



Republic of the Philippines  
Province of Cagayan  
**MUNICIPALITY OF CLAVERIA**

**OFFICE OF THE LOCAL CHIEF EXECUTIVE**  
Telefax: (078) 395-0181; E-mail: lgu.claveria.cagayan@gmail.com

---

**EXECUTIVE ORDER NO. 14**  
**Series of 2019**

**REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC) AND BAC  
SECRETARIAT OF THE LOCAL GOVERNMENT UNIT OF CLAVERIA**

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

**WHEREAS**, Rule V, Section 2.4 of RA 9184 provides among others the composition of the BAC and its Secretariat, whose term of office is one year, renewable at the discretion of the Head of the Procuring Entity;

**WHEREAS**, the members of the BAC and its Secretariat maybe granted 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 reorganize the Bids and Awards Committee and the BAC Secretariat, with the following composition, functions and responsibilities:

**Section 1. Composition**

**1.1. BIDS AND AWARDS COMMITTEE**

**CHAIRMAN-** ENGR. EDGAR B. LLAPITAN- Municipal Engineer

**VICE-CHAIRMAN-** JOANNE HAZEL A. NEYRA- Municipal Budget Officer

**MEMBERS:**

JOSEPH VILLANUEVA- Municipal Social Welfare & Development Officer

JOSELITO A. AGUIRRE, RN.- Public Health Nurse

ELSA S. LABUGUEN- Private Secretary II

**1.2. SECRETARIAT**

HEIDI SALIENRDA- Accounting Clerk I

AIDA ERICE- Clerk IV

ROWENA MOLINA- Administrative Aide IV  
CLAIRE A. NICOLAS- Assessment Clerk II  
ZYRELLE C. VILORIA- Clerk I

## **Section 2. Functions and Responsibilities**

**2.1 Bids and Awards Committee-** The BAC functions and responsibilities are as follows:

a.) Ensure that the procuring entity abide by the standards set forth by RA 9184 and its IRR;

b.) Conduct of the bidding process;

b.1.) Issue the invitation to Bid/Request for expression of interest through the BAC Chairperson;

b.2.) Conduct pre-procurement and pre-bid conference;

b.3.) Determine the eligibility of prospective bidders and conduct short-listing, in case of consulting services;

b.4.) Receive, open and perform preliminary examination of bids;

b.5.) Conduct a detailed evaluation of bids; and

b.6.) Undertake post-qualification proceedings

c.) Resolve request for consideration;

d.) Recommend:

d.1. Use of appropriate procurement method;

d.2. Award of contract to SCRB/LCRB/HRRB to the LCE or her duly authorized representative; and

d.3. Impose sanctions in accordance with Rule XXIII of the Implementing Rules and Regulations (IRR).

e.) Create the Technical Working Group, if necessary, from a pool of technical, financial and /or legal experts to assist in the procurement process;

### **Members of the Technical Working Group:**

1. Jeffrey L. Salmon- Municipal Accountant
2. Violeta T. Tajon- Municipal Treasurer
3. Engr. Ryan Garcia- Zoning Officer I
4. Engr. Ronnie Castillejos- Engineer I
5. Estrella D. Andres- Municipal Planning & Development Officer

f.) Prepare a Procurement Monitoring Report (PMR) in the form prescribed by the Government Procurement Policy Board (GPPB) that shall be approved and submitted by the LCE to the GPPB on a semestral basis or whenever required;

g.) Accomplish a checklist showing its compliance with RA 9184, its IRR, and Procurement Manual for Local Government Units for each procurement transaction which shall subsequently be submitted to the LCE and made part of the transaction record;

h.) Invite observers required to be present during all stages of the procurement process in accordance with the guidelines stipulated in RA 9184, its IRR, and Procurement Manual for Local Government Units;

i.) Allow observers to the following documents which are exclusive, upon the latter's request and signing a confidentiality agreement:

i.1. Minutes of BAC Meetings;

i.2 Abstract of Bids;

i.3 Post qualification summary report;

i.4. APP and related PPMP; and

i.5. Opened proposals

j.) Conduct due diligence review or verification of the qualifications of observers;

k.) Give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (jury duty); and

l.) Perform such other related functions as may be necessary and desirable to facilitate the procurement process.

**2.2 BAC Secretariat** - As the main administrative support of the BAC ( and the TWG, if necessary) , the BAC Secretariat shall have the following functions and responsibilities:

a. Organize and make all necessary arrangements for the BAC meetings and conferences;

b. Prepare minutes of meetings and resolutions of the BAC;

c. Take custody of procurement documents and other records. The BAC Secretariat shall ensure that all procurements undertaken by the Procuring entity are properly documented;

d. Manage the sale and distribution of bidding documents to the interested bidders;

e. Advertise and /or post bidding opportunities, Bidding documents, Supplemental Bid Bulletin, NOA, NTP, and copies of the contract;

f. Monitor procurement activities and milestones;

g. Consolidate PPMPs from end-user units or PMO's of the LGU to make them available for review as indicated in Section 7 of IRR;


h. Act as the central channel of communication for the LGU BAC, its TWG, BAC Secretariat, end-users, PMOs, other units of the LGU, other government agencies, providers of goods, infrastructure projects, consulting services, and the general public;

i. Assist in managing the procurement process; and

j. Support the BAC to complete its assignments over all other duties and responsibilities (Jury Duty).

**Section 3. Effectivity.** This order shall take effect immediately and shall remain in force unless otherwise revoked.

Done this 19<sup>th</sup> day of July 2019 at Claveria, Cagayan.

  
**CELIA T. LAYUS, MD**  
Municipal Mayor