



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 188, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent /
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Reconstitution of Bids and Awards Committee (BAC)

Date: August 06, 2019

1. This is to inform the field of the Reconstitution of this Division's Bids and Awards Committee (BAC), effective **August 12, 2019**. Below shall be the composition of BAC.

NAME	ROLE
ROLLY B. LABIS, SGOD Chief	Chairperson
ALIENA S. DAJAY, OIC-ASDS	Vice-Chairperson
JEFFREY M. MARTINEZ, AO V	Regular Member
ROQUE R. SABASAJE, EPSVR	4 th Provisional Member (Infrastructure Projects)
GENEVIEVE E. LUSTERIO, EPSVR	4 th Provisional Member (Goods)
NILO L. LOMONGO, EPS II	5 th Provisional Member (if procurement is for Division)
SCHOOL HEAD	5 th Provisional Member (if procurement is for specific School)

2. BAC members are expected to perform the duties and responsibilities prescribed under RA 9184 (*attached hereto*).
3. This memorandum shall take effect until further revoked by this Office.
4. For strict compliance.

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DUTIES AND RESPONSIBILITIES OF BIDS & AWARDS COMMITTEE (BAC)
per RA 9184

- ✓ 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.
- ✓ Creation of the TWG, if necessary, from a pool of technical, financial and/or legal experts to assist in the procurement process.
- ✓ Undertake the advertisement and/or posting of the invitation to bid.
- ✓ Conduct pre-procurement and pre-bid conferences.
- ✓ Determine the eligibility of prospective bidders in accordance with the guidelines set forth in R.A. 9184 and its IRR-A.
- ✓ Sole authority to receive and open bids.
- ✓ Conduct the evaluation of bids with the assistance of the TWG.
- ✓ Undertake post-qualification proceedings, with the assistance of the TWG.
- ✓ Resolve motions for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process.
- ✓ Recommend award of contracts to the Head of the Procuring Entity or a duly authorized second-ranking official.

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Tayo
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