

EXECUTIVE ORDER NO. 2004-02

AN ORDER CREATING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE CITY OF SAN FERNANDO, PAMPANGA AND ITS SECRETARIAT

WHEREAS, Republic Act No. 9184 (AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION OF THE PROCUREMENT ACTIVITIES OF TRHE GOVERNMENT AND FOR OTHER PURPOSES), otherwise known as the Government Procurement Reform Act, and its Implementing Rules and Regulations-A (IRR-A) require the local government units (LGUs) to create a Bids and Awards Committee (BAC) in line with the policy of the state to promote the ideals of good governance in all its branches, departments, agencies, subdivisions, and instrumentalities, including government-owned and controlled corporations, and local government units.

WHEREAS, the creation of a BAC Secretariat is likewise mandated by RA 9184 which will serve as the main support unit of the BAC.

WHEREAS, the members of the BAC shall have a fixed term of one (1) year from the date of appointment unless sooner revoked or otherwise discontinued for causes provided under RA 9184 and its IRR-A.

WHEREAS, the Bids and Awards Committee shall have the following functions:

1. Advertise and/or post the invitation bid
2. Conduct pre-procurement and pre-bid conferences
3. Determine the eligibility and 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 contracts
9. Recommend the imposition of sanctions in accordance with Rule XXIII
10. Recommend use of Alternative Methods of Procurement
11. Invite observers to sit in its proceedings, which shall be composed of representatives from the Commission on Audit, an NGO and a recognized private group in a sector or discipline relevant to the procurement at hand.

WHEREAS, the BAC Secretariat shall have the following functions and responsibilities:

1. Provide administrative support to BAC;
2. Organize and make all necessary arrangements for the BAC meetings
3. Attend BAC meetings as Secretary;
4. Prepares Minutes of the BAC meetings;
5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
6. Assist in managing the procurement processes;

7. Monitor procurement activities and milestones for proper reporting when required;
8. Consolidate Project Procurement Management Plans (PPMP) from the different departments and make them available for review when required;
9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and
10. Be the central channel of communications for the BAC with end users, providers of goods, civil works and consulting services, and the general public.

WHEREAS, the BAC is mandated to give utmost priority to BAC assignments over all duties and responsibilities and shall be guided in all its actions by the provisions of RA 9184 and its IRR-A.

NOW, THEREFORE, by the powers vested in me, I, Hon. OSCAR S. RODRIGUEZ, City Mayor of the City of San Fernando, Pampanga, do hereby create the Bids and Awards Committee (BAC) of the City of San Fernando, Pampanga and hereby appoint the following as its members:

1. Oscar P. Parungao - representing the City Treasurer's Office;
2. Antonio M. Canlas - representing the City Budget Office;
3. Atty. Cecil L. Andin - representing the City Legal Office;
4. Virgilio D. Gutierrez - representing the General Services Office
5. Eda M. Panganiban - representing the City Mayor's Office;
6. Representative of the end-user, which shall be designated in writing by the requisitioning department, provided that the department is not represented by the regular members of the BAC.

Further, the following regular personnel are designated to the BAC Secretariat:

1. Engr. Michael N. Quizon from the General Services Office;
2. Engr. Renato L. Santos from the City Planning and Development Office;
3. Elisa B. Paule from the City Accountant's Office;
4. Mylene M. Morales from the City Accountant's Office;
5. Tersita A. Pabalan from the General Services Office

This Executive Order shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of San Fernando, Pampanga, this 1st day of July 2004.