



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 049

Series of 2024

**AN ORDER REORGANIZING AND RECONSTITUTING THE COMPOSITION OF
THE BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT AND BAC
TECHNICAL WORKING GROUP (BAC-TWG) OF THE CITY OF IMUS**

WHEREAS, Republic Act 9184, otherwise known as the "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 14.1 of R.A. 9184 states that the Head of Procuring Entity (HOPE) shall create a Secretariat which will serve as the main support unit of the Bids and Awards Committee (BAC);

WHEREAS, Section 12.1 (m) of R.A. 9184 states the function of the BAC includes the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts;

WHEREAS, pursuant to BAC Resolution No. Spec.001-24, the BAC determines that there is a need to enhance its technical support in the preparation and review of BAC documents as well as to improve the capability of the Technical Working Group;

WHEREAS, in order to effectively and efficiently carry out the mandate of R.A. 9184, there is a necessity to reorganize and reconstitute the composition of the BAC Secretariat and BAC-TWG;

NOW, THEREFORE, I, HON. ALEX L. ADVINCULA, City Mayor of the City of Imus, by virtue of the powers vested in me by law, do hereby order the reorganization and reconstitution of the BAC Secretariat and BAC Technical Working Group as follows:



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Section 1. Composition of the BAC Secretariat:

MR. REUBEN D. RAMIREZ
Head

MS. FLOR LIZA B. LARA

Member

MS. KATHLEEN A. HERNANDEZ

Member

Section 2. Duties and Functions of the BAC Secretariat- The BAC Secretariat shall have the following functions and responsibilities:

1. Provide administrative support to the BAC;
2. Organize and make all the necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of the procurement documents and other records;
5. Manage the distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents and Notices of Award;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate Project Procurement Management Plans from various units of the procuring entity to make them available for review as indicated in Section 7 of Implementing Rules and Regulations;
10. Act as central channel of communications for the BAC with end users, Project Management Offices, other units of the line agency, other government agencies, providers of goods, infrastructure projects and consulting agencies, observers and general public.



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Section 3. Composition of the BAC Technical Working Group (BAC-TWG):

ENGR. CHRISTIAN MERVIN S. SARNO

Head

MR. JEFFREY M. PURISIMA	Member
MR. ERVIN ACE H. NAVARETTE	Member
MS. CECILLE M. ALTAMIRA	Member
MR. ARTURO B. PANGILINAN	Member

Section 4. Duties and Functions of the BAC-TWG- The BAC-TWG shall provide assistance to BAC in terms of technical, financial, legal and other aspects of the procurement at hand. It shall have the following functions and responsibilities:

1. Assist the BAC in the preparation of the Bidding Documents, ensuring that the same properly reflects the requirements of the HOPE and that these conform to the standards set forth by R.A. 9184, its IRR-A and the Philippine Bidding Documents prescribes by the Government Procurement Policy Board;
2. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in short listing of prospective bidders in case of bidding for consulting services;
3. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
4. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
5. Assist the BAC and the BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary; and
6. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed.

Section 5. Adoption of IRR of R.A. 9184- All rules as far as practicable that can be applied to Local Government procurement process as provided for in R.A. 9184 and its IRR are hereby adopted accordingly.



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Section 6. Repealing Clause- All Executive Orders and other issuances or any parts thereof inconsistent with this Order are hereby revoked or modified accordingly.

Section 7. Separability Clause- If any provision or part hereof is held invalid or unconstitutional, the remainder of this Executive Order not otherwise affected shall remain in full force and effect.

Section 8. Effectivity- This Executive Order shall take effect immediately and shall remain in full effect unless otherwise revoked or amended.

DONE and **SIGNED** this 13th day of August 2024, City of Imus, Cavite.

ALEX L. ADVINCULA
City Mayor 