



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

MISC - 211
3

7 February 1985

SPECIAL ORDER
NO. 46
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 : Atty. Moreno B. Cruz
Assistant Secretary for Legal Affairs
- MEMBERS : Arch. Florencio R. Gavino III or alternate
Atty. Santiago F. Rodriguez or alternate
Miss Gloria Arce or alternate
Miss Rosario Bernardez or alternate
- SECRETARY : Mrs. Teodora Obtinario
(Office of ASEC for Legal Affairs)
- OBSERVER/ WITNESS : Miss Lolita Marchadesch or alternate
Asst. Sec. Valentin G. Bermejo, Jr.

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 following officers:

1. Office of Assistant Secretary for Personnel Management and Development
2. Office of End-user thru the Assistant Secretary concerned
3. Office of Procurement

The Committee shall meet at least once a week or as often as there are emergency or rush procurement matters or recommendation 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 supersedes, amends, and revokes all orders/ memoranda inconsistent herewith.

Be guided accordingly.


RODOLFO P. DEL ROSARIO
Minister