



Republic of the Philippines
Province of Ifugao
Municipality of Hungduan
E-mail:lguhungduanifugao@rocketmail.com



Office of the Municipal Mayor

EXECUTIVE ORDER NO. 19-B Series of 2014

AN ORDER RENEWING THE APPOINTMENT OF THE MUNICIPAL BIDS AND AWARDS COMMITTEE, AND THE SECRETARIAT OF THE LOCAL GOVERNMENT UNIT OF HUNGDUAN, IFUGAO

WHEREAS, Republic Act 9184 otherwise known as Government Procurement Reform Act provides for the modernization, standardization and regulation of the procurement activities of the government. It also seeks to promote the basic principles of transparency, accountability, equity, effectiveness, efficiency and economy;

WHEREAS, Section 5 of Executive Order No. 6 Series 2013 fixed the term of office of the Bids and Awards Committee for one year reckoned from there date of appointment which was on October 1, 2013 and will expire on October 1, 2014;

WHEREAS, considering the increased volume of procurement activities for the last quarter of the year due to implementation of various programs, projects and activities of the different offices there is a need to renew the appointment of the members of the BAC, and the secretariat to facilitate all procurement activities;

WHEREAS, the experiences and the knowledge gained by the BAC members and secretariat in various relevant trainings and in doing the actual work will further improve the performance of the LGU in promoting effective, efficient and transparent procurement process;

NOW, THEREFORE, I, HILARIO T. BUMANGABANG, MUNICIPAL MAYOR, by the power vested in me by law do hereby order renewal of appointment of the following:

SECTION 1. COMPOSITION

Mr. Mauro T. Bandao Sr .	MPDC
Engr. Lucas M. William	Municipal Engineer
Mr. Alfonso B. Cayong	Municipal Agriculture Officer/ OIC
Mrs. Marilou D. Buyayo	Municipal Budget Officer
Mrs. Ema N. Rafil	Municipal Civil Registrar

SECTION 2. FUNCTIONS. The Municipal Bids and Awards Committee shall have the following functions:

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 bids
5. Conduct the evaluation of bids
6. Undertake post-qualification proceedings
7. Resolve motions for consideration
8. Recommend award of contract to the heads of the procuring entity; disapproval shall be based only on valid, reasonable and justifiable grounds to be expressed in writing where copy is furnished by the BAC;
9. Recommend the composition of sanctions accordingly with Rule XIII of RA 9184;
10. 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;

11. In proper cases, it shall recommend to the Local Chief Executive the use of alternative Methods and Procurement as provided by Rule XVI of RA 9184.
12. Ensure that the procuring entity abides by the standards set forth by RA 9184 and its IRR.
13. Prepare a procurement monitoring report that shall be approved and submitted by the Head of the procuring Entity to the GPPB on semestral basis.

SECTION 3. SECRETARIAT COMPOSITION AND FUNCTIONS

Mrs. Elma P. Langbayan
Mr. Javid B. Inabiohan

Municipal Treasurer-**Head Secretariat**
LLSO II-**Member**

The Secretariat shall have the following functions and responsibilities:

1. Provide administrative support to the BAC
2. Organize and make all necessary arrangements for the BAC meetings
3. Attend BAC meetings as BAC Secretary
4. Prepare minutes of the BAC meetings
5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders
6. Assist in managing the procurement process
7. Monitor procurement activities and milestone for proper reporting to relevant agencies when required
8. Consolidate PPMPS from various units of the procuring entity to make them available for review as indicated in Section 7 of the IRR
9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and
10. Be the central channel of communications for the BAC with end users, PMOS, other units of the line agency, other government agencies, providers of goods, civil workers and consulting services and the general public.

SECTION 4. MEETINGS AND QUORUM

- a) A majority of the total BAC composition shall constitute a quorum for the transaction of business, and the presence of the chairperson or vice-chairperson shall be required.
- b) The chairperson or the vice-chairperson if the chairperson is absent shall preside on all meetings of the BAC. The decision of majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the BAC. The chairperson or in his absence, the vice chairperson shall vote only in case of a tie. Observers and representatives of the BAC members will be authorized to sign in behalf of the members represented.

SECTION 5. TERM OF OFFICE. The members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Local Chief Executive.

SECTION 6. HONORARIA. The designated five BAC members, Technical Working Groups (TWG) and one Secretariat shall perform their respective responsibilities and are entitled to receive honoraria subject to the existing guidelines and issuances.

SECTION 7. EFFECTIVITY. This order shall take effect immediately and previous issuances are hereby repealed.

Issued this 1st day of October, 2014 at Hungduan, Ifugao.

HILARIO T. BUMANGABANG
Municipal Mayor