



**EXECUTIVE ORDER  
NO.06-S-2018**

**REORGANIZING THE BIDS AND AWARDS COMMITTEE OF THE  
MUNICIPALITY OF DON CARLOS**

**WHEREAS**, pursuant to Section 75 of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act (GPR)" there is a need of prescribing the necessary rules and regulations for the modernization, standardization and regulation of the procurement activities in government;

**WHEREAS**, the Municipal Government commits to good governance and its adherence to the principle of transparency, accountability, efficiency, and economy in the procurement process;

**WHEREAS**, there is therefore a need of providing a system and a responsible committee, in systematizing the procurement process in accordance with existing laws;

**WHEREAS**, in accordance with the provisions of Section 11.2.6 of Republic Act 9184, members of the BAC who have reached one (1) year fixed term reckoned from the date of appointment would require renewal of the appointment at the discretion of the Head of the Procuring Entity;

**WHEREAS**, the retirement of BAC Member, Engr. Roger B. Redosendo, Municipal Engineer, has given rise to a vacancy, the filling of the same is consequential thereto;

**NOW THEREFORE, I, FELIX S. MANZANO**, Municipal Mayor of Don Carlos, Bukidnon, by virtue of the powers vested in me by law, do hereby order:

**SECTION I. REORGANIZATION.** The Bids and Awards Committee (BAC) is hereby reorganized.

**SECTION II. COMPOSITION.** The members of the Bids and Awards Committee shall be as follows:

A. Regular Members

1. Engr. Antonio A. Casabuena;
2. Mrs. Melisa R. Cavalida;
3. Mrs. Elriza D. Kuizon;
4. Engr. Jufrey A. Lacorte; and
5. Gideon Regal L. Sernal

Subject to Section 11.2.2 paragraph 2 of RA 9184, the members of the BAC shall select among themselves who shall act as the Chairman and Vice-Chairman of the Committee.

To provide administrative support to the BAC, the SECRETARIAT is hereby created which shall compose of the following personnel.

B. Secretariat

1. Mrs. Arlene H. Suiza; and
2. Mrs. Dinah L. Tee

**SECTION III. FUNCTIONS.** (As prescribed under Rule IV, Section 12 of Republic Act No. 9184.)

1. Regular Member

- 1.1. Conduct Pre-Procurement Conference;
- 1.2. Advertise and/or post invitation to bid;
- 1.3. Conduct Pre-Bid Conferences;
- 1.4. Determine eligibility of prospective bidders;
- 1.5. Receive Bids;
- 1.6. Conduct evaluation of Bids;
- 1.7. Undertake Post-qualification proceedings;
- 1.8. Recommend Award of Contracts;
- 1.9. Recommend the imposition of sanctions to bidders or prospective bidders; and
- 1.10. Perform other related functions as may be necessary.

2. Secretariat

- 2.1. Make arrangement and schedule of BAC meetings;
- 2.2. Attend all BAC meetings as Secretary;
- 2.3. Make stenographic notes in all proceedings and transcribe the same;
- 2.4. Prepare minutes of BAC meeting and prepare resolutions, if necessary; and
- 2.5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents.

**SECTION IV. RENEWAL.** Members who have served for more than the fixed term of one year are deemed renewed/ extended in accordance with Section 11 of RA 9184;

**SECTION V. EFFECTIVITY.** This Executive Order shall take effect immediately upon its approval.

**DONE** this 31<sup>st</sup> day of January 2018 in the Office of the Municipal Mayor, Don Carlos, Bukidnon.

**FELIX S. MANZANO**  
Municipal Mayor

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