



HON. RAMON V. GUICO III
Governor

EXECUTIVE ORDER NO. 0104, SERIES OF 2022

**RECONSTITUTING THE COMPOSITION OF THE BIDS AND AWARDS
COMMITTEE IN THE PROVINCE OF PANGASINAN**

WHEREAS, pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, each Procuring Entity shall establish a single Bids and Awards Committee (BAC) in order to facilitate the professionalization and harmonization of procedures and standards of the procurement activities of the Government of the Philippines;

WHEREAS, pursuant to Section 11 of the same Implementing Rules and Regulations, The Head of Procuring Entity shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency;

WHEREAS, the BAC for Local Government Units (Provinces) shall be composed of one representative each from the regular offices under the Office of the Local Chief Executive such as, but not limited to the Office of the Administrator, Budget Office, Legal Office, Engineering Office, and General Services Offices; and a representative from the end user unit;

WHEREAS, the Chairperson and Vice-Chairperson shall be designated by the Local Chief Executive. The Chairperson of the BAC shall be at least a third (3rd) ranking permanent official of the Procuring Entity. The members of the BAC shall be personnel occupying plantilla positions of the Procuring Entity concerned;

WHEREAS, unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Head of Procuring Entity;

NOW, THEREFORE, I, RAMON V. GUICO III, Governor of Province of Pangasinan, by virtue of the powers vested in me by law, do hereby order:



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Section 1: Composition of the Bids and Awards Committee (BAC). The following shall be the composition of the Bids and Awards Committee (BAC) of the Province of Pangasinan:

CHAIRPERSON	:	MR. MELICIO F. PATAGUE II Provincial Administrator
VICE CHAIRPERSON	:	ATTY. BABY RUTH F. TORRE Provincial Legal Officer
MEMBERS	:	MS. JANETTE C. ASIS Human Resource Management and Development Officer
		MR. JOSE MARIA V. VIRAY Executive Assistant IV Provincial Governor's Office
		DR. MARIE LYNN S. FAMA Officer-In-Charge Pangasinan Provincial Hospital

Section 2: Duties and Functions of the Bids and Awards Committee (BAC). The Bids and Awards Committee (BAC) shall have the following duties and functions in pursuant to Section 12 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act:

1. Advertise and/or post the invitation to bid/request for expressions of interest
2. Conduct pre-procurement and pre-bid conferences
3. Determine the eligibility of prospective bidders
4. Receive and open bids
5. Conduct the evaluation of bids
6. Undertake post-qualification proceedings
7. Resolve requests for reconsideration
8. Recommend award of contracts to the Head of Procuring Entity or his duly authorized representative
9. Recommend the imposition of sanctions in accordance with Rule XXIII of the Implementing Rules and Regulations
10. Recommend to the Head of Procuring Entity the use of Alternative Methods of Procurement as provided in Rule XVI of the Implementing Rules and Regulations
11. Conduct any of the Alternative Methods of Procurement



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12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the Implementing Rules and Regulations
13. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement process

Section 3: Composition of the Bids and Awards Committee (BAC) Secretariat. The following shall be the composition of the Bids and Awards Committee (BAC) Secretariat:

SECRETARIAT : **ENGR. ROWENA V. IGNACIO**
Officer-In-Charge
Provincial Planning and Development Office

Section 4. Duties and Functions of the Bids and Awards Committee (BAC) Secretariat. The Bids and Awards Committee (BAC) Secretariat shall have the following duties and functions in pursuant to Section 12 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act:

1. Provide administrative support to the Bids and Awards Committee (BAC) and the Technical Working Group (TWG)
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences
3. Prepare minutes of meetings and resolutions of the BAC
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented
5. Manage the sale and distribution of Bidding Documents to interested bidders
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards
7. Assist in managing the procurement processes
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required
14. Consolidate Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the Implementing Rules and Regulations and prepare the Annual Procurement Plan (APP)
15. Act as the central channel of communications for the BAC with end-user or implementing units, project management office (PMO), other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public



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Section 5: Composition of the Technical Working Group. The following shall be the composition of the Technical Working Group:

**TECHNICAL
WORKING GROUP**

MS. CATHERINE DC. CAMBA
Assistant Provincial Accountant

MS. DOLORES U. VINUYA
Officer-In-Charge
Provincial Budget Office

Section 6. Duties and Functions of the Technical Working Group. The Technical Working Group shall provide technical, financial, and/or legal assistance on the following in pursuant to Section 12 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act:

1. Review of the Technical Specifications, Scope of Work, and Terms of Reference
2. Review of Bidding Documents
3. Shortlisting of Consultants
4. Eligibility Screening
5. Evaluation of Bids
6. Post-Qualification
7. Resolution of Request for Reconsideration

Section 7. Meetings. The Chairperson or, in his absence, the Vice-Chairperson, shall preside at all meetings of the BAC. Meetings of the BAC may be conducted electronically for procuring entities with videoconferencing, webcasting, or similar technology capability. The decision of at least a majority of those present, either in person, face-to-face through videoconferencing, webcasting or similar technology, or a combination thereof, at a meeting at which there is quorum shall be valid and binding as an act of the BAC: Provided, however, That the Chairperson or, in his absence, the Vice-Chairperson, shall vote only in case of a tie.

Section 8. Separability Clause. Any portion or provision of this Executive Order that may be declared unconstitutional shall not nullify the other portions or provisions hereof provided that the remaining provisions can still subsist and be given force and effect to accomplish the objectives of this Executive Order.



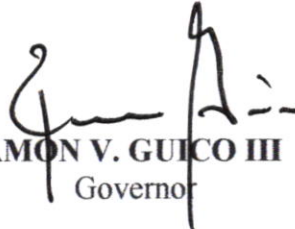
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Section 9. Effectivity. This Executive Order shall take effect immediately upon its approval and all previous orders inconsistent herewith are hereby revoked and amended accordingly.

APPROVED this 15th day of July, 2022, in Lingayen, Pangasinan.


RAMON V. GUICO III
Governor