



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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Diliman, Quezon City
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EXECUTIVE ORDER NO. 1
Series of 2023

**REORGANIZING THE QUEZON CITY BIDS AND AWARDS COMMITTEE (BAC), BAC
TECHNICAL WORKING GROUP AND BAC SECRETARIAT**

WHEREAS, Republic Act No. 9184 otherwise known as the Government Procurement Reform Act, provides for the revised rules and other pertinent provisions of the government procurement system;

WHEREAS, there is a need to reorganize the Bids and Awards Committee in view of the appointment/reappointment and reassignment of its members in accordance with the pertinent provisions of the Local Government Code of 1991 and other applicable laws;

WHEREAS, in accordance with Section 5 (Terms of Office) of Executive Order No. 15, Series of 2022, the term of the Members of both BAC-Goods & Services, and BAC-Infra & Consultancy, shall be until December 31, 2022 only;

WHEREAS, pursuant to Section 11.2.6 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, the members of the BAC shall have fixed term of one (1) year reckoned from the date of appointment;

WHEREAS, there is a need to reorganize the composition of the BAC in line with the thrusts of the present Administration.

NOW THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. QUEZON CITY BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES (BAC-GOODS & SERVICES) - The Quezon City Bids and Awards Committee for Goods and Services, which shall primarily responsible for the conduct of prequalification, bidding, evaluation of bids and the recommendation of awards concerning procurement of goods and other services, except consulting services, is hereby created, reorganized and reconstituted with the following members, to wit:

Chairperson	:	MA. MARGARITA T. SANTOS Head, Business Permits and Licensing Department
Vice-Chairperson	:	ROWENA T. MACATAO Chief of Staff, Office of the City Mayor
Members	:	DON FRANCIS D. JAVILLONAR ACA for Fiscal Affairs
	:	DR. ESPERANZA ANITA E. ARIAS Officer-in-Charge, City Health Department
	:	ROGELIO L. REYES Head, Public Employment Services Office
	:	Representative from the End-User Department

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Alternate Members : **ANDREA VALENTINE A. VILLAROMAN**
Head, Climate Change and Environmental Sustainability Dept.

: **MARIZA G. CHICO**
Officer-in-Charge, Quezon City Public Library

During the eligibility checking, shortlisting, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification proceedings, the BAC - Goods and Services shall invite the following offices or organizations to send observers, who shall not have the right to vote but may sit in such proceedings:

- 1) Commission on Audit
- 2) A duly recognized private group in a sector or discipline relevant to the procurement at hand, such as, but not limited to, a specific relevant chamber-member of the Philippine Chamber of Commerce and Industry; and
- 3) A Non-Government Organization

SECTION 2. QUEZON CITY BIDS AND AWARDS COMMITTEE' FOR INFRASTRUCTURE AND CONSULTANCY (BAC - INFRA & CONSULTANCY). - The Quezon City Bids and Awards Committee, which shall be primarily responsible for the conduct of prequalification, bidding, evaluation of bids, and the recommendation of awards concerning procurement of infrastructure projects and consulting services, is hereby created, reorganized and reconstituted with the following members, to wit:

Chairperson : **ARCH. LUCILLE H. CHUA**
Head, City Architect Department

Vice-Chairperson : **ATTY. SHERRY R. GONZALVO**
City Assessor

Members : **JUAN MANUEL J. GATMAITAN**
Head, Local Economic Investment Promotions Office

: **MARIAN C. ORAYANI**
Head, City Budget Department

: **RAMON T. ASPRER**
Head, Housing, Community Development &
Resettlement Department

: Representative from the End-User Department

During the eligibility checking, shortlisting, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification proceedings, the BAC - Infra & Consultancy shall invite the following offices or organizations to send observers, who shall not have the right to vote but may sit in such proceedings:

- 1) Commission on Audit
- 2) A duly recognized private group in a sector or discipline relevant to the procurement at hand, such as, but not limited to the following:
 - a. For infrastructure, a national association of constructors duly recognized by the Construction Industry Authority of the Philippines (CIAP), such as, but not limited to the Philippines Constructors Association, Inc. or the National Constructors Association of the Philippines, Inc.
 - b. For consulting services, a project-related professional organization accredited or duly recognized by the Professional Regulation Commission or the Supreme Court, such as, but not limited to the Philippine Institute of Civil Engineers (PICE), the Philippine Institute of Certified Public Accountants (PICPA), or the Confederation of Filipino Consulting Organizations.

3) A Non-Government Organization

SECTION 3. QUEZON CITY BIDS AND AWARDS COMMITTEE - TECHNICAL WORKING GROUP (BAC - TWG). - The BAC - Infra & Consultancy and BAC - Goods & Services shall create a technical working group (TWG) from a pool of technical, financial and/or legal experts that are permanent plantilla personnel, to assist in (i) review of technical specifications, scope of work, and terms of reference; (ii) review of bidding documents; (iii) shortlisting of consultants; (iv) eligibility screening; (v) evaluation of bids; (vi) post-qualification; (vii) resolution of requests for reconsideration, and other relevant matters as the BAC concerned may assign from time to time.

SECTION 4. QUEZON CITY BIDS AND AWARDS COMMITTEE - SECRETARIAT (BAC - SEC). - The Quezon City Procurement Department shall serve as secretariat (BAC-SEC) of the BAC - Infra & Consultancy and BAC - Goods & Services. The BAC-SEC shall assist in administration and clerical matters in respect of BAC proceedings.

SECTION 5. TERMS OF OFFICE. The Members of both Bids and Awards Committees shall have a term of one (1) year reckoned from the date of appointment, provided that the Mayor may amend the membership of either Committee at any time.

SECTION 6. COMMON BAC - SEC. The BAC-SEC under Section 4 of this Executive Order shall serve as common BAC SEC for both BAC - Goods & Services and BAC - Infrastructure & Consultancy.

SECTION 7. All other BACs created through past Executive and Office Orders are hereby dissolved.

SECTION 8. OTHER OUTSTANDING BACS. All other BACs that are created by virtue of an Ordinance shall remain in effect but if their members have yet to be appointed by this Authority, the procurement of these Department and/or Offices shall be handled by the BAC - Goods & Services and BAC - Infra & Consultancy created by this Executive Order.

SECTION 9. HONORARIA. Members of the Bids and Awards Committees (BAC - INFRA & CONSULTANCY and BAC - GOODS & SERVICES) shall be entitled to claim lawful honoraria subject to the provisions of DBM Budget Circular No. 2004-5A dated 7 October 2005, in an amount not exceeding twenty-five percent (25%) of their respective basic monthly salary, only for successfully completed procurement projects and subject to the availability of funds. The foregoing shall be subject to any prevailing DBM circulars, rules or regulations that may be issued from time to time.

SECTION 10. REPEALING CLAUSE. All prior inconsistent orders or issuances are hereby repealed or modified accordingly.

SECTION 11. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority (MMDA) for the information and guidance, pursuant to Sec. 455 (1) (xii) of R.A. 7160, as amended, and shall be posted at the official website of the Quezon City Government.

SECTION 12. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE, 3 January 2023, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor