



**EXECUTIVE ORDER NO. 24  
Series of 2023**

**AN ORDER DESIGNATING THE MEMBERS OF THE  
BIDS AND AWARDS COMMITTEE OF THE CITY GOVERNMENT OF PANABO**

**WHEREAS**, it is the policy of the state to promote good governance and adhere to the principles of transparency, accountability, equity, efficiency, and economy in its procurement process;

**WHEREAS**, Republic Act No. 9184, entitled "*An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes*" and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 was promulgated for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the Government of the Philippines;

**WHEREAS**, Republic Act 9184, otherwise known as the "Government Procurement Reform Act" requires the procuring entity to establish in its head office a single Bids and Awards Committee (BAC), to undertake functions specified in Section 12 of the 2016 Revised IRR of R.A. 9184;

**WHEREAS**, the members of the BAC shall have a fixed term of one (1) year, as specified under Section 11.2.6. of the 2016 Revised IRR of R.A. 9184, thus, this order reconstitutes the composition of the BAC and its term of office from July 1, 2023 to June 30, 2024;

**NOW THEREFORE, I, JOSE E. RELAMPAGOS**, by virtue of the powers vested in me as the City Mayor of Panabo, do hereby order the following:

**SECTION I. COMPOSITION.** The Bids and Awards Committee (BAC) of the City Government of Panabo is hereby designated as follows:

Chairman	:	<b>ATTY. CHERVIN C. PACULANANG</b> City Legal Officer
Vice Chairman	:	<b>ENGR. BERNARDO C. RABANOZ, JR.</b> City Engineer
Members	:	<b>MADERA M. BAUTISTA</b> City General Services Officer
		<b>NEMESIO L. RASGO, JR.</b> City Economic Enterprise & Development Officer
		<b>JAN MARI G. CAFE</b> City Human Resource & Management Officer

**SECTION II. TERM OF OFFICE.** The members of the BAC shall serve from July 1, 2023 to June 30, 2024, which shall cover the fixed one-year term of the BAC, without prejudice to the



renewal of their terms as may be deemed appropriate by the Head of Procuring Entity/City Mayor.

**SECTION III. FUNCTIONS OF THE BAC.** The duties and functions of the BAC shall be in accordance with Section 12 of the 2016 Revised IRR of R.A. 9184 and other pertinent provisions thereof:

- a. Advertise and/or post the invitation to bid/request for expressions of interest;
- b. Conduct pre-procurement and pre-bid conferences;
- c. Determine the eligibility of prospective bidders;
- d. Receive and open bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Resolve requests for reconsideration;
- h. Recommend award of contracts to the Head of Procuring Entity (HoPE) or his authorized representative;
- i. Recommend the imposition of sanctions in accordance with the Rule XXIII;
- j. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XV;
- k. Conduct any of the Alternative Methods of Procurement;
- l. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3 (c) of this IRR;
- m. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement process, particularly in the review of technical specifications, scope of work, and terms of reference and review of bidding documents, shortlisting of consultants and eligibility screening; and
- n. To expedite the procurement process, the head of the procuring entity shall ensure that the members of the BAC shall give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the said assignments at hand are completed.

**SECTION IV. JURY DUTY.** The BAC Members must always adhere to the "Jury Duty" concept of procurement-related assignments, as stated in Section 38 of the 2016 Revised IRR, in order to complete the entire procurement process at the earliest possible time without unnecessary delay.

**SECTION V. DESIGNATION OF THE BAC SECRETARIAT.** The BAC Secretariat is hereby designated as follows :

Head Secretariat	:	<b>JONELIE L. COLLADO</b> Administrative Officer IV City Legal Office
Assistant Head Secretariat	:	<b>CHARLOTE L. MEDALLA</b> Warehouseman III City General Services Office
Secretariat Staff	:	<b>CLARENCE P. BARRADAS</b> Administrative Aide I City Legal Office – Bids and Awards Committee

**SECTION VI. FUNCTIONS AND RESPONSIBILITIES OF THE BAC SECRETARIAT.** The BAC Secretariat shall have the following functions as specified under Section 14 of the 2016 Revised IRR:

- a. Provide administrative support for the BAC;

- b. Organize and make all necessary arrangements for BAC and TWG meetings and conferences;
- c. Prepare minutes of meetings and resolutions of the BAC;
- d. Take custody of procurement documents and other records and ensure that all procurement undertaken by the Procuring Entity are properly documented;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of the IRR and prepare the Annual Procurement Plan;
- j. 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; and
- k. To expedite the procurement process, the head of the procuring entity shall ensure that the members of the BAC Secretariat shall give utmost priority to the BAC assignments over all other duties and responsibilities until the requirements for the said assignments at hand are completed.

**SECTION VII. HONORARIA.** The members of the BAC, TWG and Secretariat members shall be entitled to honorarium and other incentives authorized by R.A. 9184 and within the limits and parameters provided for under its implementing rules and related Department of Budget and Management Circulars, subject to appropriate government auditing rules and regulations.

**SECTION VIII. OBSERVERS.** 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 (COA), at least two (2) observers, who shall be present and 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 form of a non-government organization (NGO); Provided, however, that they do not have any direct or indirect interest in the contract to be bid.


The observers shall perform responsibilities stated under Section 13 of the 2016 Revised IRR of RA 9184.

**SECTION IX. OPERATIONAL EXPENSES AND FUNDING.** All costs pertaining to the operations of the BAC shall be sourced out from the General Fund and Trust Fund coming from the sale of bid documents and other related fees.

**SECTION X. REPEALING CLAUSE.** All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded, or modified accordingly.

**SECTION XI. EFFECTIVITY.** This order shall take effect upon signing hereof up to June 30, 2024.

Done this 28<sup>th</sup> day of June, 2023 at Panabo City, Davao del Norte, Philippines.

  
**JOSE E. RELAMPAGOS**  
City Mayor