



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BONGABONG
OFFICE OF THE MUNICIPAL MAYOR

**EXECUTIVE ORDER
(No. 58 Series of 2022)**

AN EXECUTIVE ORDER ORGANIZING AND STRENGTHEN THE MUNICIPAL BIDS AND AWARDS COMMITTEE (MBAC) AND THE BAC SECRETARIAT OF THE LOCAL GOVERNMENT UNIT OF BONGABONG, ORIENTAL MINDORO

WHEREAS, the creation of the BAC Secretariat is likewise mandated by RA 9184 which will serve as the main support unit of the BAC;

WHEREAS, the BAC is mandated to give utmost priority to BAC assignments over all duties and responsibilities and shall be guided in all its actions by the provisions of RA 9184 and its IRR-A;

WHEREAS, the BAC may create a Technical Working Group (TWG) from a pool of technical, financial and/or legal experts to assist in the procurement process. In creating the TWG, the BAC shall consider the expertise required based on the nature of procurement;

WHEREAS, Republic Act No. 9184 (*An Act Providing For The Modernization, Standardization And Regulation of the Procurement Activities of the Government and for Other Purposes*), otherwise known as the Government Procurement Reform Act, and its Implementing Rules and Regulations-A (IRR-A) requires the establishment of a Bids and Awards Committee (BAC) in every procuring entity of the national government, its departments, bureaus, offices, agencies, subdivisions and instrumentalities, including state universities and colleges, government-owned and controlled corporations, government financial institutions and local government units;

WHEREAS, Republic Act No. 9184 consolidated the procurement process of government contracts, including the procurement of infrastructure projects, goods and consultancy services, and lease of goods and real estates;

WHEREAS, Article V of Republic Act No, 9184 identifies the composition of the Bids and Awards Committee, Secretariat, and Technical Working Group and their functions;

NOW, THEREFORE I, ELEGIO A. MALALUAN, O.D., Municipal Mayor of Bongabong, by virtue of the powers vested in me by law, do hereby order the organization and strengthening of the Municipal Bids and Awards Committee (MBAC) and the BAC Secretariat of the Local Government Unit of Bongabong, Oriental Mindoro:

SECTION 1. COMPOSITION.

The MBAC shall now be composed of the following individuals:

NAME	DESIGNATION
Chairperson:	
Mr. Gregorio S. Reyes, EnP	MPDC
Vice Chairperson:	
Mr. Gary Louie A. Sapinit	Municipal Agriculturist

Members:	
Atty. Eduardo M. Magsino	SB Secretary
Engr. Olivia C. Coronel	OIC, Municipal Engineer
Ms. Roselle S. Mauricio	General Service Officer

The BAC Secretariat shall now be composed of the following individuals:

Secretariat Head:	
Mr. Renel M. Malacapo	Municipal Civil Registrar
Members:	
Ms. Ada June M. Saldares	BAC Personnel
Ms. Joanna Marie M. Aquino	BAC Personnel
Ms. Ricalyn T. Lontoc	BAC Personnel
Mr. Ronald S. Valdez	BAC Personnel

The BAC Technical Working Group shall now be composed of the following individuals:

Members:	
Engr. Olivia C. Coronel	Municipal Engineer
Ms. Rechelle Anne S. Magsino, CPA	Municipal Accountant

SECTION 2. DUTIES AND FUNCTIONS.

The Municipal Bids and Awards Committee (MBAC) shall perform the following duties and functions:

- A. Regular Members
 1. Advertise and/or post the invitation to bid;
 2. Conduct pre-procurement conferences;
 3. Determine the eligibility of prospective bidders;
 4. Receive bids;
 5. Conduct evaluation of bids;
 6. Undertake post-qualification proceedings;
 7. Recommend award of contracts to the Head of Procuring Entity or his duly authorized representative;
 8. Recommend the imposition of sanctions in accordance with Article XXIII;
 9. Recommend to the Head of Procuring Entity the use of Alternative Methods of Procurement as provided for in Article XVI of RA 9184;
 10. Shall be responsible for ensuring that the Procuring Entity abides by the standard set forth by RA 9184 and its IRR;
 11. Prepare a procurement monitoring report that shall be approved and submitted by the Head of the Procuring Entity to the GPPB on a semestral basis;
 12. Perform such other related functions as may be necessary.

- B. BAC Secretariat
 1. Responsible for providing administrative and technical support to the committee;
 2. Organize and make all necessary arrangements for the BAC meetings;
 3. Documentation of every proceedings/meetings and activities of the committee;
 4. Preparation of reports and such other assistance as may be required in the discharge of its functions;
 5. Monitor procurement activities and milestones for proper reporting when required;
 6. Consolidated every Project Procurement Management Plans from the different departments and make them available for review when required;
 7. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and

8. Perform such other related functions as may be necessary.
- C. Technical Working Group
1. Validate prices of material quoted in the PPMP or detailed estimates as to the current available price in the market.

SECTION 3. TERM OF OFFICE.

Unless sooner removed for a cause, the BAC members shall have a fixed term of one (1) year from the date of appointment, renewable at the discretion of the LCE.

SECTION 4. REPEALING CAUSE

All rules and regulations, executive orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion thereof, are hereby repealed or modified accordingly.

SECTION 5. SEPARABILITY CLAUSE

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

SECTION 6. EFFECTIVITY

This Executive Order shall take effect on January 3, 2023 and shall remain enforced unless revoked or amended. Let copies of this Order be furnished to all concerned for their information, guidance, and action.

DONE in the Municipality of Bongabong, Oriental Mindoro, this 28th of December, 2022.

ELEGIO A. MALALUAN, O.D.
Municipal Mayor