



Republic of the Philippines
DEPARTMENT OF ENERGY

ITD

JAN 09 2009

DEPARTMENT ORDER NO. D02009-C1-0001

**RESTRUCTURING the MEMBERSHIP of the DEPARTMENT OF ENERGY
BIDS and AWARDS COMMITTEE**

Pursuant to Section II, Article V of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act which was enacted on 10 January 2003 and which took effect on 26 January 2003, and Section II, Rule V of the IRR-A of the Act which became effective on 8 October 2003, and in relation to the Department's Executive Order No. 309 dated 08 March 1996, the Bids and Awards Committee (BAC) is hereby reconstituted to be composed of the following:

Regular Member:	Assistant Secretary Leonilo B. Lariosa	- Chairman
	OIC-Assistant Secretary Arthus T. Tenazas	- Vice-Chairman
	OIC-Dir. Araceli A.S. Soluta Financial Services	- Member
Provisional Members:	Director / Division Chief	- End-user
	Official / Employee	- Expert on the items to be procured
Technical Working Group	OIC-Dir. Herminio A. Arriola Information Technology Management Services	- Head
	Vernon Ray N. Vinluan SRS II, REAMD / EPIMB	- Member
	Reynaldo V. Liganor Supervising SRS, REMD-EUMB	- Member
	Allan D. Rabe Sr. SRS, ECCD-EPPB	- Member
	Rodela I. Romero Division Chief, RMMSCD/OIC Asst. Dir. OIMB	- Member
	Ariel D. Fronda Sr. SRS, GCRDD/ERDB	- Member

	Marissa P. Cerezo Legal Officer IV – Contracts Division/LS	- Member
	Lisa V. Pangilinan Senior Investment Specialist Investment Promotion Office	- Member
	Amelia M. de Guzman Supervising SRS, GRFLTD/ERTLS	- Member
	Elisa B. Morales Adm. Officer V, BD/FS	- Member
	Adelito A. Policarpio Information Technology Office I ISD/ITMS	- Member
Secretariat:	Marcos D. Echavez Division Chief Administrative Services	- Head
	Gloria M. Guiao OIC-Chief Administrative Officer Budget Division / FS	- Member
	Lydia M. Medino OIC-Supply Division / AS	- Member
	Ma. Teresa N. Biglang-Awa Administrative Officer V Supply Division / AS	- Member
	Jerry P. Ritual Information Technology Officer I ITMS-ISD	- Member
	Jovy P. Carino Administrative Officer I Supply Division / AS	- Member
	Lovely T. Miranda Administrative Officer II GSD / AS	- Member
	Salve P. Orcine Supervising Adm. Officer – HRMD / AS	- Member

Rico L. Feguro
Administrative Aide III
OASEC

- Member

Jessica O. Abalos
Administrative Assistant V
OASEC

- Member

TERM OF DUTY

The abovementioned members of the BAC shall serve for a fixed term of **one (1) year** starting 02 January 2009, subject to renewal at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, re-assignment or removal from the service, the replacement shall serve only for the unexpired term. Provided, that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension. For justifiable causes, however, a member may be suspended or removed by the Secretary.

FUNCTIONS OF THE BAC

1. Advise and/or post the invitation to bid;
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 consideration;
8. Recommend award of contracts to the Secretary or his duly authorized representative;
9. Recommend the imposition of sanctions in accordance with Article XXIII of R.A. No. 9184 and Rule XXIII of its IRR-A;
10. Be responsible for ensuring that the Department abides by the standards set forth by the Act and its IRR-A;
11. Recommend to the Secretary or his duly authorized representative the use of Alternative Method of Procurement (AMP) as provided for in Article XVI of R.A. No. 9184 and Rule XVI of the IRR-A of the Act; and perform such other related functions as may be necessary.

The BAC's scope of responsibilities shall cover procurement of all items that are indicated in the Annual Procurement Plan (APP) of the Department, e.g. office and parking space rental; janitorial, photocopying, security and other annually contracted maintenance services; supplies, materials, equipment, repair and maintenance works of buildings, facilities, equipment and service vehicles; consultancy; infrastructure; and other procurement needed in the smooth operation of the Department, including special projects or undertakings as approved by the Secretary. All recommendation for awards shall be endorsed to the Secretary thru the Senior Undersecretary for final approval.

Likewise, the approval of contracts shall be in accordance with the delegation of authority issued by the Secretary dated 16 July 2008 wherein the amount of contracts per signatory is indicated.

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.

FUNCTIONS OF THE TWG

1. Assists the BAC in the procurement process, particularly in the eligibility screening, evaluation of bids, post-qualification, etc.;
2. Present the results of their initial screening and evaluation as well as their post-qualification recommendation to the BAC; and
3. Perform such other related tasks as may be necessary.

FUNCTIONS OF THE SECRETARIAT

1. Provide administrative support to the BAC;
2. Organize and make all the necessary arrangements for the BAC meetings;
3. Attend BAC meeting to provide secretariat support;
4. Prepare minutes of the BAC meeting;
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. Make arrangements for the pre-procurement and pre-bid conferences and bid-openings;
9. Perform such other functions necessary and appropriate to accomplish the foregoing.

FUNCTIONS OF DOE REPRESENTATIVES TO PHIL-GEPS

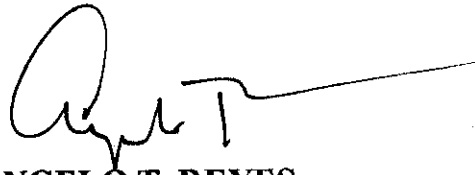
1. Ensure accurate, reliable and timely posting/update of DOE procurement-related data/information at the Phil-GEPS website.

HONORARIA OF THE BAC

Subject to availability of funds, honoraria shall be paid to the abovementioned members of the BAC, TWG and Secretariat except those personnel whose positions are in the procurement unit of the Department in an amount not to exceed twenty-five percent (25%) of the respective basic monthly salary in accordance with DBM Budget Circular Nos. 10 and 2004-5 and existing government accounting and auditing rules and regulations.

All Department Orders and other issuances inconsistent with the Department Order are hereby modified or supersede accordingly.

For immediate implementation.



ANGELO T. REYES

Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:

SE09-009723



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Fort Bonifacio, Taguig City, Metro Manila

Date: _____