



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGION IV-A CALABARZON



8 January 2018

**REGIONAL ORDER**  
**No. 2018-09**

**SUBJECT: RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC) AND COMPOSITION OF BAC SECRETARIAT**

Pursuant to Republic Act No. 9184, otherwise known as "The Government Procurement Reform Act of 2000 (GPRA) and its Implementing Rules and Regulations-A (IRR-A)", the Bids and Awards Committee of DILG CALABARZON is hereby reconstituted to be composed of the following personnel, viz:

- |                                |   |                  |
|--------------------------------|---|------------------|
| 1. LGOO VII JOHN M. CEREZO     | - | Chairperson      |
| 2. CAO VILMA B. DE TORRES      | - | Vice Chairperson |
| 3. LGOO VII ELOISA G. ROZUL    | - | Member           |
| 4. LGOO VI ELLAINE L. TOMACLAS | - | Member           |
| 5. LGOO VI JAY-AR T. BELTRAN   | - | Member           |

Alternate Members:

1. LGOO V CELIO C. FRANCIA
2. LGOO V CANDICE RONA B. RAMIREZ

The Bids and Awards Committee shall perform the functions cited in Section 12 of IRR-A, such as to advertise and/or post the invitation to bid; conduct procurement and pre-bid conferences; determine the eligibility of prospective bidders; receive bids conduct the evaluation of bids; undertake post-qualifications proceedings; resolve motions for reconsiderations; and recommend award of contracts to the head of procuring entity.

Likewise, the BAC Secretariat is hereby organized and shall be composed of the following personnel:

- |                                   |   |                         |
|-----------------------------------|---|-------------------------|
| 1. AO IV BEZALEEL O. SOLTURA      | - | Head, BAC Secretariat   |
| 2. ADAS II MARIA FE V. JASUL      | - | Member, BAC Secretariat |
| 3. ADA IV JORGE ALVIN A. MONTEIRO | - | Member, BAC Secretariat |

The BAC Secretariat shall have the following functions and responsibilities:

- a. Provide administrative support to the BAC and TWG;
- b. Organize and make all necessary arrangements for the BAC and TWG meetings and conference;
- c. Prepare minutes of meeting and resolutions of the BAC;
- d. Take custody of the procurement documents and other records and ensure that all procurements undertaken by the Procurement Entity are properly documented;



**"Matino, Mahusay at Maasahan"**

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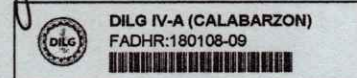


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- e. Manage the sale and distribution of Bidding documents and notice of awards;
- f. Advertise and/or put bidding opportunities, including Bidding Documents, and Notice of Awards;
- g. Assist in managing the procurement process;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP;
- j. Act as the central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

This order shall take effect immediately.

  
**MANUEL Q. GOTIS, CESO III**  
Regional Director



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