



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

Manila

697.12 DPWH
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SPECIAL ORDER)

NO. **31**)

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

In the interest of the service, pursuant to the provisions of the Revised 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 B. POTANTE (Project Manager III, CPO)	-	Head, BAC Secretariat
ONOFRE G. LLANES (Intelligence Officer III)	-	Asst. Head, BAC Secretariat
ORLANDO A. LADDRAN JR. Legislative Liaison Specialist	-	Member, BAC Secretariat
MARIA CRISTINA F. DE JESUS (Supply Officer II)	-	Member, BAC Secretariat
ROBERTO P. TING JR. (Supply Officer II)	-	Member, BAC Secretariat
NOEMI A. URBANO (Buyer III)	-	Member, BAC Secretariat
LOURDES DG. SISON (Buyer III)	-	Member, BAC Secretariat
JACQUELINE V. GONZALVO (Buyer III)	-	Member, BAC Secretariat
MARIA FE V. CARBONEL (Accounting Clerk II)	-	Member, BAC Secretariat
RUBY B. QUILONGQUILONG (Supplies Checker)	-	Member, BAC Secretariat
TEODY ARELLANO (Bookbinder II)	-	Member, BAC Secretariat
CARMELITA C. PLANTA (Intelligence Agent I)	-	Member, BAC Secretariat

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

1. Provide administrative support to the BAC;
2. Organize & make all necessary arrangements for BAC meetings & conferences;
3. Prepare Minutes of meetings & resolutions of the BAC;
4. Take custody of procurement documents & 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 IRR;
10. Act as the 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. # 166, s. 2011, and shall take effect immediately until one (1) year after this issuance.


ROGELIO L. SINGSON
Secretary



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