



Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

12 January 1978

Special Order
No. 531
Series of 1977

SUBJECT: Creating the Committee on Bids and Awards, Natural Resources Management Center

Pursuant to the provisions of Section 5-A (3), Executive Order No. 290, series of 1958, in relation to Section 79 (B) of the Revised Administrative Code and Department Order No. 13, dated September 6, 1971 of the Department of General Services; and in order to facilitate the processing of papers in the procurement of supplies, materials, equipment and non-personal services; the disposal of government property; submission of printing requisitions and annual printing jobs to private printers, a Committee on Bids and Awards in the Natural Resources Management Center is hereby created to be composed of the following:

Francisca N. Nasol - Chairman
Tomas Jimenez - Member
Jose B. Brillantes - Member

The Committee shall have jurisdiction over all bids and awards of supplies, equipment, materials, non-personal services including those pertaining to Special Projects of NRMC. It shall perform among others, the following functions.

1. Implement the Department of Natural Resources policies and Guidelines on Procurement, particularly in the conduct of public bidding of supplies, materials, equipment and non-personal services and the awarding of contracts of the NRMC regardless of the amount;
2. Determine on the basis of the amount involved and in accordance with approved Procurement

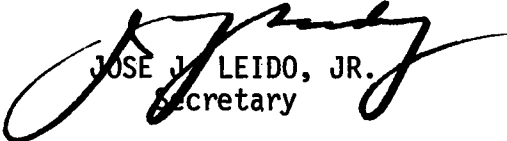
Program of the DNR, requirements for supplies, materials, equipment and non-personal services to be subjected to public bidding or thru ordinary sealed quotations obtained by informal canvass in the market;

3. Evaluate the offers and recommend the award to the lowest complying bidder or to one who offers the most advantageous terms to the government;
4. Prescribe the notices or invitations to bidders;
5. Set the date, time and place of the bidding and such other necessary conditions, specifications, stipulations required of the prospective bidders;
6. Require the posting of bonds, financial statements and other prescribe requisite of public bidding from the bidders to ascertain their qualifications, reliability and legality;
7. Prepare an abstract of the various offers, submit the same to the Executive Director for his action;
8. Direct the preparation of the pertinent letter of award and/or contract and such other forms needed;
9. Review and certify request for disposition of unserviceable property; printing requisitions and annual printing requirements for government forms and the channelling of printing jobs for submission to the Bureau of Printing.

In no case shall the Committee recommend the emergency purchase of commonly used office supplies except on extra ordinary case when allowed by the Executive Director;

The Committee created shall be guided by existing laws, executive orders, rules and regulations on government public biddings, government property disposal procurement of supplies, materials, equipment and non-personal services and printing requisitions of government forms.

This order shall take effect immediately and shall remain in force until revoked in writing.


JOSE J. LEIDO, JR.
Secretary

Recommending Approval


CELSO R. ROQUE
Acting Executive Director