Department of Agriculture
BUREAU OF PLANT INDUSTRY
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ISO 9001:2015 Certified
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MEMORANDUM ORDER
No. 242
Series of 2023

SUBJECT : CREATION 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 (RAJ 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	:	**YONDRE J. YONDER** Guimaras, National Crop Research and Production Support Center
Vice Chairperson	:	**ASTHER V, PAGLINAWAN** Crop Research, and Production Support Services Division
Members	:	**CARMELA B. RIVERA** National Plant Quarantine Services Division
		JAY-R M. MILLANES National Plant Quarantine Services Division
		CHRISTOPER CRUZ Crop Research, and Production Support Services Division

B. BAC 2 COMPOSITION

Chairperson	:	**PETER M. MAGDARAOG** Crop Pest Management Division
Vice Chairperson	:	**HENRICK B. EXCONDE** National Plant Quarantine Services Division
Members	:	**MARIA BELINDA N. CRUZ** National Seed Quality and Control Services
		JOHN PAUL D. MAMINTA Crop Pest Management Division
		GERONIMA P. EUSEBIO Biotechnology Office

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**
	GLIZ DALE N. LO, MSc.
	HAZEL JOY M. GUSI, MSc.
	KRISTINE ANGELI A. VALDEZ

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

B. LABORATORY EQUIPMENT, CHEMICALS AND OTHER SUPPLIES

Chairperson:	**JULIO SALVADOR C. VALEZA**
Members:	**RUSS-UZI MAYENNE A. EBORA**
	CYD CLARISSE C. PALADO
	LAURIE A. SALUMBIDES

C. SEEDS PLANTS, AGRICULTURAL TOOLS AND SUPPLIES

Chairperson:	**ELALIN T. TORIO**
Members:	**KEVIN V. QUINONES**
	ERNIE LITO Y. BOLLOSA
	AURORA L. DE GUZMAN

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: **PAULA DEL R. ROSARIO**
JOSE DIEGO E. ROXAS
MARK RAYMOND R. REYES
VALERIO F. COLIS JR.

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.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director