



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

MAY 22 2013

SPECIAL ORDER

NO. **48**

Series of 2013

**SUBJECT: RECONSTITUTION OF THE
SECRETARIAT FOR CENTRAL BIDS AND
AWARDS COMMITTEE FOR GOODS**

In the interest of the service and pursuant to the provisions of the Implementing Rules and Regulations of Republic Act No. 9184, the following personnel are hereby designated as the Secretariat for the Bids and Awards Committee for Goods, to wit:

DANTE POTANTE (Project Manager III, CPO)	-	Head, BAC Secretariat
ONOFRE B. LLANES (In addition to regular duties as Intelligence Officer III at CSD-AMMS)	-	Asst. Head, BAC Secretariat
ROBERTO P. TING, JR. (In addition to regular duties as Supply Officer II at SPMD-AMMS)	-	Member, BAC Secretariat
NOEMI A. URBANO (Buyer III)	-	Member, BAC Secretariat
LOURDES DG. SISON (Buyer III)	-	Member, BAC Secretariat
JACQUELINE V. GONZALVO (In addition to regular duties as Secretary at the Office of the Asst. Secretary for Support Services)	-	Member, BAC Secretariat
MARIA FE V. CARBONEL (Accounting Clerk II)	-	Member, BAC Secretariat
RUBY B. QUILONGQUIONG (Supplies Checker)	-	Member, BAC Secretariat
TEODY A. ARELLANO (Bookbinder)	-	Member, BAC Secretariat
CARMELITA C. PLANTA (In addition to regular duties as Intelligence Agent I at CSD-AMMS)	-	Member, BAC Secretariat

The Secretariat shall have the following functions and responsibilities pursuant to Section 14.1 of the Revised IRR of R.A. 9184:

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for the BAC meetings & conferences;
3. Prepare Minutes of the BAC Meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records;
5. Manage the sale & 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 process;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of the said Revised IRR;
10. Act as central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, observers and the general public; and,
11. Perform other duties and functions as may be assigned by the BAC Chairman and the Secretary.

This Order supersedes S.O. # 31, s. 2012, and shall take effect immediately until one (1) year after this issuance.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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