

MEMORANDUM ORDER

No. Q64

Series of 2024

**SUBJECT : AMENDMENT OF BIDS AND AWARDS COMMITTEE (BAC) MEMBERS
AND ITS TECHNICAL WORKING GROUP (TWG) OF THE BUREAU OF
PLANT INDUSTRY (BPI)**

Pursuant to Section 11.1.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, the Head of the Procuring Entity (HoPE) may create separate Bids and Awards Committees where the number and complexity of the items to be procured shall so warrant, for practical intents and purposes. As such, two separate Bids and Awards Committees are hereby created as follows:

I. THE BIDS AND AWARDS COMMITTEE

A. BAC 1 COMPOSITION

Chairperson : **WILLIAM F. MUGOT**
Plant Product Safety Services Division

Vice Chairperson : **ASTHER V. PAGLINAWAN**
Crop Research, and Production Support Services Division

Members : **CHURCHILL M. LACUESTA**
National Plant Quarantine Services Division

CARL VINCENT D. GAPASIN
Crop Research, and Production Support Services Division

ARIANE JANE G. NANTA
National Seed Quality and Control Services

ROWENA C. TAGANAS
Administrative Division (Finance)

EMERALD D. SUÑA
Administrative Division (Admin)

B. BAC 2 COMPOSITION

Chairperson	:	JOAN-MAY R. TOLENTINO National Plant Quarantine Services Division
Vice Chairperson	:	PETER M. MAGDARAOG Crop Pest Management Division
Members	:	MARIA BELINDA N. CRUZ National Seed Quality and Control Services JOHN PAUL D. MAMINTA Crop Pest Management Division MARK KENNETH C. GONZALES Plant Product Safety Services Division ROWENA C. TAGANAS Administrative Division (Finance) EMERALD D. SUÑGA Administrative Division (Admin)

RESPONSIBILITIES:

1. Recommend to the Head of the Procuring Entity (HoPE), the method of procurement of goods and services, civil works and consulting services;
2. Undertake the advertisement and/or posting of the Invitation to Bid;
3. Determine the eligibility of the prospective bidders;
4. Has the sole authority to receive and open the Bids;
5. Conduct Pre-Procurement and Pre-Bid Conference;
6. Conduct the evaluation of Bids and post-qualification proceedings, when necessary, with the assistance of the TWG;
7. Resolve motions for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process;
8. Recommend the award of contract to the HoPE or a duly authorized representative;
9. Prepare a regular monitoring report to the HoPE;
10. Perform other tasks as assigned and concurrent from inherent designations;
11. Will be held accountable and liable for documents with affixed signatures;
12. Ensure that the procuring entity and its procurement activities abide by the standards of RA 9184 and its IRR.

II. SCOPE OF AUTHORITY OF THE BAC

A. BAC 1 –Civil Works (Infrastructure)

B. BAC 2 – Goods and Consulting Services

III. COMPOSITION OF BAC SECRETARIAT FOR BAC 1 AND BAC 2

Head of BAC Secretariat: **JHOANA GRACE B. SAN GABRIEL**

Alternate Member **CELESTE F. GAMBOL**
GLIZDALE N. LO, MSc.
KRISTINE ANGELI A. VALDEZ
HAZEL JOY M. GUSI, MSc.

RESPONSIBILITIES:

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings 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 notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PMPs 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;
10. Act as the central channel of communications 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.

IV. TECHNICAL WORKING GROUP (TWG) MEMBERS

A. Infrastructure (Building Plan and Design), Agrifarm Machineries and Equipment, Electrical Equipment, Tools and Supplies, Construction Equipment Tools and Supplies, Industrial Equipment and Airconditioning Unit

Chairperson: **ENGR. MELVIN L. VISTA**
Members: **ENGR. ANGELINE J. SALINAS**
ENGR. ROMANSITO DG. GUERRERO
ENGR. LEA O. ABANDO
ENGR. JAYSON Y. PALAYLAY
ENGR. CHAREZ P. AREVALO
ENGR. RHOD S. ORQUIA
ENGR. ERLYN N. BILLONES
ENGR. JULIE ANN G. CORDERO
ENGR. HANSRUEDI CASTROVERDE
ENGR. MEANN P. ANDES
ENGR. KING ROY DLR. BONDAD

ENGR. RONALD A. DACILLO
ENGR. ACMAD A. ABDULLAH

B. LABORATORY EQUIPMENT, CHEMICALS AND OTHER SUPPLIES

Chairperson: **JULIO SALVADOR C. VALEZA**

Members: **RUSS-UZI MAYENNE A. EBORA**
CYD CLARISSE C. PALADO
DARWIN M. LANDICHO
DARELL D. BENEDICTO

C. SEEDS PLANTS, AGRICULTURAL TOOLS AND SUPPLIES

Chairperson: **ELALIN T. TORIO**

Members: **KEVIN V. QUINONES**
ERNIE LITO Y. BOLLOSA
AURORA L. DE GUZMAN
DIANA SJ. TABUDLONG
ARNEL H. ALLELUJA

**D. APPLIANCES AND ECONOMIC EQUIPMENT, OFFICE EQUIPMENT AND DEVICES,
FURNITURES AND FIXTURES, MOTOR VEHICLES, PARTS AND SUPPLIES**

Chairperson: **RAUL F. MAMINTA**

Members: **ROY O. IBANEZ**
DOMINGO B. COLE
YVES PAUL D. MAMINTA
MA. LUZ D. BAJILLO

E. ICT SUPPLIES AND EQUIPMENT/ INFORMATION TECHNOLOGY

Chairperson: **LOLINNIE A. EUGENIO**

Members: **JOSE DIEGO E. ROXAS**
MARK RAYMOND R. REYES
VALERIO F. COLIS JR.

F. MEALS AND ACCOMODATION

Chairperson: **SAMUEL L. FONTANILLA**

Members: **KATHLEN B. RACHO**
LEW GENESIS C. ALMERO

G. CONSULTANCY SERVICES

Chairperson: **ELLAINÉ T. MOLON**

Members: **KATHERINE ANGELES-CASABUENA**
CHERRYLYN I. PARAFINA

RESPONSIBILITIES OF THE TWG:

1. Assist the BAC and the Secretariat in the preparation of the bidding documents ensuring that the same properly reflects the requirements of the Procuring Entity;
2. Assist the BAC in the evaluation of Bids submitted in the public biddings, direct contracts and repeat orders, shopping and for negotiated procurement;
3. 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;
4. Prepare evaluation reports for consideration and approval of the BAC;
5. Assist the BAC in the conduct of post-qualification activities and prepares the post-qualification summary report for the BAC's approval;
6. Assist the BAC and the Secretariat in the preparation of the resolution recommending the award, with regard to the technical aspect, if necessary;
7. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed and shall perform jury duty when so required; and
8. Will be held accountable and liable for documents with affixed signatures;
9. All duties and responsibilities as prescribed are considered as jury duty.

V. GRANT OF HONORARIA OR OVERTIME PAY

In accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184, the Bids and Awards Committee and its Technical Working Group are hereby granted honoraria while the BAC Secretariat is authorized to render overtime services with pay, subject to the guidelines issued by the Department of Budget and Management for the purpose.

This Order shall take effect immediately and shall remain in force unless revoked. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 10th day of October, in the year 2024.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director