



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BANSUD**

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 01 S. 2022**

**AN ORDER CREATING THE BIDS AND AWARDS COMMITTEE PURSUANT TO THE MANDATE OF REPUBLIC ACT NO. 9184 ENTITLED AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND FOR OTHER PURPOSE.**

WHEREAS, Republic Act No. 9184 otherwise known as Government Procurement Reform Act mandates the creation of the Bids and Awards Committee for the Local Government Unit of Bansud, Province of Oriental Mindoro;

WHEREAS, the said Bids and Awards Committee shall be responsible for ensuring that the procurement by this LGU shall adhere strictly on the standards set forth by the Republic Act No. 9184;

NOW THEREFORE, I, RONALDO M. MORADA, by virtue of the powers vested in me by law do hereby order;

Section I. Creation of Bids and Awards Committee. The Bids and Awards Committee is hereby created which shall be referred to as the BAC.

Section II. Composition. The BAC shall be composed of the following:

- |                              |   |   |
|------------------------------|---|---|
| 1. Engr. Nonilon Q. Matira   | - | Municipal Engineer<br>BAC Chairman                                  |
| 2. Atty. Larry M. Quinton    | - | Secretary to the Sangguniang Bayan<br>BAC Vice Chairman             |
| 3. Dr. Mario O. Sales        | - | Municipal Health Officer<br>BAC Member                              |
| 4. Ms. Mediatrix T. Lusterio | - | OIC - Municipal Planning<br>& Development Coordinator<br>BAC Member |
| 5. Engr. Sonny Boy M. Manato | - | Municipal Agriculturist<br>BAC Member                               |
| 6. Mr. Ric M. Medina         | - | Executive Assistant I<br>BAC Member                                 |

Section III. Term of Office. The members of the BAC shall have a fixed term of one (1) year from the date of appointment and renewable at the discretion of the Municipal Mayor.

Section IV. Functions of the BAC. The Members of the BAC shall have the following Functions, to wit:

- a. Ensure that the Procuring Entity abides by the standards set forth by R.A. 9184 and its IRR.

- b. Conduct of the bidding process
  - b.1. Issue the Invitation to Bid/Request for Expression of Interest through the BAC Chairperson;
  - b.2. Conduct pre-procurement and pre-bid conferences;
  - b.3. Determine the eligibility of prospective bidders and conduct short-listing, in case of consulting services;
  - b.4. Receive, open and perform preliminary examination of bids;
  - b.5. Conduct detailed evaluation of bids; and
  - b.6. Undertake post-qualification proceedings.
- c. Resolve request for reconsideration
- d. Recommend:
  - d.1. use to the appropriate procurement method;
  - d.2. Award of contract to LCRB/HRRB to the LCE or his/her duly authorized representative; and
  - d.3. Impose sanctions in accordance with Rule XXIII of the IRR.
- e. Create the TWG, if necessary, from a pool of technical, financial and/or legal experts to assist in the procurement process.
- f. Prepare a PMR in the form prescribed by GPPB that shall be approved and submitted by the LCE to the GPPB on a semestral basis or whenever required
- g. Accomplish a checklist showing its compliance with R.A. 9184, its IRR, and the Procurement Manual for each procurement transaction. The checklist shall subsequently be submitted to the LCE and made part of the transaction record.
- h. Invite Observers required to be present during all stages of the procurement process, in accordance with the guidelines stipulated in R.A. 9184, its IRR, and the Procurement Manual.
- i. Allow Observers access to the following documents upon the latter's request and signing of a confidentiality agreement:
  - i.1. Minutes of BAC meetings;
  - i.2. Abstract of Bids;
  - i.3. Post-qualification summary report;
  - i.4. APP and related PPMP; and
  - i.5. Opened Proposals
- j. Conduct due diligence review or verification of the qualifications of Observers;
- k. Give utmost priority to BAC assignments over all other duties and responsibilities, Until the requirements for the procurement at hand are completed (Jury Duty); and
- l. Perform such other related functions as may be necessary and desirable to facilitate the procurement process.

Section V. Technical Working Group. To assist the BAC in the performance of its technical functions, such as evaluation and assessment of documents and transactions, listed hereunder shall serve as TWG:

- |                               |   |                                    |
|-------------------------------|---|------------------------------------|
| 1. Violeta A. Nazareno        | - | MSWDO                              |
| 2. Engr. Mary Shaira L. Fonte | - | Project Evaluation Officer II      |
| 3. Joselito P. Garejo         | - | Construction & Maintenance Foreman |

Section VI. Secretariat. To assist the BAC in the conduct of its functions, the (Personnel Officer) and /or (MHRMO) shall serve as head of BAC Secretariat with three (3) staff to assist her.

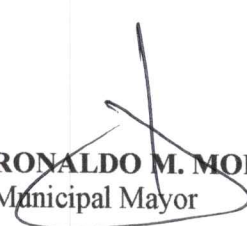
1. Jeanelle A. Magan - Administrative Aide VI  
(Disbursing Office I)
2. Hector L. Hernnandez - Security Agent-I  
Detailed – GSO Staff
3. Gina G. Claveria - Administrative Assistant II  
(Bookkeeper I)

Section VII. Honoraria. Members of the BAC shall receive Honoraria subject to the availability of funds.

Section VIII. Funding. The Municipal Government shall provide such amount that is necessary for the effective implementation of Republic Act No. 9184.

Section IX. Effectivity. This order shall take effect immediately.

Done in Bansud, Oriental Mindoro this 3<sup>rd</sup> day of January 2022.

  
**RONALDO M. MORADA**  
Municipal Mayor