



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

097. 12 DPWH

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SPECIAL ORDER)

NO. 96)

Series of 2009)

**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 Implementing Rules and Regulations, Part A, of Republic Act No. 9184, the following personnel are hereby designated as the Secretariat for the Bids and Awards Committee for Goods, to wit:

PM EMERSON L. BENITEZ (Project Manager IV, POCW)	-	Head, BAC Secretariat
TERESITA C. PACULAN (Supply Officer IV, SPMD-AMMS)	-	Asst. Head, BAC Secretariat
MARIA CRISTINA F. DE JESUS (Supply Officer II, SPMD-AMMS)	-	Member, BAC Secretariat
ROBERTO P. TING, JR. (Supply Officer II, SPMD-AMMS)	-	Member, BAC Secretariat
JACQUELINE V. GONZALVO (Buyer III, SPMD-AMMS)	-	Member, BAC Secretariat
LOURDES DG. SISON (Buyer III, SPMD-AMMS)	-	Member, BAC Secretariat
MARIA FE V. CARBONEL (Accounting Clerk II)	-	Member, BAC Secretariat
RUBY B. QUILONGQUILONG (Computer Operator II)	-	Member, BAC Secretariat
TEODY ARELLANO (Bookbinder II)	-	Member, BAC Secretariat

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

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for the BAC Meetings;
3. Attend BAC Meetings as Secretary;
4. Prepare Minutes of the BAC Meetings;
5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
6. Assist in managing the procurement process;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
8. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of the IRR-A of R. A. No. 9184;
9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
10. Be the central channel of communication for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and general public; and,
11. Perform other duties and functions as may be assigned by the BAC Chairman and the Secretary

This Order supersedes previous issuances to the contrary and shall take effect immediately.



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HERMOGENES E. EBDANE, JR.
Secretary