



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
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SPECIAL ORDER

No. 01

Series of 2023

SUBJECT : CREATION OF THE BIDS AND AWARDS COMMITTEE (BAC) AT THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2023

In the exigency of service, the composition of the Bids and Awards Committee for CY 2023 is hereby created as follows:

I. BIDS AND AWARDS COMMITTEE

A. COMPOSITION

1. Regular Members:

Chairperson : **ENGR. CRISTY CECILIA P. POLIDO**
Vice-Chairperson : **ENGR. JANICE P. VARGAS**
Member : **LOURDES C. BONIFACIO**

2. Provisional Members:

Technical Staff who possess the expertise and experience in the subject as follows:

Goods and Services : **ENGR. ANALYN G. SAGANA**
ENGR. ARJAY P. SABASAJE

ICT Equipment/Peripherals/
Related Services : **ENGR. ARNEL L. TENORIO**

Consultancy Services/
Printing Services and other
Media Mediums (i.e.
electronic billboards,
print billboards, television
and radio advertisements,
newspaper publications) : **ENGR. ALLAN C. GOLENG**

B. RESPONSIBILITIES OF THE BAC COMMITTEE

1. Recommend to the Head of the Procuring Entity (HoPE), the method of procurement of goods and services, civil works, and consulting services;
2. Undertake the advertisement and/or posting of the Invitation to Bid (IB);
3. Determine the eligibility of the prospective bidders;
4. Has the sole authority to receive and open the bids;
5. Conduct Pre-Procurement and Pre-Bid Conferences;
6. Conduct the evaluation of bids and post-qualification proceedings, when necessary with the assistance of the TWG;
7. Resolve motions for reconsideration filed by prospective bidders, and other concerned parties with respect to the conduct of the bidding process;
8. Recommend the award of the contract to the Head of the Procuring Entity (PE) or a duly authorized representative;
9. Prepare a regular monitoring report to the HoPE; and
10. Ensures that the PE and its procurement activities abide by the standards of RA 9184 and its IRR.

II. BIDS AND AWARDS COMMITTEE SECRETARIAT

A. COMPOSITION

1. Head : **GLENN M. ERLANO**
2. Members : **KEITH AUDWIN Q. AQUINO**
APRIL JOY S. AYSON
HOVIN YELTSIN C. GAGTO
JONATHAN C. CARO

B. RESPONSIBILITIES OF THE BAC SECRETARIAT

The responsibilities of the BAC Secretariat shall be in accordance with the Department of Budget and Management National Budget Circular No. 2015-558 and with the Republic Act No. 9184 of the Government Procurement Reform Act and its Implementing Rules and Regulations.

III. TECHNICAL WORKING GROUP (TWG)

A. COMPOSITION

1. Chairperson : **ENGR. EVIC PANGANIBAN-QUIGAO**
2. Vice-Chairperson : **ENGR. DESIREE JOY R. SALVATERA**
3. Members : **ENGR. MARY JOY G. VERGARA**
ENGR. RENREN JAY R. PASIA
ENGR. EMMANUEL R. LANUZA
ENGR. RONALD MELVIN R. ROSAS
ENGR. MADEL E. VIDALLON

**ENGR. ROSE-ANN C. ARIENDA
NOREEN N. CABALAR**

B. RESPONSIBILITIES OF TWG

1. Assist the BAC and the Secretariat in the preparation of the bidding documents ensuring that the same properly reflect the requirements of the PE;
2. Assists the BAC in the evaluation of bids submitted in the public biddings, direct contracts, and repeat orders, and for negotiated procurement and in shopping with the contract cost of PhP 15,000.00 and above;
3. Assists the BAC in the conduct of eligibility screening of prospective bidders, and in the shortlisting of prospective bidders, in case of bidding for consulting services;
4. Prepares evaluation reports for consideration and approval of the BAC;
5. Assists the BAC in the conduct of post-qualification activities and prepares the post-qualification summary report for the BAC's approval;
6. Assists the BAC and the Secretariat in the preparation of the resolution recommending the award, with regard to the technical aspect, if necessary;
7. Provides utmost priority to BAC assignments over all other duties and completed and shall perform jury duty when so required; and
8. All duties and responsibilities as prescribed are considered jury duty.

IV. GRANT OF HONORARIA OR OVERTIME PAY

In accordance with the IRR of RA No. 9184, the BAC and its TWG are hereby granted honoraria while the BAC Secretariat is authorized to render overtime services with pay, subject to the guidelines issued by the Department of Budget and Management for the purpose.

V. REPEAL / EFFECTIVITY CLAUSE

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked

Done this 4th day of January 2023.


ENGR. ARIODEAR C. RICO
Director IV 