



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 22 2024

MEMORANDUM

No. 330, s. 2024

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

To: Assistant Schools Division Superintendent/
OIC-Chief Education Supervisor, 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 Division personnel to constitute the Division Bids and Awards Committee (BAC) effective immediately:

Bids and Awards Committee

Chairperson	-	Ms. Ma. Regalele A. Olarte
Vice Chairperson	-	Dr. Ma. Myra E. Namit
Members	-	Dr. Zoren Pepito L. Gubalane
		Dr. Evangeline M. Aman

Bids and Awards Committee Alternate Members

-	Dr. Marissa M. Andanza
-	Dr. John Albert B. Colle

Bids and Awards Committee Secretariat

-	Ms. Lourdes V. Rodilla
-	Mr. Joseph D. Nilo
-	Ms. Joiche I. Luna

Bids and Awards Committee Internal Audit Unit

-	Mr. Lambert G. Quesada
-	Mr. Andres F. Sicam Jr.

UN-2024-330

Technical Working Group (Infrastructure)

Chairperson	-	Engr. Jerone M. Tagapan
Member	-	Mr. Eduardo L. Kondo

Technical Working Group

(Goods - Office Equipment, Supplies, Materials, Services and Venue)

Chairperson	-	Ms. Noemi A. Valdez
Member	-	Ms. Madeline Ann L. Diaz

Technical Working Group

(Goods - ICT Equipment, Supplies and Materials)

Chairperson	-	Ms. May L. Borjal
Member	-	Mr. Reynante L. Benito

Technical Working Group

(Goods - Medical and Dental Equipment, Supplies and Materials)

Chairperson	-	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.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the 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

MRAO /DM/Reconstituting the Composition of the Division BAC, Division TWG, and Division BAC Secretariat
330 / November 07, 2024