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Republic of the Philippines
Ministry of Natural Resources

17 October 1985

SPECIAL ORDER
NO. 285
Series of 1985

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SUBJECT: RECONSTITUTION OF BIDS AND AWARDS COMMITTEE/
CANVASSING OF PRICES OF OFFICE SUPPLIES,
MATERIALS, EQUIPMENT, AND SERVICES.

The Bids and Awards Committee of this Ministry is hereby reconstituted as follows:

- CHAIRMAN : Valentin G. Bermejo, Jr.
OIC, Assistant Minister for Administration
- MEMBERS : Atty. Rodolfo Rapista or alternate
Atty. Santiago F. Rodriguez or alternate
Mr. Fausto Bernardo or alternate
Miss Rosario Bernardez or alternate
- SECRETARY : Miss Pilar Perez
Office of OIC, Assistant Minister
for Administration
- OBSERVER/
WITNESS : Miss Lolita Marchadesh or alternate

The Committee shall have the following functions:

1. Any two (2) members and the Chairman or three (3) members present of the Committee can convene to determine and recommend the awards to the lowest bidder or contractor.
2. Implement the requirement on the posting of bonds, submission of financial statements and other prescribed requisites of public bidding from the bidders to ascertain their qualifications, reliability, and legality.
3. Determine, evaluate, and recommend bids or offers considered to be advantageous to the Government or when the public interest so demands.

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4. Submit the results of bidding in the form of an abstract duly accomplished for appropriate action.
5. Direct the preparation of the pertinent letter of awards.

The canvassing of prices of office supplies, materials, equipment, and services shall be done by persons designated by the OIC, Assistant Minister for Administration.

The Committee shall meet at least once a week or as often as there are emergency or rush procurement matters or recommendations for awards to be deliberated upon. It shall be guided in all its decisions by existing laws and regulations on canvassing and procurement. Among other things, the Committee has to check on the prices advantageous to the Government.

This supercedes, amends, and revokes all orders/ memoranda inconsistent herewith.

Be guided accordingly.


RODOLFO P. DEL ROSARIO
Minister