



**EXECUTIVE ORDER NO. 16
Series of 2023**

**RE-ORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE
PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO, ITS SECRETARIAT
AND TECHNICAL WORKING GROUP FOR CALENDAR YEAR 2023, PROVIDING
FOR THEIR FUNCTIONS AND FOR OTHER PURPOSES**

WHEREAS, Section 11 of RA 9184 also known as the "Government Procurement Reform Act" provides for the establishment of a Bids and Awards Committee (BAC) for each procuring entity. It is tasked to ensure transparency in the procurement process and in the implementation of procurement contracts of the Provincial Government of Occidental Mindoro. In general, its primary duty is to ensure that the procurement system of the Provincial Government is proper and in accordance with RA 9184 and its Implementing Rules and Regulations;

WHEREAS, in view of the foregoing, there is an imperative need to re-organize the composition of the Bids and Awards Committee (BAC) of the Provincial Government of Occidental Mindoro, its Secretariat and Technical Working Group for the calendar year 2023.

NOW THEREFORE, I, EDUARDO B. GADIANO, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the **RE-ORGANIZATION OF THE BIDS AND AWARDS COMMITTEE OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO, ITS SECRETARIAT AND TECHNICAL WORKING GROUP FOR THE CALENDAR YEAR 2023**.

Section 1. RE-ORGANIZATION. The Bids and Awards Committee (BAC) of the Provincial Government of Occidental Mindoro, its Secretariat and Technical Working Group for 2023 are hereby re-organized. It shall be composed of the following:

BIDS AND AWARDS COMMITTEE:

Chairperson: **MARIO D. MULINGBAYAN JR.**
Provincial Government Department Head - PDRRMO

Vice-Chairperson: **MANUEL T. TRIA JR.**
Provincial Budget Officer

Members:
IRENEO CORTUNA
Provincial Government Department Head - ENRO

ENGR. REMIGIO V. MASANGKAY
Provincial Government Department Head - PEO

ANTHONY A. DANTIS
Provincial Government Department Head - PPDO

GENERAL SERVICES OFFICE (GSO)

End - User : (Department Head)



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TECHNICAL WORKING GROUP:

Head: **ATTY. TIRSO AUGUSTUS L. ABELEDA II**
Provincial Legal Officer

Members:

ENGR. ALRIZZA C. ZUBIRI (Agriculture)
Acting Provincial Government Department Head – OPA

ENGR. KENNETH ROY C. VILLAR
Provincial Government Department Head - PEPO

CRISOSTOMO C. PARAS JR.
Provincial Government Department Head - PACCO

ENGR. ROMMEL D. FINEZA
Provincial Government Assistant Department Head - PEO

EDNA B. ALFARO (Infrastructure)
Waterworks Supervisor

ENGR. HILARIO ROSENDO (Infrastructure)
Provincial Government Assistant Department Head - PEO

CARLA AZALEA A. PASCUA (Technical Documents)
Accountant IV - PACCO

MARK MICHAEL T. MACALALAD (Goods)
Administrative Officer III (GSO)

MARY ROSE T. SALES (Goods)
Administrative Assistant II (GSO)

SECRETARIAT:

Head: **ENGR. JANET MULINGBAYAN**
Engineer II - GSO

Asst. Head: **DANIEL JECESAR POLANCO**
Administrative Assistant (COS)

Members: **ROSELLE F. GACOTE**
Laboratory Aide II - OMPH

RACHEL JOYCE INIEGO
COS – Recording

JEANYEE MELGAR
COS – Administrative Aide

PETRONILLO CALINGASAN
COS (GSO) – Encoding

RHODRON MELGAR
COS (GSO) – Encoding



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Section 2. DUTIES AND FUNCTIONS. The Bids and Awards Committee of the Provincial Government of Occidental Mindoro shall exercise the following functions:

1. Advertise and/or post the invitation to bid;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative;
8. Recommend the imposition of sanctions in accordance with Article XXIII of RA 9184;
9. Perform such other related functions as may be necessary, including the creation of a Technical Working Group to assist in the procurement process;
10. In proper cases, recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Article XVI of RA 9184;
11. Responsible for ensuring that the Procuring Entity abides by the standards set forth in RA 9184 its IRR;
12. Prepare a procurement monitoring report that shall be approved and submitted by the Head of the Procuring Entity to the GPPB on a semestral basis.

Section 3. BAC SECRETARIAT. To assist the BAC in the conduct of its functions, the Secretariat will serve as the main support unit of the BAC.

The following are the duties and responsibilities of the BAC Secretariat:

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
10. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

Section 4. AND TECHNICAL WORKING GROUP (TWG). A Technical Working Group (TWG) from a pool of technical, financial and/or legal experts will assist the BAC in the following:



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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 5. TRANSPARENCY OF THE PROCUREMENT PROCESS. To enhance the transparency of the process, the BAC shall, in all stages of the procurement process, invite, in addition to the representative of the Commission on Audit, at least two (2) observers to sit in its proceedings, one (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand, and the other from a non-government organization: Provided, however, that they do not have a direct or indirect interest in the contract to be bid out.

Section 6. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

Section 7. REPEALING CLAUSE. All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

Section 8. EFFECTIVITY. This Order shall take effect immediately.

DONE at the Provincial Capitol, Mamburao, Occidental Mindoro this 27th day of February 2023.


EDUARDO B. GADIANO
Governor