



Republic of the Philippines  
**DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

**DEPARTMENT ORDER NO. 024.2016**  
April 28, 2016

**RECONSTITUTION OF DOF BIDS AND AWARDS COMMITTEE**

In the exigency of the service and in pursuant to Section 11-14 of Republic Act No. 9184, known as the "Government Procurement Reform Act" and its Revised-Implementing Rules and Regulations (R-IRR), the DOF Bids and Awards Committee (DOF-BAC) is hereby reconstituted to be composed of the following officials and employees:

**I. Regular Members**

- |   |                 |
|---|-----------------|
| 1. Undersecretary & Chief Economist Gil S. Beltran      | - BAC Chairman  |
| 2. Director Angelica I. Sarmiento                       | - Vice-Chairman |
| 3. Assistant Secretary Danielle Marie S. Rieza-Culangen | - Member        |
| 4. Director Joana P. Castillo                           | - Member        |
| 5. Director Ma. Luisa M. Notario                        | - Member        |

**II. Provisional Members**

Representative/s from the End-user Group

**III. Observers**

1. Representative from the Commission on Audit
2. Representative from the Philippine Chamber of Commerce and Industry (PCCI)
3. Representative from Procurement Watch, Inc.

**IV. Technical Working Group**

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|------------------------------------|----------|
| 1. Ms. Liceria Te                  | - Head   |
| 2. Mr. Josef Ricardo Espiritu      | - Member |
| 3. Ms. Grace Ann A. Villanueva     | - Member |
| 4. Mr. Allan Raymond Chu Buenviaje | - Member |
| 5. Mr. Alddon Christner C. Ang     | - Member |

**V. Secretariat**

- |                                |          |
|--------------------------------|----------|
| 1. Ms. Lilia R. Tan            | - Head   |
| 2. Ms. Eusebia P. Guevarra     | - Member |
| 3. Ms. Ma. Ellaine S. Pajuelas | - Member |
| 4. Ms. Mayril D. Arciaga       | - Member |
| 5. Mr. Walter O. Fernandez     | - Member |

Carlo A. Carag as the Undersecretary for Revenue Operations and Legal Affairs remains designated to act as the head of the procuring entity for the Department.

## **VI. Duties and Responsibilities:**

### **1. DOF-BAC**

The BAC shall have the following functions:

- i. Advertise and/or post the invitation to bid;
- ii. Conduct pre-procurement and pre-bid conferences;
- iii. Determine the eligibility of prospective bidders;
- iv. Receive bids;
- v. Conduct the evaluation of bids;
- vi. Undertake post-qualification proceedings;
- vii. Recommend award of contracts to the Head of Procuring Entity or his duly authorized representative;
- viii. Recommend the imposition of sanctions in accordance with Article XXIII; and
- ix. Perform such other related functions as may be necessary including the creation of a Technical Working Group from a pool of technician, financial and/or legal experts to assist in the procurement process

### **2. Technical Working Group**

The TWG shall provide assistant to the BAC in terms of technical, financial, legal and other aspects of the procurement at hand. As such the TWG shall:

- i. Assist the BAC in preparation of the bidding documents, ensuring that the same reflects the requirements of the DOF and these conform to the standards set forth by RA 9184 and the Bidding Documents prescribed by the Government Policy Procurement Board;
- ii. Assist the BAC in the conduct of eligibility screening of prospective bidders and in the short listing of prospective bidders in case of biddings for consulting services;

- iii. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
- iv. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification report for the BAC's approval;
- v. Give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements from the procurement at hand are completed and shall perform jury duty when so required;
- vi. Assist the BAC Secretariat in the consolidation of the Project Procurement Management Plans submitted by the end-users units, ensuring that each PPMP conform with the PMO/end-user/unit's budget proposal and the Agency Budget Matrix (ABM).

### **3. Observers**

The observers shall have the following responsibilities:

- i. To prepare the report either jointly or separately including their observations made on the procurement activities conducted by the BAC for submission to the Head of Procuring Entity, copy furnished the BAC Chairman. The report shall assess the extent of the BAC's compliance with the provisions of RA 9184 and its IRR and areas for improvement in the BAC's proceedings;
- ii. To submit their report to the procuring entity and furnish a copy to the GPPB and Office of the Ombudsman/Resident Ombudsman. If no report is submitted by the observer, then it is understood that the bidding activity conducted by the BAC followed the correct procedures; and
- iii. To immediately inhibit and notify in writing the procuring entity concerned of any actual or potential interest in the contract to be bid.

### **4. BAC Secretariat**

The Secretariat shall have the following functions and responsibilities:

- i. Provide administrative support to the BAC;
- ii. Organize meetings and make all the necessary arrangements for BAC meetings and conferences;
- iii. Prepare minutes of meeting and resolutions of the BAC;
- iv. Take custody of the procurement documents and other records;

- v. Manage the sale and distribution of bidding documents to interested bidders;
- vi. Advertise and/or post bidding opportunities, including bidding documents and notices of awards;
- vii. Assist in managing the procurement processes;
- viii. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- ix. Consolidate PPMPs from various units of the DOF to make them available for reviews as indicated in Section 7 of RA 9184; and
- x. Act as the central channel of communications for BAC with end-users, PMOs, other units of the DOF, other government agencies, providers of goods, infrastructure projects and consulting services, observers and the general public.

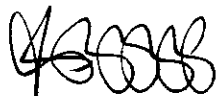
The BAC, TWG and BAC Secretariat shall give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements from the procurement at hand are completed and shall perform jury duty whenever so required.

All pending procurement processes with the current Regular BAC, TWG and BAC Secretariat are transferred to the newly reconstituted DOF Bids and Awards Committee upon effectivity of this Order.

Qualified members shall be entitled for honoraria subject to availability of funds and existing rules and regulations.

This Order shall take effect immediately and all concerned shall be guided accordingly and shall be valid until sooner revoked.

All orders, memoranda, circulars or other issuances or parts thereof which are inconsistent with this Department Order are hereby deemed repealed and/or modified accordingly.

  
**CESAR V. PURISIMA**  
Secretary