



Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF CLAVERIA

OFFICE OF THE LOCAL CHIEF EXECUTIVE

TeleFax No. (078) 395-0191

Executive Order No. 009
Series of 2016

**REORGANIZING THE MUNICIPAL TECHNICAL WORKING GROUP OF THE BIDS AND AWARDS
COMMITTEE OF CLAVERIA, CAGAYAN**

WHEREAS, the Local Government Unit of Claveria, through its Local Chief Executive has created its Bids and Awards Committee (BAC) and the BAC Secretariat as mandated under Republic Act (RA) 9184, otherwise known as the Government Procurement Reform Act;

WHEREAS, the BAC finds it necessary to reorganize a Municipal Technical Working Group of the BAC to be able to effectively study the requirements and assist in the evaluation of bids submitted;

WHEREAS, the BAC has decided to have five (5) members of the MTWG, names of members of which were recommended to the Local Chief Executive;

WHEREAS, aside from the members of the BAC and BAC Secretariat, the members of the MTWG may be granted also with honoraria as provided for under Budget Circular Nos. 2007-3 and 2004-5 dated November 29, 2007 and October 25, 2008, respectively;

NOW, THEREFORE, I, CELIA T. LAYUS, MD, Municipal Mayor of Claveria, Cagayan, by virtue of the powers vested in me by law do hereby order and direct the reorganization with the following:

Section 1. Composition of TWG. Upon the recommendation of the Municipal Bids and Awards Committee, the following municipal employees will compose the membership of the Municipal TWG of the BAC::

VIOLETA T. TAJON	Municipal Treasurer/GSO Designate
JEFFREY L. SALMON	Municipal Accountant
ESTRELLA D. ANDRES	MPDC
RONNIE CASTILLEJOS	Project Engineer
JOEL AGUIRRE	Sanitary Inspector II

Representative(s) of End-user unit

Section 2. Functions of Municipal TWG. As the technical, financial and legal support of the BAC, the MTWG shall assist the BAC in the following functions:

a) Assist the BAC in the preparation of the bidding documents, ensuring the same properly reflects the requirements of the LGU and that these conform to the standards set forth by RA 9184, and its IRR;

b) Assist the BAC in the conduct of the eligibility screening and short-listing of prospective bidders, in case of bidding of consulting services;

c) Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;

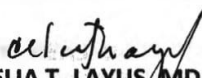
d) Assist the BAC in the conduct of post-qualification activities and prepare the post qualification summary report for the BAC's approval;

e) Assist in the preparation of the resolution recommending award, with regard to the technical aspect if necessary; and

f) Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand is completed.

Section 3. Effectivity. This order shall take effect immediately unless otherwise revoked. Copies hereof shall be furnished to all members of the Municipal TWG, and all Department Offices, this Local Government Unit of Claveria..

Done this 8th day of August, 2016 at Claveria, Cagayan.


CELIA T. LAYUS, MD
Municipal Mayor

MEO ~~S~~ 8-9-16
Acosta 8/9/16
Trin 08/09/16
FPA 8/9/16
Hoyos 8/9/16