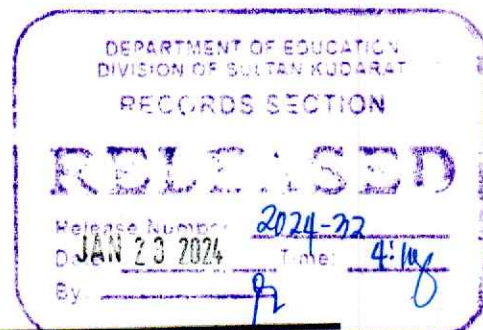




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



OFFICE MEMORANDUM  
OSDS No. 03 s. 2024

January 23, 2024

**RECONSTITUTION OF THE DIVISION  
BIDS AND AWARDS (BAC) COMMITTEE, AND SECRETARIAT**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Other Division Personnel  
This Division

1. In compliance with the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184, otherwise known as "Government Procurement Act", this office hereby reconstitutes the Division Bids and Awards Committee, and Secretariat.
2. The reconstituted members of the BAC, and Secretariat shall be composed of the following officials and employees:

<b>BIDS AND AWARDS COMMITTEE (BAC)</b>		
Meilrose B. Peralta, EdD	ASDS	Chairperson
Mohalidin M. Suaeb, PhD	Chief- SGOD	Vice Chairperson
Ismael M. Ambalgan	Chief- CID	Member
Sadat T. Sinolinding	EPS- SGOD	Member
Haron B. Kartil	EPS	Member
Sheryl L. Osano	EPS	Member
Atty. Edward Caesar J. Bedro	Attorney III	Member
<b>BAC Secretariat</b>		
Melvin P. Fortuna	AO V	Chairperson
Mary Grace B. Leysa	EPS	Member
Maria Gina Imelda B. Andang	SEPS-SMNS	Member

3. The BAC and shall have the following functions and responsibilities:
  - a. Advertise and/or post the invitation to bid/ request for expressions of interest.
  - b. Conduct pre-procurement and pre-bid conferences;
  - c. Determine the eligibility of prospective bidders;
  - d. Receive and open bids;
  - e. Conduct evaluation of bids.
  - f. Undertake post-qualification proceedings;
  - g. Resolve requests for reconsideration;
  - h. Recommend award of contracts to the HOPE or his duly authorized representative;

MPF/AO/OM- Reconstitution of the Bids and Awards Committee (BAC), and Secretariat)/January 23, 2024



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://divisiondsk.org>  
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- i. Recommend the imposition of sanctions in accordance with Rule XXIII of RA 9184;
  - j. Recommend to the HOPE the use of Alternative Methods of Procurement.
  - k. Conduct any of the Alternative Methods of Procurement;
  - l. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities
4. The BAC Secretariat have the following functions and responsibilities:
- a. Provide administrative support to the BAC and the TWG;
  - b. Organize and make 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. Advertise and/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 sections/units to make them available for review;
  - j. Prepare Annual Procurement Plan (APP);
  - k. Act as the central channel of communications for the BAC with end-user.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: N/A

References: as stated

To be indicated in the Perpetual Index under the following subjects:

**BIDS AND AWARDS**

**COMMITTEE**

**RECONSTITUTION**

MPF/AO/OM- Reconstitution of the Bids and Awards Committee (BAC), and Secretariat)/January 23, 2024



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