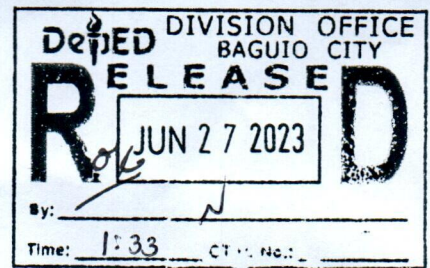




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



27 June 2023

DIVISION MEMORANDUM

No. 244-2023

RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)

**TO: ALL CHIEF EDUCATION SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 OTHERS CONCERNED**

1. Pursuant to Section 11 of Article V of Republic Act No. 9184 otherwise known as the “Government Procurement Reform Act”, the following are hereby constituted as the Division Bids and Awards Committee (BAC) effective July 1, 2023:

DESIGNATION	NAME	FUNCTIONS
Chairperson	CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI	1. Advertise and/or post the invitation to bid. 2. Conduct pre-procurement and pre bid conferences. 3. Determine the eligibility of prospective bidders. 4. Receive and open bids. 5. Conduct the evaluation of bids. 6. Undertake post-qualification proceedings. 7. Recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative: Provided, that in the event the Head of the Procuring Entity shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable and justifiable grounds to be expressed in writing, copy furnished the BAC. 8. Recommend the imposition of sanctions in accordance with Article XXIII. 9. Perform such other related functions as may be necessary, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.
Vice-chairperson	NIEVES D. EBANIO	
Members	ATTY. ANNETTE L. DOYAOEN NIÑO M. TIBANGAY HARRIS G. DIZON JR. MARY JANE M. MALIHOD MARILYN S. API-IT	

2. To ensure procurement operational efficiency and to assist/support the BAC in the conduct of its functions, the Technical Working Group and Secretariat shall be constituted as follows:

BAC TECHNICAL WORKING GROUP	LILIBETH G. DEGSI BELEN R. TOMIN ARLENE O. AWING PAUL B. LOMAS-E JORDAN B. GAS-IB	1. Assist the BAC in the following stages of procurement process: a. review of the Technical Specification, Scope of Work, and Terms of Reference;
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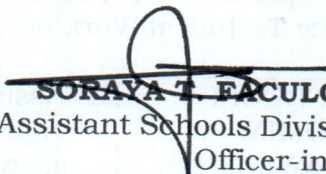




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	LOUISA W. PEDRALVEZ BERZON C. BILLY End User/Implementing Unit Representative	<ul style="list-style-type: none"> b. Review of bidding documents; c. Shortlisting of consultants; d. Eligibility Screening; e. Evaluation of Bids; f. Post-Qualification; and g. Resolution of Request for Reconsideration.
BAC SECRETARIAT	Head: VIMA G. CADUNOG Members: NATALIE T. BINAYAN PEAR JOAN N. QUERO REYMARK P. VALENTINO	<ul style="list-style-type: none"> 1. Provide administrative support to the BAC and the TWG. 2. Organize and make all necessary arrangements for the BAC and the TWG meetings as well as TWG meetings. 3. Prepare minutes of meeting and resolutions of the BAC. 4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented. 5. Manage the sale and distribution of Bidding Documents to interested bidders. 6. Advertise and/or post bidding opportunities, including Bidding Documents, and notice of awards. 7. Assist in managing the procurement process. 8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required. 9. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare APP. 10. Act as the central channel of communications for the BAC with the 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.

3. Immediate dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

