



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

No. 05
Series of 2023

SUBJECT : DESIGNATION OF THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) PROCUREMENT COORDINATORS FOR CY 2023

To facilitate a transparent and efficient procurement process, the Procurement Coordinator of each Division/End-user is hereby designated as follows:

OFFICE	NAME	DESIGNATION
OD/OAD	Mr. Marshall Louie M. Asis	Permanent Procurement Coordinator
	Mr. Ralph Angelo T. Ongka	Alternate Procurement Coordinator
AFD	Ms. Rhodora R. Concepcion	Permanent Procurement Coordinator
	Ms. Trisha Camille B. Ragual	Alternate Procurement Coordinator
EPDSD	Engr. Alexander Nicole L. Tan	Permanent Procurement Coordinator
	Engr. Mark Lester L. Natividad	Alternate Procurement Coordinator
PKMDD	Mr. Julius Abe Peralta	Permanent Procurement Coordinator
	Ms. Jamaica C. Ibañez	Alternate Procurement Coordinator
PPMD	Engr. Jeffrey M. Sebastian	Permanent Procurement Coordinator
	Engr. Abigail R. Barredo	Alternate Procurement Coordinator
SEPPD	Engr. Christian D. Manalang	Permanent Procurement Coordinator
	Engr. Jonathan D. Serna	Alternate Procurement Coordinator
SRED	Engr. Francis Glenn M. Miro	Permanent Procurement Coordinator
	Engr. Djaya C. Astilla	Alternate Procurement Coordinator

As procurement coordinators of their respective divisions, they shall be responsible to do the following tasks:

1. Plan, prepare, finalize, and/or revise Project Procurement Management Plan (PPMP);

2. Prepare actual requirements of the procurement project to include but not limited to the following:
 - a. Technical Specifications/Scope of Work/Terms of Reference;
 - b. Schedule of Requirements;
 - c. Payment Terms & Conditions;
 - d. Warranty Requirements; and
 - e. After Sales Services/Parts
3. Prepare and monitor the Purchase Requests (PR) status of their respective divisions;
4. Act as end-user's representative in all procurement activities (e.g. attending BAC meetings);
5. Act as canvassers for items (e.g. goods and/or services);
6. Facilitate obtaining the required number of quotations;
7. Facilitate in circulating the procurement documents (i.e. Checklist of Documentary Requirements as Read, Abstract of Quotation as Read, Abstract of Quotation as Calculated, BAC Resolutions, for the signature of BAC members;
8. Facilitate in coordinating with the suppliers for the conforme of the Notices of Award (NOA), Contracts, and Notices to Proceed (NTP);
9. Provide and submit necessary scanned and physical copies of the entire procurement documents to the BAC Secretariat;
10. Safekeeping of files; and
11. Closely coordinate with the BAC through BAC Secretariat relative to their requests.

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 9TH day of January 2023.


ENGR. ARIODEAR C. RICO

Director IV
