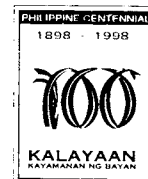




Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER

No. 2001- 395

**SUBJECT : RECONSTITUTION OF BIDS AND AWARDS
COMMITTEE (BAC) FOR REGULAR
OPERATIONS**

DATE : AUG 03 2001

In the interest of service and in consonance with the recent organizational developments, the Bids and Awards Committee (BAC) for Regular Operations, is hereby reconstituted, to wit:

Prof. Rogelio V. Paglomutan Assistant Secretary for Finance and Management Services	-	Chairman
Ramon M. Ezpeleta Director, Administrative Service	-	Vice- Chairman
Ann Christine T. Rojo Head Executive Assistant	-	Member
Irma S. Paulme Chief, Public Information Division	-	Member
Atty. Juanito A. Viernes, Jr. Legal Service Representative	-	Member
NGO Representative	-	Observer (Optional)
COA Representative	-	Observer (Optional)

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

In order to facilitate the processing of sealed/open canvass and public bidding, the General Services Division (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 the right quality of goods and services prior to the preparation of canvass/bid form.

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

The Committee shall be assisted by a Secretariat, namely:

Head Secretariat	:	Ms. Ma. Francia Molina	-	HEA Office
Members	:	Ms. Fe Evelyn Rigor	-	Management Division
		Ms. Estela Valdez	-	Management Division
		Mr. Melvin Seron	-	Legal Affairs Office
		Ms. Carina Labastilla	-	Personnel Division/FMSO

The Secretariat shall have the following duties and responsibilities:

1. Check/verify the appropriate specifications in accordance with the submitted RIV.
2. Prepare sealed/open canvass and public bid documents.
3. Advertise and post the Invitation to Apply for Eligibility and to Bid in two (2) newspapers of general circulation, in the website of DBM Procurement Service and DENR, and in conspicuous places reserved for this purpose in DBM Procurement Service and DENR.
4. Schedule the date, time and place of opening of bids.
5. Facilitate the conduct of the opening of bids.
6. Take down minutes of meetings (deliberations and other matters).
7. Abstract and evaluate sealed/open canvass quotations and bid tenders.
8. Prepare the documents in the awarding of bids to eligible winning bidders.

After the awarding of bids, the BAC will forward the documents to the General Services Division for the preparation of Purchase/Job Orders, Contracts and for record keeping.

The Management Division (FMS) shall formulate the standards or criteria in determining the eligibility of bidders, assist in the review of the eligibility of suppliers/dealers/contractors, and provide relevant information to the BAC on these entities.

Expenses that will be incurred by the Committee in the exercise of its functions shall be charged to DENR funds subject to usual accounting and auditing rules and regulations.

This Order shall take effect immediately and supersedes all previous issuances inconsistent herewith.


HEHERSON T. ALVAREZ
Secretary