



REGIONAL SPECIAL ORDER

No. \_\_\_\_\_

Series of 2023

SUBJECT: **RECONSTITUTION OF BIDS AND AWARDS COMMITTEE (BAC) AND BAC SECRETARIAT IN THE PROVINCE OF ORIENTAL MINDORO.**

In the interest of the service and in line with the standardization of procurement procedures and the thrust towards strengthening the procurement function to increase operational efficiency and effectiveness, the Bids and Awards Committee (BAC) and the BAC Secretariat are hereby reconstituted at PENRO Oriental Mindoro to be composed of the following:

**Bids and Awards Committee (BAC)**

Chairperson	-	Alma E. Gibe
Vice-Chairperson	-	Amor D. Asi
Members	-	Corazon E. Pudiquet Rick U. Dumadag Delia T. Almarez

**Provisional Member**

CENRO-Socorro	-	CENRO Officer or his representative
CENRO-Roxas	-	CENRO Officer or his representative

**BAC Secretariat**

Chairperson	-	Buena P. Florida
Vice-Chairperson	-	Dalia G. Bigtas
Members	-	Myla Gemma P. Gamboa Cedrick M. Masongsong Ma. Kristine V. Rojas Stella Maris V. Castillo (Job Order)
PhilGEPS Procurer	-	Jezreel John M. Matre/Maria Feraida D. Dinglasan
Canvasser	-	Rhadjie A. Hulleza

As such, they shall perform the following functions:

**Bids and Awards Committee (BAC)**

1. Conduct pre-procurement and pre-bid conferences.
2. Determine the eligibility of prospective bidders.
3. Conduct evaluation of bids.



4. Undertake post-qualification proceedings.
5. Resolve motions for reconsideration.
6. Recommend the imposition of sanction in accordance with Rule XXII (Administrative Sanctions).
7. Recommend Awards of Contracts to the Head of Procuring Entity or her duly authorized representative; and
8. Recommend to the Head Procuring Entity the use of the Alternative Methods of Procurement.

**BAC Secretariat**

1. Provide administrative support to the BAC.
2. Organize and make all necessary arrangement for the BAC meeting.
3. Prepare minutes of the meetings and resolutions of the BAC.
4. Monitor procurement activities and milestone for proper reporting to relevant agencies when required.
5. Acts as the central channel of communications for the BAC with end-users.
6. Manage the sale and distribution of bidding documents to interested bidders; and
7. Advertise and/or post bidding opportunities, including Bidding Documents and Notice of Award.

This Order takes effect immediately and shall remain enforced unless superseded by another Order.

**LORMELYN E. CLAUDIO, CESO IV**

Recommending Approval:

**ALAN L. VALLE**  
OIC-PENRO