



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2643146 Email: mayor@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 030-2018

AN ORDER RECONSTITUTING THE BIDS AND AWARDS COMMITTEE, TECHNICAL WORKING GROUP, INSPECTORATE COMMITTEE AND SECRETARIAT OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN

WHEREAS, the term of the members has expired on September 1, 2018 as per EO 026-2017 thus, performing in a hold-over capacity;

WHEREAS, due to expiration of term, there is a need to reconstitute the membership of BAC, Technical Working Group, Inspectorate Committee and Secretariat to ensure efficiency in the procurement process of the Municipal Government of Pinamalayan

NOW THEREFORE, I, ARISTEO A. BALDOS, JR. Municipal Mayor of Pinamalayan, Oriental Mindoro by virtue of the powers vested in me by law do hereby order the reconstitution of Bids and Awards Committee (BAC), Technical Working Group, Inspectorate Committee and Secretariat as follows:

SECTION I. Composition. The BAC shall be composed of the following:

Chairperson:

MS. MIRASOL J. SANTOS

Municipal Administrator

Vice-Chairperson

MR. PLARIDEL S. CUPIADO

Acting Municipal Treasurer

Members:

MR. ROSENIO A. TORIANO

Municipal Planning and Dev't. Coordinator

MS. ZAIDA D. MICIANO

Municipal Budget Officer

MR. DANNY S. VILLACRUSIS

Municipal Agriculturist

Alternate BAC Members:

ESMERALDA M. PEREZ

Market Supervisor

ENGR. TEODORA M. FORTU

Municipal Engineer

SECTION II. Functions. The BAC shall have the following functions, to wit:

- a. advertise and/ or post the invitation to bid;
- b. conduct pre-procurement and pre-bid conference;
- c. conduct the evaluation of bids;
- d. undertake post- qualifications proceedings;
- e. determine the eligibility of prospective bidding;
- f. receive bids;
- g. recommend award of contracts to the Municipal Mayor or his duly authorized representative;
- h. recommend the imposition of sanctions as provided for under Article XXIII of R.A. 9184;
- i. recommend to the Municipal Mayor the use of alternative method of procurement as provided for under Article XVI of R. A. 9184;





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- j. prepare procurement monitoring report that shall be approved and be submitted by the Municipal Mayor to the Government Procurement Policy Board;
- k. resolve motions for reconsideration;
- l. perform such other related function as maybe necessary.

SECTION III. *Technical Working Group*

TWG Head: MR. CARLITO M. MEJICO Municipal Assessor

Members:

- a. **For Goods (Supplies, IT Equipment and Others) and Services**
RONE B. MADRID Administrative Officer IV
MR. RICARDO LIM SCO Focal Person
- b. **For Vehicles, Machines and Other Equipment**
ENGR. MANOLITO E. MASCULINO MENRO Designate
- c. **For Infrastructure Project**
ENGR. ROY LUCBAN Administrative Officer IV

Support Staff:

ANA LIZA S. MAHAGUAY Legislative Staff Officer I
DANICA P. RAMOS Agricultural Technologist
BERNARDITA S. REYES Administrative Aide IV
ANIELOR HALIMBAWA Administrative Aide III

To assist the BAC Members, the TWG shall perform the following duties and functions:

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; and
7. Resolution of Request for Reconsideration.

SECTION IV. BAC INSPECTORATE COMMITTEE shall be composed of the following:

Head: MR. ROSENIO A. TORIANO Municipal Planning and Dev't Coordinator

Members:

For Goods and Services:

MR. JOHN DAVE DELOS SANTOS Senior Administrative Assistant III

For Mechanical and Infrastructure Project:

Rhea Ann E. Culla Engineer I

Support Staff:

REX SALENDRES Bookbinder III



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FREDELINO A. TORIANO, JR.
RODEL L. POMPA

Planning Officer II
Agricultural Technologist

The BAC Inspectorate Committee shall have the following duties and functions:

1. Conduct inspection to all purchases before the payment will be made;
2. Make preliminary inspection and submit a punch-list to the contractor in preparation for the final turnover of the project.

Said punch-list will contain, among others, the remaining works, work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the procuring entity's claim for liquidated damages.

SECTION V. Observer. In all stages of the procurement process, the following should serve as observer to wit:

- a. A representative of the Commission on Audit
- b. A representative from a Non- Government Organization
- c. A representative from recognized private sector
 1. Goods and Services
 2. Infrastructure Project

SECTION VI. Secretariat. To assist the BAC in the conduct of its function, **ENRIQUE N. MOCLING, OIC General Services** shall serve as the Head of the BAC Secretariat. The BAC Secretariat Members were designated under Office Order No 09-2018 A-U.

The Secretariat shall have the following functions and responsibilities:

- a. Provide administrative support to the BAC;
- b. Organize and make all necessary arrangements for BAC meetings and conferences;
- c. Prepare minutes of meetings and resolutions of the BAC;
- d. Take custody of procurement documents and other records;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of this IRR; and
- j. Act as the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

SECTION VII. Term of Office. The member of the BAC, TWG, Inspectorate Team and Secretariat shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Municipal Mayor.



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SECTION VIII. Honoraria. Members of the BAC, TWG and Secretariat shall receive an honoraria equivalent to 25% of their respective monthly salary, subject to availability of funds and auditing rules and regulations.

SECTION IX. Funding. The Municipal Government shall provide such amount that is necessary for the effective implementation of Republic Act No. 9184.

SECTION X. Repealing Clause. All executive orders, rules and regulations inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION XI. Effectivity. This order shall take effect on September 17, 2018.

Done in Pinamalayan, Oriental Mindoro this 10th day of September, 2018.


ARISTEO A. BALDOS, JR.
Municipal Mayor