



Republic of the Philippines
Department of Education
Region XI
Division of Digos City
Digos City



November 23, 2017

DIVISION MEMORANDUM
No. 1099, series of 2017

**Designation Order
BIDS AND AWARDS COMMITTEE COMPOSITION**

**TO : MELANIE P. ESTACIO, OIC-Office of the ASDS- Chairman
VICENTE C. LABURADA, JR., EPS- Vice Chairman
MARY GLOR D. TABANAO, EPS- Member
IMELDA T. CARDINES, EPS-Member
VALERIANO Y. DELOS REYES, EPS-Member**

In compliance with Republic Act 9184, Rule V, Section 11 where each Procuring Entity shall establish in its head office a single BAC to undertake the functions specified in Section 12 of its IRR in order to facilitate professionalization and harmonization of procedures and standards, you are hereby constituted accordingly as members of the Bids and Awards Committee, this Division which takes effect immediately upon receipt hereof and on a full calendar year until November 23, 2018.

To expedite the procurement process following the principles of transparency, accountability, equity, efficiency, and economy in its procurement process, you shall perform the following functions as stipulated in Section 12, 12.1:

- Advertise and/or post the invitation to bid/request for expressions of interest
- Conduct pre-procurement and pre-bid conferences
- Determine the eligibility of prospective bidders
- Receive and open bids
- Conduct the evaluation of bids
- Undertake post-qualification proceedings
- Resolve requests for reconsideration
- Recommend award of contracts to the HoPE or his duly authorized representative
- Recommend the imposition of sanctions in accordance with rule XX111
- Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XV1
- Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3© of the IRR of RA 9184, 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 various functions enumerated under Section 12.1 of RA 9184.

All memoranda and other previous related issuances inconsistent herewith are deemed repealed accordingly.



WINNIE E. BATOON, EdD
Officer In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED

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Date: DEC 27 2017 Time: 5:25 PM

By: 