the Procurement Entity are properly documented;
 - e. manage the sale bidding documents to interested bidders;
 - f. advertise and post bidding opportunities and notice of awards;
 - g. assist in managing the procurement process;
 - h. monitor procurement activities and milestones for proper reporting to relevant agencies when required;
 - i. Consolidates PPMPs from various units of the PE to make them available for review
 - j. act as the central channel of communications for the BAC with end user or implementing units and other agencies good and service providers, observers and the general public.
5. All other provisions in the previous communication inconsistent with this memorandum is hereby rescinded.
6. Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
CITY SCHOOLS DIVISION OF CABUYAO
RECORDS UNIT
RECEIVED



Republic of the Philippines

Department of Education

BY: JN

DATE: 6/7/18

01 JUN 2018

DepEd ORDER
No. **026**, s. 2018

**CREATION OF ADDITIONAL BIDS AND AWARDS COMMITTEES
IN THE REGIONAL AND SCHOOLS DIVISION OFFICES**

To: Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to Section 11 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 also known as the Government Procurement Reform Act, each procuring entity shall establish a single Bids and Awards Committee (BAC) to undertake the functions specified in Section 12 of the IRR in order to facilitate professionalization and harmonization of procedures and standards. However, to expedite the procurement process for practical intents and purposes, **the Head of the Procuring Entity (HOPE) may create separate BACs** where the number and complexity of the items to be procured shall so warrant. The BACs shall be organized either according to: (a) geographical location of PMO or end-user units of the procuring entity, or (b) nature of procurement.

2. HOPE shall designate at least five but not more than seven members to the BAC with unquestionable integrity and procurement proficiency.

3. The qualified regular and provisional members are as follows:

Regular Members:

- a. Chairperson is an officer who is at least a third ranking permanent official of the procuring entity;
- b. Member is an officer who is at least a fifth ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the legal or administrative area of the procuring entity, provided that in the case of bureaus, regional offices and subregional/district offices, BAC members shall be, at least, third ranking permanent personnel;
- c. Member is an officer who is at least a fifth ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement, who, shall represent the finance area of the procuring entity, provided that in the case of bureaus, regional offices and subregional/district offices, BAC members shall be, at least, a third ranking permanent personnel;

Provisional Members:

- d. An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, who has knowledge, experience and/or expertise in procurement; and
- e. A representative from the end-user unit, who has knowledge of procurement laws and procedures.

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4. The Chairperson and the Vice-Chairperson shall also be designated by the HOPE. Moreover, the Vice-Chairperson shall be a regular member of the BAC. For purposes of the IRR, the term **permanent** shall refer to a plantilla position within the procuring entity concerned.

5. In no case shall the HOPE and/or the approving authority be the Chairperson or a member of the BAC.

6. Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one year reckoned from the date of appointment, renewable at the discretion of the HOPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term: Provided, however, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension. For justifiable causes, a member shall be suspended or removed by the HOPE.

7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

BIDS AND AWARDS
BUREAUS AND OFFICES
COMMITTEES
OFFICIALS
PROCUREMENT
RULES AND REGULATIONS