



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 99-161

SUBJECT : CREATION OF BIDS AND AWARDS COMMITTEE (BAC) TO CONDUCT SEALED/OPEN CANVASS BIDDING

Pursuant to the provisions of **Par. 2 Page 50 of COA Training Manual on Internal Control** and in order to have a systematic procedure in the conduct of sealed/open canvass bidding in the DENR, the **Bids and Awards Committee (BAC)** is hereby created to be composed of the following:

Atty. Jimmy G. Pesigan	-	Chairman
Mr. Eduardo Potenciano	-	Member
Ms. Lolita Sajul	-	Member
Ms. Julie Gorospe	-	Member
COA Representative (Optional)	-	Observer

The Committee shall be guided by the existing laws, rules and regulations governing sealed/open canvass bidding. Only accredited DENR suppliers/bidders shall be allowed to participate in the sealed/open canvass bidding.

In order to facilitate the processing of sealed/open canvass bidding, the GSD is hereby directed/instructed to forward all Requisition and Issue Vouchers (RIVs) to the BAC Secretariat for proper checking/verification of appropriate specifications to obtain right quality of goods and services prior to the preparation of Canvass Form.

The Committee shall be responsible in opening, evaluating various offers and in recommending awards to the bidder whose bid/offer is the most advantageous to the government in general and the DENR in particular.

The Committee shall be assisted by a Secretariat, namely:


1. Mr. Reynaldo Aguinaldo
2. May Canlas
3. Rachel de Guzman

The Secretariat shall have the following duties and responsibilities:

1. Checking/verification of appropriate specifications in accordance with submitted RIV
2. Preparation of sealed canvass bids;
3. Posting of sealed canvass bids in conspicuous places;
4. Scheduling of the date, time and place of opening of bids;
5. Taking down minutes of meetings (deliberations and other matters);
6. Abstracting and evaluating of sealed canvass/quotations; and
7. Awarding of bids to responsive bidders
8. Keeping of records for the BAC.

After awarding, the BAC will forward the documents to the General Services Division for preparation of Purchase Orders.

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


ANTONIO H. CERILLES
Secretary