



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2010-09-0016

RECONSTITUTING THE DEPARTMENT OF ENERGY
BIDS AND AWARDS COMMITTEE

Pursuant to Article V of Republic Act (RA) No. 9184 (Government Procurement Reform Act) and Rule V of the Revised Implementing Rules and Regulations of RA No. 9184 which took effect September 2, 2009, the DOE Bids and Awards Committee is hereby reconstituted to be composed of the following:

Regular Members:

Assistant Secretary RAMON ALLAN V. OCA	Chairman
Assistant Secretary MATANOG M. MAPANDI	Vice-Chairman
Director ARTHUS T. TENAZAS	Member
OIC-Director NORA A. TUAZON	Member
Director RODELA I. ROMERO	Member

Provisional Members:

Director/Division Chief or Head of Office	End-user Expert
Official/Employee	End-user Representative

Technical Working Group:

Director RAQUEL S. HULIGANGA	Head
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Secretariat:

Director ANGELINA V. MANGA	Head
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Functions of the BAC

The BAC shall have the following functions:

1. Advertise and/or post the invitation to bid/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve motions for reconsideration;
8. Recommend award of contracts to the Secretary or his duly authorized representative;
9. Recommend the imposition of administrative penalties in accordance with Article XXIII (Administrative Sanctions) of RA 9184 and Rule XXIII of the Revised IRR of RA 9184;
10. Recommend to the Secretary or his duly authorized representative the use of Alternative Methods of Procurement (AMP) as provided for in Rule XVI of the Revised IRR of RA 9184; and
11. Perform such other related functions as may be necessary.

Functions of the BAC-TWG

1. Assist the BAC in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification.
2. Present to the BAC results of eligibility screening and evaluation of bids as well as recommendations on post-qualification conducted; and
3. Perform such other related tasks as may be necessary.

Functions of the BAC Secretariat

1. Provide administrative support to the BAC;
2. Organize and make necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of the meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records;
5. Manage the sale and 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 processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Ensure accurate, reliable and timely posting/update of DOE procurement-related data/information at the Phil-GEPS and DOE Websites;
10. Act as the central channel of communications of the BAC with end-users, PMOs, other units of the DOE, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
11. Perform such other functions necessary and appropriate to accomplish the foregoing.

To expedite the procurement process, the members of the BAC and TWG shall give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the said assignments at hand are completed.

Term of Office

The members of the BAC, TWG and Secretariat shall have a fixed term of one (1) year reckoned from the date of appointment, renewable, at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, re-assignment or removal, the replacement shall serve only for the unexpired term; provided, however, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension.

Honoraria of BAC, BAC Secretariat and TWG Members

Subject to availability of funds, honoraria to the BAC members as well as BAC Secretariat and TWG members, except those personnel whose positions are in the procurement unit of the DOE, may be granted in an amount not to exceed twenty-five percent (25%) of their respective basic monthly salary in accordance with Department of Budget and Management (DBM) Circulars No. 2004-5A and 2007-3, dated October 7, 2005 and November 29, 2007, respectively, and existing government accounting and auditing rules and regulations.

The Heads of the TWG and BAC Secretariat are directed to name their members for approval of the undersigned.

All Department Orders and issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

This Department Order will take effect immediately.


JOSE RENE D. ALMENDRAS
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:

SDOE10-001623



Fort Bonifacio, Taguig City, Metro Manila
Date: SEP 02 2010