EXECUTIVE ORDER NO. JS2025-01

REORGANIZING THE MUNICIPAL BIDS AND AWARDS COMMITTEE (BAC) OF THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN

WHEREAS, Section 11 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, provides that each procuring entity shall establish a single **Bids and Awards Committee (BAC)** for its procurement;

WHEREAS, the Revised Implementing Rules and Regulations of RA 9184 provides that, "to promote transparency and efficiency, information and communication technology shall be utilized in the conduct of procurement procedures", thus the use of Philippine Government Electronic Procurement System or PhilGEPS, which shall "serve as the primary and definite source of information on government procurement";

WHEREAS, there is a need to reorganize the composition of the BAC pursuant to the provisions of RA 9184 and its Revised Implementing Rules and Regulations (IRR, for brevity);

NOW, THEREFORE, I, ATTY. JEMINA M. SY, Municipal Mayor of Marilao, Province of Bulacan, by virtue of the powers vested in me by pertinent laws and rules, do hereby ORDER:

SECTION 1. The **MUNICIPAL BIDS AND AWARDS COMMITTEE** (BAC, for brevity) of the Municipal Government of Marilao, Province of Bulacan, is hereby reorganized, to be composed of the following:

Chairperson	:	**ENGR. MAGTANGGOL C. SAN MIGUEL** Municipal Engineer
Vice Chairperson	:	**DR. MARTIN ARMANDO C. CRUZ** Business Permit and Licensing Officer
Members	:	**MRS. ROSALIE S. VILLADOS** Municipal Budget Officer
	:	**ATTY. JOHN JOSEPH S. TOLENTINO** Municipal Legal Officer
	:	**MR. ROGELIO C. PASCUAL** Municipal Planning and Development Officer
	:	**ARCH. ARDEL J. SANTOS** Municipal Architect
		Representative from the End-User Unit
Technical Working Group	:	**MRS. ELENA P. SALAZAR** Municipal Accountant
	:	**MR. CENON M. MAYOR** Executive Assistant
	:	**RICH FRANCIS DE MESA ALVAREZ** Supply Officer
	:	**MRS. GENELYN G. CAPANGYARIHAN** Assistant Municipal Accountant
	:	**MR. MICHAEL JEFFREY SALAZAR** Municipal Information Technology Section

Secretariat	:	**NOEMI E. AMADOR** Administrative Assistant IV
	:	**MARISA O. DILAG** Administrative Aide III

SECTION 2. DUTIES AND RESPONSIBILITIES. The BAC shall perform the following duties and responsibilities:

a. Advertise and/or post the invitation to bid/request for expressions of interest;
b. Conduct pre-procurement and pre-bid conferences;
c. Determine the eligibility of prospective bidders;
d. Receive bids;
e. Conduct the evaluation of bids;
f. Undertake post-qualification proceedings;
g. Resolve motions for reconsideration;
h. Recommend award of contracts to the Municipal Mayor or his duly authorized representative;
i. Recommend the imposition of sanctions in accordance with RA 9184 and its Implementing Rules and Regulations (IRR);
j. Recommend to the Municipal Mayor the use of alternative methods of procurement as provided for in RA 9184 and its IRR; and
k. Perform such other related functions as may necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial and/or legal experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification.

The BAC shall be responsible for ensuring that the Municipal Government of Marilao as the Procuring Entity abides by the standards set forth by RA 9184 and its IRR, and it shall prepare a procurement monitoring report that shall be approved and submitted by the Municipal Mayor to the Government Procurement Policy Board (GPPB) on a semestral basis.

SECTION 3. TECHNICAL WORKING GROUP (TWG). The TWG shall be constituted from a pool of competent personnel with relevant technical, financial, or legal expertise and shall assist the BAC in all stages of the procurement process. The TWG shall have the following duties and responsibilities:

a. Conduct Preliminary Procurement Activities. Assist in the preparation of technical specifications, scope of work, terms of reference, and other components of the Bidding Documents;
b. Assist in Eligibility Screening. Validate legal, technical, and financial documents submitted by prospective bidders and provide appropriate recommendations to the BAC;
c. Support Bid Evaluation. Conduct a detailed evaluation of bids and submissions to determine compliance with the technical and financial requirements, including cost-benefit analysis where applicable;
d. Participate in Post-Qualification. Verify and validate the submitted legal, technical, and financial documents of the bidder with the Lowest Calculated Bid (LCB) or Highest Rated Bid (HRB) and conduct necessary ocular inspections or verifications;
e. Conduct Market Research. Provide updated market information and cost estimates to support the preparation of the Annual Procurement Plan (APP) and Project Procurement Management Plans (PPMPs);
f. Prepare Technical Reports. Submit written reports, evaluations, and recommendations to the BAC for appropriate action and resolution;
g. Coordinate with End-User Units. Ensure that the technical requirements of end-user units are accurately translated into procurement documents;

h. Provide Expert Advice. Render technical assistance and expert opinion to the BAC, particularly in highly specialized or complex procurements;
i. Assist in Capacity Building. Participate in capacity-building activities and trainings to ensure updated knowledge on procurement regulations and best practices;
j. Ensure Confidentiality and Integrity. Maintain the confidentiality of all procurement-related documents and ensure adherence to ethical standards and government procurement policies.

The TWG shall operate under the direction of the BAC and perform other related duties as may be required in the procurement process. They shall not have voting rights in BAC decisions.

SECTION 4. BAC SECRETARIAT. The Secretariat, which shall serve as the main support unit of the BAC, shall have the following duties and functions:

a. Provide administrative support to the BAC;
b. Organize and make necessary arrangements for BAC meetings and conferences;
c. Prepare minutes of meetings and resolutions of the BAC;
d. Take custody of procurement documents and other records;
e. Manage the sale and distribution of Bidding Documents to interested bidders;
f. Advertise and/or post bidding opportunities, including bidding documents, and notices of awards;
g. Assist in managing the procurement process;
h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
i. Consolidate Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review pursuant to the IRR; and
j. Act as the central channel of communications for the BAC with end users, PMOs and other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers and the general public.

SECTION 5. BAC OBSERVERS. To enhance the transparency of the process, the BAC shall, in all stages of the procurement process, invite, in addition to the representative of the COA, at least two (2) observers, who shall not have the right to vote, with the qualifications, rights, duties and responsibilities as provided in RA 9184 and its IRR.

SECTION 6. TERM OF OFFICE. Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Municipal Mayor. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, or removal, the replacement shall serve only of 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. For justifiable causes, a member shall be suspended or removed by the Municipal Mayor.

SECTION 7. All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 8. This Executive Order shall take effect immediately.

DONE this **1st day of July 2025** at Municipality of Marilao, Province of Bulacan.

ATTY. JEMINA M. SY
Municipal Mayor