



Republic of the Philippines
Department of Education

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Division Memorandum No. 001
 Series 2021

**COMPOSITION OF THE SDO ALAMINOS CITY DIVISION PROCUREMENT
 BODY FOR CY 2021**

To : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, School Governance and Operation Division (SGOD)
 Education Program Supervisors, SEPS, Division Personnel
 Public Elementary and Secondary School Heads/Principals/OIC's
 All Others Concerned

1. This office announces the composition of the Schools Division Office of Alaminos City, Procurement Body for Calendar Year 2021, as follows:

BIDS AND AWARDS COMMITTEE

- BAC CHAIRPERSON: MS. ROSARIO O. CABRERA**
VICE CHAIRPERSON: DR. ARTURO R. VIRAY
- MEMBERS:**
1. MS. ROSALIE R. SARMIENTO
 2. DR. ADOLFO B. MEDRANO
 3. MS. ELNORA T. RAROQUE
- BAC SECRETARIAT:**
1. FREDDIE B. PERALTA
 2. JESTONI H. AMORES
 3. RODIMAR E. MARZAN
- BAC TWG**
1. NELSON R. NACAR
 2. ENGR. NORBERTO F. ALCANTARA
 3. ENGR. JUDY C. RAZOTE
 4. DR. RONALD B. RADOC
 5. DR. EUSEBIO DG SISON

Bids and Awards Committee (BAC)

Functions:

- Advertise and or post the invitation to bid/request for expression of interest;
- Conduct Pre-procurement and Pre-bid conferences;
- Determine the eligibility of prospective bidders;
- Receive and open bids;
- Conduct the evaluation of bids;
- Undertake post-qualification proceedings;
- Resolve request for reconsideration;
- Recommend award of contract to the HOPE or his duly authorized representative;
- Recommend the imposition of sanctions in accordance with Rule XXII;
- Recommend to the HOPE the use of Alternative Method of Procurement as provided in the rule XIV.
- Conduct any of the Alternative Methods of Procurement; "

Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to section 30 of this IRR; and

Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial and/or legal experts of the Division.

A.BAC SECRETARIAT

Functions:

- Provide administrative support to the BAC and the TWG.
- Accountable to the BAC and HOPE.
- Keep WFP, APP and PPMP of the BAC.
- Organize and make all necessary arrangement for BAC and the TWG meetings and conferences.

- Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented.
- Assist the BAC during the Pre-procurement conferences, pre-bid conferences, bid opening and evaluation
- Facilitate the signing of contracts/PO for competitive bidding.
- Update the BAC corner.
- Assist in the managing of the procurement processes.
- Monitor procurement activities and milestones for proper reporting to relevant agencies when required.
- Consolidate PPMPs APPs 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, and
- Act as the central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, provider of goods, infrastructure projects, and consulting services, observers and the general public.
- * Prepare PMR and APCPI at the end of every year

B. Abstract, Resolution, Minutes of Meeting

- Prepare minutes of meetings, conferences and attendance sheets;
- Systematize and update suppliers' technical eligibility documents and furnish the BAC Canvassers, etc. with list;
- Prepare abstracts, RTA for Alternative Mode and other Resolutions; and
- Prepare Abstracts, RTA, NOA, PO/ Contracts, NTP for competitive bidding.

C. In-charge of RFQs/PhilGEPS

- Systematize the preparation and documentation of RFQs and have them signed by the BAC.
- Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards.
- Prepare and manage the sale and distribution of Public Bidding Documents to interested.

Post on PhilGEPS notices and awards in leading newspaper the ITB when necessary.

- Prepare notices of Meetings.
- Systematize and monitor canvassing activities.

D. Documents Keeper/Organized for Submission to COA

- Systematize and keep sets of competitive bidding files for submission to COA, Supply Office, Budget and Accounting. A copy stays with the BAC Secretariat.
- Assists the in-charge of RFQ and the in-charge of abstracts and Resolutions for BAC and HoPE signing.

E. In-charge of PR Coding and Procurement

- Systematize purchase request and countercheck PPMP against the APP.
- Process BAC and BAC Secretariat procurement and acquisition of supplies for the BAC.
- Handle physical arrangement of BAC conference.

IV. TECHNICAL WORKING GROUP

The Technical Working Group has to assist in the following;

- Review of the Technical Specifications, Scope of Work, and Terms of reference;
- Review of Bidding Documents
- Shortlisting of Consultant, if any
- Eligibility Screening
- Evaluation of Bids'
- Post-Qualification; and
- Resolution of Request for Reconsideration.

2. Immediate and wide dissemination of this Memorandum is desired.


LORNA G. BUGAYONG Ph.D, CESO VI
Schools Division Superintendent