



EXECUTIVE ORDER NO. 17
Series of 2025

**DESIGNATION OF THE BIDS AND AWARDS COMMITTEE
(BAC) MEMBERS AND SECRETARIAT,
AND THEIR FUNCTIONS**

WHEREAS, Republic Act No. 12009 or known as the “New Government Procurement Act” reforms the government's procurement system. It builds upon the foundation of the previous Government Procurement Reform Act (GPRA) (RA 9184) by introducing new provisions and strengthening existing ones to enhance the declared policy of the State to promote the ideals of good governance with a view towards transparency, competitiveness, efficiency, proportionality, accountability, public monitoring, procurement, professionalization, sustainability, and value for money in government procurement;

WHEREAS, the Implementing Rules and Regulations (IRR) of the said Act were issued for the purpose of prescribing the necessary rules and regulations for the procurement activities of the Government of the Philippines (GoP), in accordance with the state policies and principles declared under the Act. Likewise, formulated to assist Procuring Entities in the conduct of procurement planning up to contract implementation to facilitate government procurement and delivery of public service;

WHEREAS, under Article V, Sec. 41 of the said Act, each Procuring Entity shall establish one or several BACs as warranted by the volume and complexity of the procurement project and to ensure the efficient and effective conduct of its procurement, as determined by the Head of the Procuring Entity (HoPE);

WHEREAS, there is a need for the Municipal Government of Concepcion, Tarlac as a Procuring Entity to establish its Bids and Awards Committee (BAC) in the facilitation and harmonization of procurement procedures and standards, and strengthening of the procurement function to increase operational efficiency and effectiveness as mandated under the New Government Procurement Act;

NOW, THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor, by virtue of the powers vested upon me by law, do hereby order the following:

SECTION 1. DESIGNATION OF THE BIDS AND AWARDS COMMITTEE (BAC)

The following personnel of the Municipal Government of Concepcion, Tarlac are hereby designated to compose its Bids and Awards Committee (BAC):

Chairperson : **MICHAEL E. BONDOC**
Municipal Assessor

Vice Chairperson : **DR. BENJAMIN Q. BENGCO III**
Municipal Health Officer





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Members : **ATTY. MYLA M. MATIC**
Municipal Legal Officer

ROGEL S. ALDAY
Municipal Licensing Officer II

MICAH NIEVES G. LACSAMANA
MDRRMO Officer III

Provisional Members: An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement;

and

A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures;

SECTION 2. FUNCTIONS OF THE BAC

- a) Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of the New Government Procurement Act (NGPA);
- b) Publish or post the Invitation to Bid or Request for Expressions of Interest;
- c) Conduct pre-procurement and pre-bid conferences;
- d) Determine the eligibility of prospective bidders;
- e) Receive and open bids;
- f) Conduct the evaluation of bids;
- g) Undertake post-qualification proceedings;
- h) Resolve requests for reconsideration;
- i) Recommend award of contracts to the HoPE or the duly authorized representative; Provided, That in the event the HoPE shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;
- j) Recommend the imposition of sanctions in accordance with Rule XXI of the NGPA's IRR;
- k) Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis. The contents and coverage of this report shall be in the form prescribed by the GPPB provided in the NGPA's IRR; and
- l) Perform such other related functions as may be necessary, including the creation of a TWG, as affirmed by the HoPE in an appropriate order, from a pool of technical, financial, and/or legal experts to assist in the following procurement processes, such as but not limited to:
 - 1) Review of the Technical Specifications, Scope of Work, and Terms Reference;
 - 2) Review of Bidding Documents;
 - 3) Short-listing of Consultants;
 - 4) Eligibility Screening;
 - 5) Evaluation of Bids;
 - 6) Post-Qualification; and
 - 7) Resolution of Request for Reconsideration.





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SECTION 3. DESIGNATION OF THE BIDS AND AWARDS COMMITTEE SECRETARIAT (BAC SECRETARIAT)

The BAC Secretariat is hereby designated to serve as the main support unit of the BAC, and shall perform its functions and responsibilities pursuant to Article V, Section 44 of the IRR of R.A. No. 12009. It shall be composed of the following members, to wit:

JENRESTHER S. BALUYUT
Admin. Officer IV – Municipal Accounting Office

ROCHELLE ANN M. CORTEZ
Admin. Assistant II – Municipal Accounting Office

SECTION 4. FUNCTIONS AND RESPONSIBILITIES OF THE BAC SECRETARIAT

- a) Provide administrative support to the BAC and the TWG;
- b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e) Manage the sale and distribution of Bidding Documents to interested bidders;
- f) Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
- g) Assist in managing the procurement processes;
- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i) Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the NGPA's IRR and prepare the APP; and
- j) Act as the central channel of communications for the BAC with End-User or Implementing Units, Project Management Offices (PMO), other units of the line agency, other government agencies, providers of Goods, Infrastructure Projects, and Consulting Services, Observers, and the general public.

SECTION 5. 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 July 1, 2025 to June 30, 2026, renewable at the discretion of the Head of the Procuring Entity/Municipal Mayor.

Members of the BAC Secretariat shall serve for the same term.

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, removal, or death, 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; Provided, further, That a member shall only be suspended or removed for justifiable reasons to be expressed in writing by the HoPE.





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SECTION 6. HONORARIA

Pursuant to Sec. 45 of R.A. 12009, payment of honoraria may be granted to all members of the BAC, regardless of position, TWG, and ad hoc Secretariat, in an amount not exceeding thirty percent (30%) of their respective basic monthly salaries, subject to availability of funds, which may be sourced from fees collected by the BAC in relation to its procurement activities.

SECTION 7. STRICT COMPLIANCE

All BAC Members & BAC Secretariat are hereby directed to strictly comply with their respective mandates under R.A. No. 12009 and its IRR.

SECTION 8. REPEALING CLAUSE


All orders, issuances, rules and regulations or parts thereof, which are inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION 9. EFFECTIVITY

This Executive Order shall take effect immediately upon signing hereof.

Let copies hereof be furnished all offices and personnel concerned, for their information and reference.

DONE this 1st day of July 2025 at Concepcion, Tarlac, Philippines.


NOEL L. VILLANUEVA
Municipal Mayor

