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Republika ng Pilipinas KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN TANGGAPAN NG KALIHIM



Maynila

SEP 18 2000

DEPARTMENT ORDER) SUBJECT:	TRANSFERING THE SECRETARIAT FUNCTIONS
No. 163)	OF THE CENTRAL PBAC-TWG FOR THE
No)	CENTRAL PBAC FOR OFFICE SUPPLIES,
Series of 2000 9/18/2440 x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-)	MATERIALS, EQUIPMENT AND SERVICES TO
x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-		THE SUPPLY AND PROPERTY MANAGEMENT
\		DIVISION, AMMS

To improve the procurement functions of this Department and consistent with the provisions of Department Order No. 90, s. of 2000, particularly in connection with the implementation of the Registry of Suppliers initiated under the RIMSS Project, the secretariat functions of the Technical Working Group (TWG) for the Central PBAC for Office Supplies, Materials, Equipment and Services are hereby transferred to the Supply and Property Management Division, Administrative and Manpower Management Service (SPMD-AMMS).

The secretariat functions transferred to the SPMD-AMMS shall include: (1) review of bid documents, including advertisements of Invitations to Apply for Eligibility and to Bid, submitted by the Requisitioner/End-User/Implementing Office concerned; (2) checking of bidding schedules in accordance with the provisions of the Implementing Rules and Regulations of Executive Order No. 262, s. of 2000; (3) assistance in the issuance/sale of bid documents; (4) assistance in the conduct of pre-bid conferences and in the receipt/opening of bids; (5) taking of the minutes of the deliberations of the Bids and Awards Committee (BAC); (6) tracking of bidding schedules; (7) review of proposed BAC resolutions and supporting documents; (8) custody of BAC records; and (9) other functions that may be assigned by the BAC.

The other bidding activities, which include preparation of procurement plans, advertisements, and bid documents; scheduling of bidding activities; preparation of bid bulletins, minutes of pre-bid conferences, and BAC resolutions; and implementation/monitoring of supply contracts shall continue to be performed by the Implementing Office/End-User/Requisitioner concerned.

The preparation of supply contracts and issuance of Notices of Award shall continue to be performed by the SPMD-AMMS.

This Order shall supersede all previous Department Orders and other issuances or portions thereof inconsistent herewith, and shall take effect immediately.

For compliance.

PREGORIO R VIGILAR

Secretary