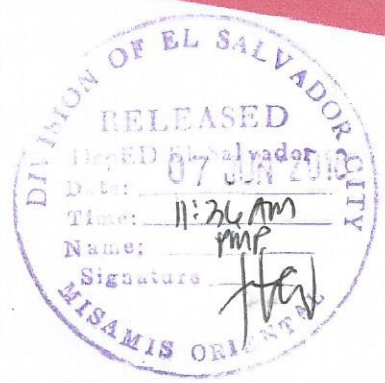




DIVISION MEMORANDUM
No. 158, s. 2018



To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent ✓

Subject: Reconstitution of Committees relative to the Procurement Activities of this Division

Date: June 06, 2018

- Pursuant to DepED Order 26, s. 2018, the Bids and Awards Committee (BAC) and its appointed committees shall be reconstituted as follows, effective July 01, 2018.

COMMITTEE	COMPOSITION	
Bids and Awards Committee (BAC)	Chairperson (regular)	ALIENA S. DAJAY
	Vice-chairperson (regular)	ROLLY B. LABIS
	Member (regular)	JEFFREY M. MARTINEZ
	4 th member (provisional) in case procurement is relative to Furniture, Infrastructure (construction, repairs and/or electrification) and/or TVL Equipment	ROQUE R. SABASAJE
	4 th member (provisional) in case procurement is relative to IT Equipment/Services	SHERRIE R. DUNOGG
	5 th member (provisional) in case procurement is for the Division Office	NILO L. LOMONGO
	5 th member (provisional) in case procurement is for school/s	SCHOOL HEAD/ IN-CHARGE
BAC Secretariat	Chairperson	ANNA MAE M. ATILLO
	Public Bidding	MARICRIS P. QUISMUNDO
	Procurement for Trainings	EULITA M. CASTILLO

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	and Seminars (venue, meals and accommodation) and Capital Outlay of Schools	
	Procurement of Common use Office Supplies and Other Goods & Services	JUNESSA C. GALLARES
BAC-Technical Working Group (TWG)	Furniture and Infrastructure (construction, repairs and/or electrification)	TONNIE MAE M. GONZALES
	Office Equipment and other IT Related equipment	GLENN JOHN O. ISIDERIO
	Common use Office Supplies and Other Goods and Services	ALAN T. SACULINGAN RANDY RHYS U. CAPISTRANO
Canvass Team	RANDY RHYS U. CAPISTRANO	
	KEVIN B. ASEQUIA	
	NILO L. LOMONGO	
Inspectorate Team	FRITZIE C. SILLABE	
	HERMINIGILDO B. PANTIN, JR.	
	KENNETH ANGEL B. GUILLENA	
Liaison Officer	JOHN PERKINS S. SILLABE	

- Attached are the duties and responsibilities of BAC, TWG & BAC Secretariat to serve as reference for employees designated above.
- For information, guidance and compliance.

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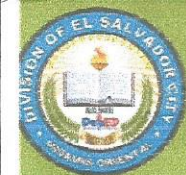


DUTIES & RESPONSIBILITIES OF BIDS AND AWARDS COMMITTEE (BAC)

1. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.
2. Creation of the TWG, if necessary, from a pool of technical, financial and/or legal experts to assist in the procurement process.
3. Undertake the advertisement and/or posting of the invitation to bid.
4. Conduct pre-procurement and pre-bid conferences.
5. Determine the eligibility of prospective bidders in accordance with the guidelines set forth in R.A. 9184 and its IRR-A.
6. Sole authority to receive and open bids.
7. Conduct the evaluation of bids with the assistance of the TWG.
8. Undertake post-qualification proceedings, with the assistance of the TWG.
9. Resolve motions for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process.
10. Recommend award of contracts to the Head of the Procuring Entity or a duly authorized second-ranking official.

DUTIES & RESPONSIBILITIES OF TECHNICAL WORKING GROUP (TWG)

1. Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by R.A. 9184, its IRR-A and the PBDs prescribed by the GPPB.
2. Assist the BAC in the conduct of eligibility screening of prospective bidders and in the short listing of prospective bidders in case of biddings for consulting services.
3. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval.
4. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval.
5. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary.
6. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).



DUTIES & RESPONSIBILITIES OF BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT

1. Act as the main support unit of the BAC;
2. Provide administrative support to the BAC and the TWG, if necessary;
3. Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;
4. Attend BAC meetings as Secretary;
5. Prepare Minutes of the BAC meetings;
6. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers;
7. Assist in managing the procurement process;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
9. Be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information. For this purpose, all information released by the GPPB can be secured electronically from www.gppb.gov.ph;
10. Prepare the APP from the consolidated PPMPs submitted by the various PMOs and end-user units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR-A;
11. Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
12. Act as the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;
13. Assist the BAC in preparing drafts of BAC resolutions; and
14. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).
15. Based on inputs from the BAC and the TWG, it must prepare the procurement documents, i.e., purchase orders, job orders, contracts, and their attachments, for processing by the Budget, Accounting, Legal and Finance Offices, and routing to the signing and approving authorities. It must monitor the status of the procurements routed for approval, and cause the correction of any formal deficiencies in the said procurement documents to facilitate action on the part of the approving authorities.
16. It shall create, maintain and update the registry of suppliers, contractors, and consultants.
17. It shall create, maintain and update a price monitoring list, if one is maintained by the Procuring Entity.
18. It shall manage and undertake procurements using the following alternative methods - Repeat order and shopping - upon prior resolution of the BAC and approval by the Head of the Procuring Entity.
19. It shall administer the PhilGEPS, as the counterpart of the service provider, if the Procuring Entity has outsourced the PhilGEPS for non-common use items. Depending on the Service Level Agreement covering the contract, such administration may be limited to registration of suppliers and other users, assigning access levels, and updating of data.
20. It shall transact with the PhilGEPS and PS-DBM in behalf of the Procuring Entity

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