



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
MANILA

23 March 1984 ✓

MINISTRY ORDER)

NO. **18**)

SERIES 1984)

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SUBJECT: Creation of Prequalification, Bidding and Awards Committee (PBAC) for Office Supplies, Materials and Equipment in all MPWH Regional and District Offices.

Pursuant to the pertinent provisions of Executive Order No. 710, dated July 27, 1982, which created the Ministry of Public Works and Highways and in order to attain a more effective management of pre-qualification of suppliers, bidding and awarding of office supplies, materials and equipment, a Prequalification, Bidding and Awards Committee for Office Supplies, Materials and Equipment is hereby created in all Regional and District offices of this Ministry, the composition of which are as follows:

REGIONAL OFFICES

- | | |
|--|--------------------|
| 1. Regional Engineering Coordinator | - Chairman |
| 2. Finance Officer | - Vice Chairman |
| 3. Administrative Officer | - Member-Secretary |
| 4. Fiscal Comptroller | - Member |
| 5. Representative of Requisitioning Division/Unit/Office | - Member |

DISTRICT OFFICES

- | | |
|---|--------------------|
| 1. Assistant District Engineer | - Chairman |
| 2. Budget Officer | - Vice Chairman |
| 3. Administrative Officer | - Member-Secretary |
| 4. Accountant | - Member |
| 5. Representative of Requisitioning Section/Unit/Office | - Member |

The PBAC shall be responsible for the pre/post qualification of prospective suppliers. It shall conduct bidding/canvassing and shall evaluate all bids for purposes of award. The Chairman of the committee shall sign all Invitation to Bid (ITB) for the delivery of office supplies, materials and equipment. All resolutions of award, however, shall be subject to the approval by the Regional Director or District Engineer concerned.

The members of the PBAC shall serve for a period of one (1) year, unless sooner removed, without prejudice to being reappointed. The Secretary of the Committee shall be responsible for the processing and

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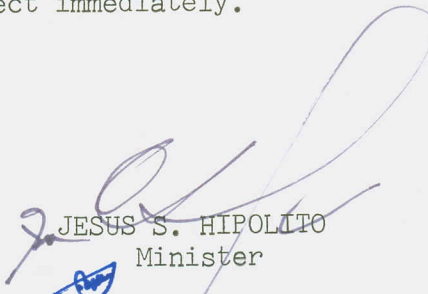
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preparation of needed documents, as well as the safekeeping of these records. The Representative of the requisitioning office, not being a regular member of the committee, shall sit only whenever the bidding/deliberation concerns office supplies, materials and equipment being procured by his/her office.

All existing ministry orders, circulars, and/or memoranda which are inconsistent herewith are hereby amended, modified or revoked accordingly.

This order shall take effect immediately.


JESUS S. HIPOLITO
Minister