



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

February 9, 2023

MEMORANDUM

**FOR : The Regional Executive Director
DENR MIMAROPA Region**

THRU : The Chairperson, Regional Bids and Awards Committee

FROM : The OIC-PENR Officer

**SUBJECT : RECOMMENDATION ON THE RECONSTITUTION OF
PENRO BIDS AND AWARDS COMMITTEE (PBAC) OF
PENRO MARINDUQUE FOR CALENDAR YEAR (CY) 2023**

In the interest of the service and to ensure a more efficient and effective procurement system at DENR PENRO Marinduque pursuant to Rule V of the Implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184 otherwise known as Government Procurement Reform Act (GPRA), the undersigned is respectfully requesting for the approval and issuance of the attached draft Regional Special Order on the Reconstitution of PBAC of PENRO Marinduque for CY 2023.

For consideration and approval.


IMELDA M. DIAZ



REGIONAL SPECIAL ORDER

No. _____
Series of 2023

SUBJECT: RECONSTITUTION OF PENRO BIDS AND AWARDS COMMITTEE (PBAC) OF PENRO MARINDUQUE FOR CALENDAR YEAR (CY) 2023

In the interest of the service and to ensure a more efficient and effective procurement system at DENR PENRO Marinduque pursuant to Rule V of the Implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184 otherwise known as Government Procurement Reform Act (GPRA), the PENRO Bids and Awards Committee (PBAC), Secretariat, Technical Working Group (TWG) Members are hereby reconstituted for CY 2023, as follows:

PENRO BIDS AND AWARDS COMMITTEE (PBAC):

CHAIRPERSON : **DMO V Engr. Cynthia U. Lozano**
Chief, Technical Services Division (TSD)

VICE-CHAIRPERSON : **Supervising ECOMS Emeterio M. Recto**
PASu, Marinduque Wildlife Sanctuary (MWS)

MEMBERS : **Planning Officer III Gemma P. Delos Reyes**
In-Charge, Management Services Division (MSD)

Land Management Officer III Simeon R. Diaz
Chief, Regulation and Permitting Section (TSD)

Forester III Nannette M. Joven
Technical Services Division

PROVISIONAL MEMBERS : **Admin Officer IV Anidel M. Feliciano**
Chief, Budget Unit (MSD)

Planning Officer II Jhonna Liza S. Medenilla
In-Charge, Planning Section (MSD)

OBSERVERS:

- One (1) COA Representative
- Two (2) from organizations registered with the SEC or CDA

SECRETARIAT:

CHAIRPERSON : **Admin Officer IV/ HRMO II Eden P. Palacios**
Chief, Administrative Section (MSD)

MEMBERS : **Admin Officer I Nilo L. Alcober**
Chief, General Services Unit (MSD)

Forester I Mary Rose L. Borreo
Chief, Survey & Mapping Unit (TSD)

Land Management Officer I Lorena R. Pernia
Technical Services Division

Forest Technician I Corazon R. Pelaez
Technical Services Division

TECHNICAL WORKING GROUP:

INFRASTRUCTURE : **Forester I Don Gibson D. Mercado**
In-Charge, Monitoring and Enforcement Section (TSD)

Planning Officer I Heidy L. Oyong
In-Charge, Monitoring and Evaluation Unit (MSD)

Cartographer I Bernard A. Molbog
Staff, Survey & Mapping Unit (TSD)

GOODS AND OTHER SERVICES : **Forester II Maria Elena M. Parañaque**
Provincial E-NGP Coordinator (TSD)

Information Systems Analyst II Mark Ryan S. Lozada
Chief, ICT Unit (MSD)

Admin Aide VI Blesilda J. Constantino
Staff, Protected Area Management Office (PAMO)

THE BIDS AND AWARDS COMMITTEE (BAC) SHALL PERFORM AND EXECUTE THE FOLLOWING DUTIES AND FUNCTIONS:

The BAC shall have the following functions:

1. Advertise and/or post the invitation to bid/request for expression of interest/quotation;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve motion for reconsiderations;
8. Recommend award of contract to the Head of the Procuring Entity (HOPE) of his/her duly authorized representative;
9. Recommend the imposition of sanctions in accordance with Rule XXIII;
10. Recommend to the HOPE the use of Alternative Methods of Procurement as provided for in Rule XVI hereof; and
11. Perform such other related function as may be necessary, including the creation of TWG from a pool of technical, and/or experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids and post qualification.

The BAC Secretariat shall have the following functions:

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meeting and resolutions of the BAC;

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Website: <https://mimaropa.denr.gov.ph>

4. Take custody of the procurement documents and other records;
5. Manage the sale and distribution of bidding documents to interested bidders;
6. Advertise and/or post bidding opportunities, including bidding documents and notice of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various unit of the procuring entity to make them available for review as indicated in Section 7 of IRR; and
10. Act as central channel of communications for the BAC with end-users, PMOs, other unit of the line agency, other government agencies, provider of goods, infrastructure projects and consulting agencies, observers and general public.

The TWG shall provide assistance to BAC in terms of technical, financial, legal and other aspects of the procurement at hand and shall have the following responsibilities;

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 conforms to the standards set forth by RA 9184, its IRR-A and 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 bidding for consulting services;
3. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and/or 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 the BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary; and
6. Provide utmost priority to BAC assignments over-all other duties and responsibilities; until the requirements for the procurement at hand are completed.

This Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director