

February 26, 2016

DOH-CAR OFFICE PERSONNEL ORDER
No. 2016- 451

SUBJECT: Rescission of DOH-CAR Personnel Order no. 2015-451 dated April 20, 2015 and Creating New Members of the Bids and Awards Committee (BAC), this Office

In the interest of service, DOH-CAR Personnel Order No. 2015-451 dated April 20, 2015 is hereby rescinded. As such, new members of the Bids and Awards Committee (BAC), this Office, is hereby created.

I. Composition:

A. Regular

- 1. Dr. Erwin A. Baclig - Chairman
- 2. Dr. Ma. Luisa L. Paran - Vice Chairperson
- 3. Dr. Janice Z. Bugtong - BAC Member
- 4. Ms. Arcely D. Sanchez - BAC Member
- 5. Atty. Veronica Zandra L. de Jesus - BAC Member

B. Provisional Members (Medical Goods, Pharmaceuticals and Biological Products, Vaccines and Hospital, Medical Dental and Laboratory Supplies, Devices and Equipment):

- 1. Dr. Virginia L. Narciso
- 2. Dr. Alexei P. Marrero

C. Provisional Members (Non-Medical Goods and Other Related Services (IEC materials, vehicles and printing, audio-visual information and communication technology, office equipment, transportation and general services related supplies & equipment and others not included in item I. B.

- 1. Ms. Francisca P. Cayat
- 2. Ms. Lilia Rose Say-awen

D. Health Facility Enhancement Program (HFEP and Civil Works)

- 1. Engr. Basilio Munar
- 2. Engr. Vicente K. Salacyao

II. Roles and Responsibilities:

Pursuant to the pertinent provisions of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, it is the responsibility of the BAC to perform the following functions:

- 1. Ensure that the procuring entity abides by the standards set forth in R.A. 9184 and its revised IRR;
- 2. Recommend to the Head of Procuring Entity (HOPE) the appropriate method of procurement of goods, services, infrastructure projects in the Annual Procurement Plan (APP) i.e. whether to use public bidding, or any of the other alternative methods of procurement as provided for in Rule XVI of the revised IRR;

3. Conduct pre-procurement and pre-bid conference;
4. Exercise the sole authority to receive and open bids;
5. Determine the eligibility and prospective bidders in accordance to the guidelines set forth in R.A. 9184 and its revised IRR;
6. Conduct the evaluation of bids;
7. Undertake post qualifications proceedings;
8. Resolve Motion for Reconsideration;
9. Recommend awards of contracts to the HOPE;
10. Recommend the imposition of sanctions in accordance to Rule XXIII;
11. Prepare a Procurement Monitoring Report that shall be approved and submitted by the HOPE to the GPPB in printed and electronic forms within 14 days after the end of the semester;
12. Issue Supplemental Bid Bulletins either on its own initiative to clarify or modify any provision of the Bidding Documents or in response to a bidders written request for clarification or interpretation or any provisions of the Bidding;
13. Give the utmost priority to BAC assignment over all other duties and responsibilities (jury duty), until the requirements for the procurement at hand are completed; and,
14. Perform such other related functions as may be necessary, including the invitation of observers and 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 the conduct of post qualification.


Some stages of the procurement processes require that there be a quorum among BAC members, including the presence of the Chairperson or the Vice Chairperson in the absence of the Chairperson.

The members of the DOH-CAR BAC are entitled to receive honoraria, pursuant to the Department of Budget and Management (DBM) guidelines.

The DOH-CAR BAC shall invite the following to sit in its proceedings as observers who shall not have the right to vote, namely:

1. At least one (1) observer from a duly recognized private group in the sector of discipline relevant to the procurement at hand;
2. A representative from a non-government organization; and
3. A representative from the Commission on Audit

This Order rescinds/supersedes all other issuances related to BAC membership. It shall be effective immediately, and the BAC shall continue to exercise their functions until new BAC members are designated.


LAKSHMI I. LEGASPI, MD, RN, MAN
Director IV