



Republic of the Philippines
Department of Environment and Natural Resources

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MAY 03 2005

SPECIAL ORDER
No. 2005 - 259

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

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 No. 9184 (RA 9184) also known as The Government Procurement Reform Act, the BAC for regular operations is hereby reconstituted, to wit:

Chair: Assistant Secretary Analiza R. Teh - Foreign Assisted Projects
Vice-Chair: OIC-Director Wilfredo J. Obien - Financial Management Service
Members: Director Donna M. Gordove - Office of the Undersecretary for Management and Technical Services
Juliet U. Texon - Chief, Project Development and Evaluation Division
Angelito V. Fontanilla - Chief, Budget Division
Chief, Division of the end-user

The Chair, or in her 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 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 duly authorized representative the use of Alternative Methods of Procurement as provided for in Rule 16 of the said IRR.

The Committee shall invite representatives from the following offices as observers in proceedings, namely:

- a) Commission on Audit (COA)
- b) DENR Employees Union (DENREU)

The Committee shall likewise be assisted by the BAC Secretariat and the Canvassing and Price Monitoring Unit of the Department's General Services Division (GSD).

The BAC Secretariat shall have the following functions:

- a) Provide administrative support to the BAC
- b) Organize and make all necessary arrangements for the BAC meetings

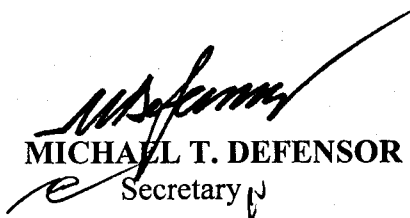


- c) Serve as secretariat during BAC meetings and prepare the minutes thereof
- d) Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders
- e) Assist in managing the procurement processes
- f) Monitor procurement activities and milestones for proper reporting to relevant agencies, when required
- g) Consolidate Project Procurement Management Plans (PPMPs) from various offices/divisions of the Department to make them available for review
- h) Make arrangements for the pre-procurement and pre-bid conferences and bid openings
- i) Be the central channel of communications from and to 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 on all BAC-related matters

The GSD shall forward all Purchase Requests (PRs) to the BAC, through its 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 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.


MICHAEL T. DEFENSOR
Secretary

