



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03

Series of 2025

AN ORDER ORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE MUNICIPALITY OF MONCADA, TARLAC IN ACCORDANCE WITH REPUBLIC ACT NO. 12009 AND ITS IMPLEMENTING RULES AND REGULATIONS

WHEREAS, Republic Act (RA) No. 12009, also known as the New Government Procurement Act (NGPA), took effect on August 13, 2024. It aims to modernize government procurement processes, promote transparency, accountability, and efficiency. The Act covers the procurement of goods, infrastructure projects, and consulting services across all branches and instrumentalities of the national government, including state universities and colleges (SUCs), government-owned and controlled corporations (GOCCs), government financial institutions (GFIs), and local government units (LGUs);

WHEREAS, the NGPA aims to modernize and standardize government procurement practices, replacing the previous Government Procurement Reform Act (GPRA) (RA 9184);

WHEREAS, Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), shall be adopted as the basis for this Executive Order;

WHEREAS, Section 4 of R.A. 12009 provides that shall apply to the procurement of infrastructure projects, goods, and consulting services, regardless of the source of funds, whether local or foreign by all branches and instrumentalities of Government, its departments, offices, and agencies, including government-owned and/or controlled corporation and local government units;

WHEREAS, Art. 41, Section 41 of R.A.12009 states that each procuring entity shall establish one or several BACs as warranted by the volume and complexity of the procurement projects and to ensure the efficient and effective conduct of its procurement, as determined by the HOPE.

NOW, THEREFORE, I, RAMON BENITO M. AQUINO, Mayor of Moncada, Tarlac, by virtue of the powers vested in me by law, do hereby order the:

RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE, ITS TECHNICAL WORKING GROUP, AND SECRETARIAT.

SECTION 1. Composition of Bids and Awards Committee (BAC), Technical Working Group and Secretariat. It is hereby reconstituted with the following composition:

Chairperson	-	CRISTOPHER JOHN B PABO, MHRMO
Vice Chairperson	-	DIANA A. AYSON, MBO
Members	-	WILMA D. BALGOS, MENRO
		ENGR. CHERRY C. DAILEG, Engineer III
		PETER LOUIE R. TAMAYO, MD, MHO



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SECTION 2. Duties and Functions of the Bids and Awards Committee (BAC).

- 2.1. Advertise and/or post the Invitation to Bid, conduct pre-procurement and pre-bid conferences, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, resolve motions for reconsideration, and recommend awards of contracts to the head of the procuring entity or his duly authorized representative. (Provided, however, that in the event the head of the procuring entity 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.)
- 2.2. Recommend the imposition of sanctions in accordance with Rule XXI, and perform such other related functions as may be 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.
- 2.3. Recommend to the head of the procuring entity the Mode of Procurement as provided for in Rule IV hereof.
- 2.4. Responsible for ensuring that the procuring entity abides by the standards set forth by the Act and its IRR, and shall prepare a procurement monitoring report that shall be approved and submitted by the head of the procuring entity to the GPPB on a semestral basis.

Section 3. Composition of Bids and Awards Committee (BAC) Secretariat

Head	-	ENGR. HENROY DAILEG, Engineer I
Asst Head	-	AURORA D. TABUNAN, Admin Officer I
Recorders	-	KRIZZIA ROSE T. CUSTODIO, Admin Aide I (Casual) MARY GRACE TACUT, Clerk (Job Order)

Section 4. Functions of the Secretariat. The BAC Secretariat shall have the following functions:

- 4.1. Provide administrative support to the BAC;
- 4.2. Organize and make all necessary arrangements for the BAC meetings;
- 4.3. Attend BAC meetings; s
- 4.4. Prepare minutes of the BAC meetings;
- 4.5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
- 4.6. Assist in managing the procurement processes;
- 4.7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- 4.8. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of IRR and prepare APP;
- 4.9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and



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4.10. Be the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works, and consulting services, and the general public.

Section 5. Composition of BAC Technical Working Group (BAC-TWG)

Head	-	VON MARK D. CORPUZ, Mun Accountant
Staff	-	JUVY F. RAMOS, Admin Officer II
		SAMUEL M. LAYNO, Admin Aide II (Casual)

Section 6. Duties and Functions of BAC Technical Working Group.

The TWG shall provide assistance to BAC in terms of technical, financial, legal and other aspects of the procurement at hand. It shall have the following responsibilities:

- 6.1. Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the procuring entity and that these conforms to the standards set forth by RA 9184, its IRR-A and PBDs prescribed by the GPPB;
- 6.2. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of prospective bidders in case of bidding for consulting services;
- 6.3. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
- 6.4. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
- 6.5. Assist the BAC and the BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary; and
- 6.6. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed.

Section 7. Common BAC-SEC and BAC-TWG. The BAC-TWG and BAC-SEC shall service both the BAC for Goods and BAC for Infrastructure, Consultancy and Services.

Section 8. Meetings.

The Chairman or, in his absence, the Vice-Chairman, shall preside at all meetings of the BAC. The decision of at least a majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the BAC: Provided, however, That the Chairman or, in his absence, the Vice Chairman, shall vote only in case of a tie. Observers and representatives of BAC members shall have no right to vote during BAC meetings, nor shall the representatives of BAC members be authorized to sign on behalf of the members represented.

Section 9. 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



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two (2) observers to sit in its proceedings; a CSO Representative and a Private Sector Representative.

Section 10. Quorum.

A majority of the total BAC composition as designated by the head of the procuring entity shall constitute a quorum for the transaction of business, provided that the presence of the Chairman or Vice-Chairman shall be required.

Section 11. Repealing Clause.

All laws, ordinances, rules and regulations which are inconsistent with this executive order are hereby repealed and modified accordingly.

Section 12. Effectivity.

This Executive Order shall take effect immediately upon approval.

Issued this 3rd day of July 2025 in Moncada, Tarlac.

SO ORDERED.



RAMON BENITO M. AQUINO
Municipal Mayor