

Republic of the Philippines Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100 Tel. Nos.: (632) 97-66-26 to 36; (632) 97-70-41 to 43



[OCT 1 0 1997

SPECIAL ORDER NO. 97- 1201

SUBJECT

RECONSTITUTION OF PBAC SECRETARIAT.

In the interest of the service and pursuant to Special Order No. 97-580 dated May 22, 1997, the Pre-qualification, Bids and Awards Committee (PBAC) Secretariat is hereby reconstituted as follows:

Chairman

MELVIN SERON

Members

CELSO L. BAUTISTA

RACHEL DE GUZMAN

The PBAC Secretariat shall perform the following functions:

- 1. Issuance of Pre-qualification requirements to interested qualified Contractor/s;
- 2. Evaluates/reviews submitted pre-qualification documents;
- 3. Conducts ocular site inspection of prospective contractor's Office and project/s;
- 4. Prepares reports and other documentary requirements of the Committee;
- 5. Maintains a list of pre-qualified/accredited contractors/suppliers/dealers;
- 6. Schedules meetings and conferences; and
- 7. Performs other related task as may be assigned by the PBAC.

This Order shall take effect immediately and supersede/revoke all Orders inconsistent herewith.

OIC, Office of the Assistant Secretary for Management and International Environmental Affairs