



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. D02023-01-0003 *μ*

**RECONSTITUTING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE  
DEPARTMENT OF ENERGY (DOE) FOR MAIN AND FIELD OFFICES**

Pursuant to Article V of Republic Act (RA) No. 9184 (Government Procurement Reform Act) and Rule V of its Revised Implementing Rules and Regulations (Revised IRR) which took effect on 02 September 2009, as amended, the BAC of the DOE, its Secretariat and Technical Working Group (TWG) are hereby further reconstituted, as follows:

**A. DOE – BAC Main Office**

**Regular Members:**

Usec. Giovanni Carlo J. Bacordo	- Chairperson
Asec. Mario C. Marasigan, CESO III	- Vice Chairperson
Dir. Arthus T. Tenazas, CESO IV	- Member
Asst. Dir. Rodela I. Romero	- Member
Dir. Augustus Cesar A. Navarro	- Member

**Alternate Members:**

Dir. Marissa P. Cerezo	- Alternate to any Member
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**Provisional Members:**

Director / Division Chief or Head of Office	- End-user Representative
Technical Personnel/ Procurement Management Division Representative (PMD)	- Subject Matter Expert

**Technical Working Group (TWG):**

1. Dir. Amelia M. De Guzman, CESO IV	- Head
2. Atty. Myra Fiera F. Roa	- Assistant Head
3. Atty. Zesyl Avigail P. Francisco	- Member
4. Mr. Richard L. Angeles	- Member
5. Mr. Jose Mari D. Arcega	- Member
6. Mr. Jimwel B. Balunday	- Member
7. Ms. Leilani B. Bangit	- Member
8. Mr. Ian Ferdinand Bravo	- Member
9. Ms. Annabel M. Elmaga	- Member
10. Ms. Lariz A De Chavez	- Member
11. Mr. Ryan S. Domasig	- Member
12. Ms. Maria Theresa A. Hallasgo	- Member

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| 13. Mr. Gregorio E. Iyo, Jr.      | - Member |
| 14. Mr. Roy J. Ladublan           | - Member |
| 15. Ms. Virginia S. Llamo         | - Member |
| 16. Mr. Mervin R. Mejia           | - Member |
| 17. Ms. Grace T. Punzalan         | - Member |
| 18. Ms. Kathleen T. Regala        | - Member |
| 19. Ms. Maria Charlene G. Salazar | - Member |
| 20. Mr. Jeffrey G. Sayco          | - Member |
| 21. Ms. Rosanna Y. Tejuco         | - Member |

**Secretariat:**

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| 1. Mr. Federico G. Domingo, Jr.  | - Head           |
| 2. Ms. Jaymee Joy A. Deogracias  | - Assistant Head |
| 3. Ms. Lovely Jean S. Domingo    | - Member         |
| 4. Ms. Anna Maria T. Reposar     | - Member         |
| 5. Ms. Roselle L. Ibuna          | - Member         |
| 6. Mr. Renante C. Maramot        | - Member         |
| 7. Mr. Harold F. Villaluz        | - Member         |
| 8. Ms. Ann Kathleen P. Uayan     | - Member         |
| 9. Ms. Ma. Elizabeth F. Dungo    | - Member         |
| 10. Mr. Marchan Rey H. Armario   | - Member         |
| 11. Mr. Jomar S. Landicho        | - Member         |
| 12. Mr. Michael F. Aloba         | - Member         |
| 13. Mr. Roberto J. Delloro       | - Member         |
| 14. Ms. Cyndra D. Mariano        | - Member         |
| 15. Ms. Anita Lourdes P. Ornillo | - Member         |
| 16. Ms. Jane M. Peralta          | - Member         |
| 17. Ms. Jocel S. Fabella         | - Member         |
| 18. Ms. Liza V. Pangilinan       | - Member         |
| 19. Mr. Danilo M. Montillano     | - Member         |
| 20. Mr. Kevin S. Ching           | - Member         |
| 21. Ms. Zenaida B. Cruz          | - Member         |

**Responsibilities of the BAC :**

The BAC shall have the following responsibilities:

1. Create the TWG from a pool of technical, financial and/or legal experts to assist in the procurement process;
2. Undertake the advertisement and/or posting of the invitation to bid/request for expression of interest;
3. Conduct pre-procurement and pre-bid conferences;
4. Determine the eligibility of prospective bidders;
5. Receive and open bids;
6. Conduct the evaluation of bids with the assistance of the TWG;
7. Undertake post-qualification proceedings, with the assistance of the TWG;
8. Resolve requests for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process;

9. Recommend award of contracts to the Head of Procuring Entity (HoPE) or his duly authorized representative;
10. Recommend to the HoPE the method of procurement of the goods, services, and infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement;
11. Conduct any of the alternative methods of procurement;
12. Recommend the imposition of sanctions in accordance with Rule XXIII of the Revised IRR;
13. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities;
14. Prepare a Procurement Monitoring Report (PMR) that shall be approved and submitted by the HoPE to the Government Procurement Policy Board (GPPB) on a semestral basis;
15. Create Canvasser's Pool or Procurement Specialists who shall perform such duties and responsibilities as may be directed by the BAC; and
16. Perform such other related functions as may be necessary in accordance with existing laws, rules, and regulations.

In the absence of the BAC Chairperson, the Vice Chairperson shall act as the Chairperson.

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

## **B. DOE – Field Offices**

Pursuant to Annex H, Item J of the Revised IRR provides for the Delegation of Authority for the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue to the End-user unit or any other appropriate Bureau, Committee, or support unity duly authorized by the BAC approved by the HoPE.

### **B.1 Composition of the BAC – Field Offices as follows:**

<b>Designation in the BAC</b>	<b>Position/Requirement</b>
1. HoPE	Director Level or Officer-in-Charge (OIC) as the case may be
2. BAC Chairperson/s	Division Chief or OIC as the case may be
3. BAC Vice Chairperson/s	Division Chief or OIC as the case may be
4. Members: a. With Legal/Finance background b. HoPE Representative c. Provisional Member: i. Representative from end-user's unit ii. Subject Matter Expert	

Designation in the BAC	Position/Requirement
5. Technical Working Group (TWG) and Secretariat: a. TWG b. Secretariat	One from each division One from each division

## B.2 Functions and Responsibilities

### A. HoPE

The HoPE shall have the authority to approve the following:

- i. BAC Resolution;
- ii. Notice of Award;
- iii. Notice to Proceed; and
- iv. Other necessary documents that require the approval of the HoPE under RA 9184, subject to the limitation as stated herein and under Annex "H" (J) of the Revised IRR.

### B. BAC

- i. Determine and recommend the mode of procurement for HoPE approval;
- ii. Approve the posting of advertisement/ invitation/ request for proposal;
- iii. Determine the eligibility of the prospective bidders based on the applicable rules under RA 9184 and its Revised IRR;
- iv. Conduct the opening of bids;
- v. Conduct, with the assistance of the TWG, the evaluation of bids;
- vi. Resolve requests for reconsideration;
- vii. Recommend award of contracts to the HoPE;
- viii. Recommend the imposition of administrative penalties in accordance with Article XXIII of RA 9184; and
- ix. Perform such other related functions as may be necessary and authorized by the HoPE.

### C. BAC Chairperson:

- i. Preside the BAC meeting;
- ii. Vote in case of a tie; and
- iii. Recommend to the HoPE the approval of BAC Resolution.

### D. Vice Chairperson

- i. Preside the BAC meeting in the absence of the Chairperson; and
- ii. Participate in the deliberation of procurement activities.

### **B.3 Modes of Procurement and Thresholds**

<b>Alternative Mode of Procurement</b>	<b>Maximum Amount (PhP)</b>
Shopping (52.1a)	100,000.00
Negotiated Procurement (Emergency Cases – 53.2)	No Threshold
Small Value Procurement (53.9)	500,000.00
Lease of Real Property and Venue	500,000.00

### **A. Responsibilities of the TWG**

The BAC-TWG shall have the following responsibilities:

1. Assist the BAC in the review of Technical Specifications, Scope of Work, and Terms of Reference;
2. Assist the BAC in the review of bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by RA 9184, its Revised IRR and the Philippine Bidding Documents (PBDs) prescribed by the GPPB;
3. Assist the BAC in the review and evaluation of Highly Technical/ Complex and High Value Procurement. The TWG Head may form a Special TWG tapping the specific expertise from TWG members;
4. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of consultants in case of biddings for consulting services;
5. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
6. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
7. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary;
8. Assist the BAC in the preparation of resolution of request for reconsideration;
9. Perform such other related functions as may be necessary and appropriate to accomplish the foregoing and/or as may be authorized by the BAC; and

In the absence of the TWG Head, the Assistant Head shall act as the Head of the TWG.

### **B. Responsibilities of the BAC Secretariat**

The BAC Secretariat shall have the following responsibilities:

1. Provide administrative support to the BAC;
2. Organize and make necessary arrangement for BAC meetings and conferences;
3. Prepare minutes of the meetings of the BAC;
4. Take custody of procurement documents and other records;
5. Manage the sale and distribution of Bidding Documents;

6. Advertise and/or post bidding opportunities, including Bidding Documents, and Notice of Award;
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 Philippine Government Electronic Procurement System (PhilGEPS) and DOE Websites;
10. Act as central channel of communications of the BAC with end-users, Project Management Officers (PMOs), other units of DOE, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
11. Perform such other related functions as may be necessary and appropriate to accomplish the foregoing and/or as may be authorized by the BAC.

In the absence of the Secretariat Head, the Assistant Head shall act as the Head of the Secretariat.

#### **E. Honoraria of BAC Secretariat and TWG Members**

Subject to the availability of funds, the honoraria of the BAC Members as well as the 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 basic monthly salary in accordance with Department of Budget and Management (DBM) Circular No. 2004-5A and 2007-3, dated October 7, 2005 and November 29, 2007, respectively, and their ensuing issuances, and existing government accounting and auditing rules and regulations.

#### **F. Term of office and Hold-Over Capacity**

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, reassignment or removal, the replacement shall serve only for the unexpired term. However, in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension. In order to avoid disruption in the procurement, the BAC, TWG and Secretariat, shall continue to perform their respective duties and responsibilities, in hold-over capacity, until their corresponding replacement are duly designated or appointed by the Secretary.

#### **G. Repealing Clauses**

Department Order No. DO2022-03-0004 issued on 10 March 2022 entitled Reconstitution of Bids and Awards Committee of Department of Energy (DOE – BAC) for CY 2022 and all other issuances inconsistent with this Department Order are hereby repealed or superseded accordingly.

**H. Effectively Clause**

This Department Order shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified, amended, repealed, or revoked by the Secretary.

  
**RAPHAEL P.M. LOTILLA**  
Secretary



**JAN 20 2023**