Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division Superintendent**

JAN 23 2024

**MEMORANDUM**

**RECONSTITUTING THE COMPOSITION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC), DIVISION TECHNICAL WORKING GROUP (TWG), AND DIVISION BAC SECRETARIAT**

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisors, School Governance and Operations Division
Chief Education Supervisors, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. This Office hereby designates the following to compose the Division Bids and Awards Committee (BAC) effective immediately:

| | | |
|---|---|---|
| Chair | - | Dr. Violeta M. Gonzales |
| Vice Chair | - | Ms. Madeline Ann L. Diaz |
| Members | - | Dr. Zoren Pepito Gubalane |
| | | Dr. Myra E. Namit |
| | | Dr. Evangeline M. Aman |
| Alternate Member | | |
| | - | Dr. Marissa M. Andanza |
| | - | Dr. John Albert B. Colle |
| Secretariat | | |
| Chair | - | Ms. Phoebe R. Arroyo |
| Member | - | Ms. Joiche I.tallo |
| | | Ms. Lourdes V. Rodilla |
| TWG (Infrastructure) | | |
| Chair | - | Engr. Renante L. Tejada |
| Member | - | Mr. Eduardo L. Kondo |
| TWG (Goods-Office Equipment, Supplies, Materials,Services and Venue) | | |
| Chair | - | Ms. Noemi A. Valdez |
| Member | - | Dr. Mark Joseph C. Fernandez |
| TWG (Goods-ICT Equipment, Supplies & Materials) | | |
| Chair | - | Ms. May L. Borjal |
| Member | - | Mr. John Lord G. Vivo |

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TWG (Goods-Medical and Dental Equipment, Supplies & Materials)
Chair - Ms. Maria Teresa S. Indap
Member - Dra. May Anne L. Ayudtud

2. As stipulated in the 2016 Revised Implementing Rules and Regulation of RA 9184, the Duties and Responsibilities of the Division Bids and Awards Committee are:

   2.1. Advertise and/or post the invitation to bid/request for expression of interest;
   2.2. Conduct pre – procurement and pre – bid conference;
   2.3. Determine the eligibility of prospective bidders;
   2.4. Receive bids and open of bids;
   2.5. Conduct the evaluation of bids;
   2.6. Undertake post – qualification proceedings;
   2.7. Resolve request for reconsideration;
   2.8. Recommend award of contracts to the Head of the Procuring Entity (HoPE) or his duly authorized representative;
   2.9. Recommend the imposition of sanctions in accordance with Rule XXIII;
   2.10. Recommend to the HOPE the use of Alternative Methods of Procurement as provided in Rule XVI or RA 9184 – IRR;
   2.11. Conduct any of the Alternative Methods of Procurement;
   2.12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of RA 9184 IRR;
   2.13. Perform other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial and with legal experts to assist in the following:

      - Review of the Technical Specifications, Scope of Work and Term of Reference;
      - Review of Bidding Documents;
      - Shortlisting of Consultants;
      - Eligibility Screening;
      - Evaluation of Bids;
      - Post Qualification; and
      - Resolution of Request for Reconsideration

3. Further, the BAC shall be responsible in ensuring that the Procuring Entity abides by the standards of the Procurement Act and its IRR and it shall prepare a Procurement Monitoring Report (PMR) covering all procurement activities specifies in the APP.

4. Functions and Responsibilities of the Secretariat:

   4.1. Provide administrative support to the BAC and TWG;
   4.2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;

4.3. Prepares minutes of meetings and resolutions of the BAC;
4.4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procurement Entity (PE) are properly documented;
4.5. Manage the sale and distribution of Bidding Documents to interested bidders;
4.6. Advertise and or post bidding opportunities, including Bidding Documents, and Notice of Awards;
4.7. Assist in managing the procurement processes;
4.8. Monitor procurement activities milestones for proper reporting to relevant agencies when required;
4.9. Consolidated PPMPs from various units of the PE make them available for review and prepare the APP; and
4.10. Act as the central channel of communications for the BAC with end – user or implementing units and other agencies good and service providers, observers and general public.

5. Immediate and wide dissemination of this Memorandum is desired.

**EVANGELINE P. LADINES CESO V**
Schools Division Superintendent

Encl: None
References: 2016 Revised IRR of R.A. 9184
To be indicated in the Perpetual Index
under the following subjects:

BIDS AND AWARD PROCUREMENT SUPPLY

PRA /DM/Reconstituting the Composition of the Division Bids and Awards Committee (BAC), Division Technical Working Group (TWG), and Division BAC Secretariat
024____ / January 22, 2024



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