



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**SPECIAL ORDER**  
No. 2004 - 12

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

**DATE : JAN 13 2004**

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In the interest of the service and in order to strengthen the procurement of goods and services under the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 otherwise known as The Government Procurement Reform Act, the Bids and Awards Committee (BAC) for regular operations is hereby reconstituted, to wit:

Chair : Assistant Secretary for Legislative Liaison  
and Administrative Legal Services

Vice-Chair : Director, Financial Management Service

Members : Director, Administrative Service  
Chief, Project Development and Evaluation Division  
Chief, Budget Division  
Chief, Division of the End-user

The Chair, or in his absence, the Vice-Chair shall preside at all meetings of the BAC. The Committee shall have the following functions pursuant to Section 12 of the said IRR, namely:

- a) Advertise and/or post the invitation to bid, conduct pre-procurement and pre-bid conferences, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, resolve motions for reconsideration, recommend award of contracts to the Secretary or his/her duly authorized representative;
- b) Recommend the imposition of sanctions as provided for in Rule 12 of the said IRR and perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial and legal experts to assist in the procurement process such as eligibility screening, evaluation of bids and post qualification; and
- c) Recommend to the Secretary or his/her duly authorized representative the use of Alternative Methods of Procurement as provided for in Rule 16 of the said IRR.

The Committee shall invite the following representatives as observers to the proceedings, namely:

Observers : Representative from the Commission on Audit (COA)  
Representative from the DENR Employees Union

The Committee shall likewise be assisted by the Procurement Section, specifically the Canvassing and Price Monitoring Unit, of the Department's General Services Division (GSD) to act as BAC Secretariat. The Chief of the Procurement Section shall act as the Head of the Secretariat in addition to his present duties and responsibilities. The Secretariat shall have the following functions pursuant to par. 14.1 of Section 14 of the said IRR, namely:

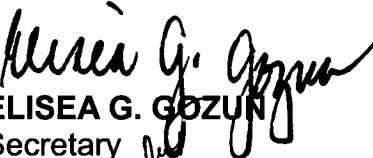
- a) Provide administrative support to the BAC;
- b) Organize and make all necessary arrangements for the BAC meetings;
- c) Attend BAC meetings as Secretary;
- d) Prepare Minutes of the BAC meetings;
- e) Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
- f) Assist in managing the procurement processes;
- g) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- h) Consolidate Project Procurement Management Plans (PPMPs) from various offices/divisions of the Department to make them available for review;
- i) Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and
- j) Be the central channel of communications for the BAC with end users, Project Management Offices (PMOs), other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public.

To eliminate delay and expedite the procurement process, the members of the BAC and its Secretariat shall be on a "*jury duty*" type of assignment giving utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the said assignments at hand are completed.

The GSD is hereby directed/instructed to forward all Purchase Requests (PRs) to the BAC, through the Secretariat, prior to the preparation of canvass/bid form and recommendation of appropriate alternative methods of procurement. After the awarding of bids, the documents shall be returned to GSD for preparation of Purchase/Job Orders (POs) or Contracts and for record keeping purposes.

Expenses that will be incurred by the BAC in the exercise of its functions shall be chargeable against DENR funds, subject to existing accounting and auditing rules and regulations.

This Order takes effect immediately and supersedes all previous orders inconsistent herewith.

  
ELISEA G. GOZUN  
Secretary