



**Republic of the Philippines**  
**Ministry of Natural Resources**  
**OFFICE OF THE MINISTER**  
**Diliman, Quezon City**

September 5, 1979

SPECIAL ORDER )  
NO. 207 :  
Series of 1979)

SUBJECT: CREATING A COMMITTEE ON BIDS  
AND AWARDS FOR THE CALAUIT,  
AGRO-FORESTATION AND BUSUANGA  
PROJECTS.

In view of the requirement of Executive Order No. 298, dated August 12, 1940, as further amended by Executive Order No. 40, dated June 1, 1963, and in order to protect the interest of the government in the matter of acquisition of supplies, materials and equipment and/or contractual services, there is hereby created a committee on bids and awards in this Office, to be composed of the following:

1. Mr. Narciso V. Villapando - Chairman
2. Mr. Jesus B. Alvarez, Jr. - Vice-Chairman
3. Atty. Antonio C. Elum - Member
4. Mr. Leonardo Tolentino - Member
5. Auditor, MNR or her  
representative - Witness

The Committee hereinabove created is charged with the following:

1. Promulgation of a simplified operating procedure to guide it in the conduct of formal and competitive public bidding and the awarding of contracts.
2. Determine on the basis of the amount involved, the requirements of the service, what should be subjected to formal competitive public bidding and what should be required thru ordinarily sealed quotation obtained by informal canvass of the market.
3. Prescribe the notices or invitations to bidders and/or the canvassing forms.
4. Set the date, time and place of bidding and pass on the necessary conditions, specifications and other stipulations required of the prospective bidders.

5. Require the posting of bonds, financial statements and other data or pre-requisites necessary in formal bidding and ascertain the reliability thereof, for the purpose of passing on the qualification of bidders, and to disqualify those non-complying bidders.

6. May recommend acceptance of bids and offers considered to be advantageous to the government and may reject any and/or all bids or offers when public interest so demands.

7. Submit the results of bidding in the form of an abstract duly accomplished.

8. Recommend, with proper justification for the approval of the Assistant Secretary, any bid considered most advantageous to the government.

9. Direct the preparation of the pertinent letter of award and/or contract.

The Committee is hereby authorized to call any employee within the Ministry for assistance and shall have access to any available records and facilities of any of the above-mentioned subject within the Ministry for the purpose of gathering information necessary in its deliberation, reports and verification of facts or data.

The Committee hereinabove created shall be convened immediately and shall act on any competitive public bidding or sealed canvass of prices submitted to it.

The Committee shall be guided by existing laws, executive orders, rules and regulations governing public biddings, particularly the provisions of Department Order No. 32, dated March 25, 1963, of the Minister of General Services.

In view hereof, Special Order No. 246, series of 1978, issued by the undersigned, on September 13, 1978, on the same subject, is hereby revoked.

This Order shall take effect immediately.

By Authority of the Minister:

  
JOSE A. JANOLO  
Acting Assistant Secretary