



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

27 Feb 2020

DIVISION MEMORANDUM
No. 068, s. 2020

RECONSTITUTION OF COMMITTEES (BAC) FOR PROCUREMENT ACTIVITIES

To: **Public Elementary School Heads**
Public Secondary School Heads
Division Office Personnel
This Division

1. This is to inform the field of the Reconstitution of this Division's Bids and Awards Committee (BAC), effective February 26, 2020. Below shall be the composition of BAC.

A. BIDS AND AWARDS COMMITTEE (BAC)

NAME	ROLE
ALIENA S. DAJAY, OIC-ASDS	Chairperson
ROLLY B. LABIS, SGOD Chief	Vice-Chairperson
NINIAN A. ALCASID, CID Chief	Regular Member
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)

B. BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT – act as the main support unit of the BAC

NAME	ASSIGNMENT
RODRIGO N. VALMORIA, JR.	Public Bidding
FELANIE MARIE A. LIM	PS-DBM Items
RUTH A. CALUBAG	Items Not Available in PS-DBM
EULITA M. CASTILLO	Training/Seminars/Activities and Records

C. TECHNICAL WORKING GROUP – provide assistance to the BAC in terms of the technical, financial, legal and other aspects of the procurement at hand.





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NAME	ASSIGNMENT
TONNIE MAE M. GONZALES	Infrastructure
SHERRIE R. DUNGOG	Goods and Services
KEVIN B. ASEQUIA	Infrastructure/Goods and Services

D. CANVASS TEAM – to request quotations from suppliers

NAME	ASSIGNMENT
KENNETH ANGEL P. GUILLENA	Procurement above Php. 50,000.00
RANDY RHYS U. CAPISTRANO	Procurement below Php. 50,000.00
JEROME GLENN M. SUGUILON	Training/Seminars/Activities/Venue

E. INSPECTORATE TEAM – to ensure that projects and/ or items delivered meet the specifications prescribed

NAME	ASSIGNMENT
ANNABELLE M. MAMACLAY	Infrastructure
GLADYS GRACE H. CABELTES	Infrastructure
FELANIE MAE A. LIM	Infrastructure
TONNIE MAE M. GONZALES	Infrastructure
HERMINIGILDO B. PANTIN, JR.	Goods and Services
FRITZIE C. SILLABE	Goods and Services
MARY ROSE B. PAISANO	Goods and Services

F. LIAISON OFFICERS – to serve Purchase Orders (POs) and pick-up items or billing (if applicable)

NAME
JOHN PERKINS S. SILLABE
ESMAEL V. MALACO, JR.
GLENN JOHN O. ISIDERIO

- Members of the aforementioned committees are expected to perform the duties and responsibilities (prescribed under RA 9184), upholding the public trust all times.
- This memorandum shall take effect until further revoked by this office.
- For information, guidance and compliance.

OLGA C. ALONSABE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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**DUTIES AND RESPONSIBILITIES OF BIDS AND 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.

