



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 45**  
Series of 2023

**"REORGANIZING THE LOCAL GOVERNMENT UNIT OF TRINIDAD, BOHOL BIDS AND AWARDS COMMITTEE (BAC), BAC TECHNICAL WORKING GROUP AND BAC SECRETARIAT"**

**WHEREAS**, Republic Act no. 9194 otherwise known as the Government Procurement Reform Act of 2002, provides the modernization, standardization, and regulation of the procurement activities of the government and for other purposes;

**WHEREAS**, Section 3 of RA 9194 stated that all procurement of the national government, its departments, agencies, bureaus, offices, and agencies, including state universities and colleges, government-owned/or-controlled corporations, government financial institutions, and local government units, shall, in all cases, be governed by the governing principles on government procurements;

**WHEREAS**, Section 11 of Article V (RA 9194) the BAC shall be established in accordance with the law and responsible for ensuring that the Procuring Entity abides by the standards set forth by this Act and the IRR;

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

**NOW, THEREFORE, I, Atty. ROBERTO C. CAJES, Ph.D**, Local Chief Executive, Local Government Unit of Trinidad, Bohol, by virtue of the power vested in me by law, hereby order:

**Section 1. Municipal Bids and Awards Committee Composition.** Shall be primarily responsible for the conduct of prequalification, bidding, evaluation of bids, and the recommendation of awards concerning procurement of infrastructure projects, consulting services, goods, and other services is hereby created, reorganized, and reconstituted with the following members, to wit:

Chairman : **ELENITA L. SAWAN**  
Vice Chairman : **ENGR. MARVIS G. DELLOSA**

- GSO - *[Signature]* 11/7/2023  
- MDPC - *[Signature]* 11/7/2023

Members:

**Mrs. MEDINA B. MACUA**  
**Mr. DIEGO V. MEDINA**  
**Dr. QUIRINO T. NUGAL, JR., Ph.D.**

- MBO - *[Signature]* 11/7/23  
- LDRRMO - *[Signature]*  
- HRDMO - *[Signature]* 11/07/2023



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### **Section 2. The BAC shall have the following functions:**

1. Advertise and/or post the invitation to bid;
2. Conduct pre-procurement and pre-bid conferences
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids, and
6. Undertake post-qualification proceedings;
7. Recommend the award of contracts to the Head of the Procuring Entity or his duly authorized representatives.

### **Section 3. Composition of BAC Secretariat.**

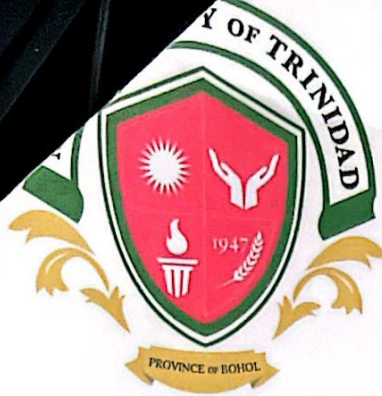
1. **Ms. Vanessa C. Cutanda** - Administrative Assistant I - *11/7/23*
2. **Ms. Anna Mae A. Gonzales** - Administrative Aid VI - *11/7/23*
3. **Ms. Rosamae T. Orioque** - Administrative Assistant IV - *11/7/23*

### **Section 4. The BAC Secretariat shall have the following duties and functions:**

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records;
5. Manage the sale and distribution of Bidding Documents to interested bidder;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in section 7 of the IRR; and
10. Act as the central channel of communication for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, consulting services, observers, and the general public.

**Section 5. The BAC-TWG shall assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that they conform to the standards set forth by R.A. 9184 and its IRR, the TWG are the following:**

1. **Ms. Marietta S. Goyeneche** - *11/7/2023*
2. **Engr. Delfin E. Credo** - *OK na*
3. **Ms. Sheryl D. Celo, CPA** - *by: Imillara 11/07/23*



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**Section 6. Composition of BAC Inspection Committee.**

For Goods:

1. Ms. CRISTINA G. HENRICKSON - Local Revenue Collector II
2. Ms. EVELYN P. RESANE - Administrative Assistant II

  
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For Infrastructure:

1. ENGR. DELFIN CREDO - Civil Engineer
2. Mr. FLORENCIO R. CAJES - Municipal Foreman

 11-7-23

**Section 7. Duties and Functions of the BAC Inspectorate Committee:**

1. Conduct an Inspection of all purchases before the payment is made; and
2. Make a preliminary inspection and submit a punch list to the contractor in preparation for the final turnover of the project.

The said punch list will contain, among others, the remaining works, work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the procuring entity's claim for liquidated damages.

**Section 8. Repealing Clause**

Any order inconsistent hereof shall be deemed repealed and modified.

**Section 9. Effectivity**

This Executive order shall take effect immediately.

Done this 25<sup>th</sup> day of October, 023, at Trinidad Municipal Hall, Poblacion, Trinidad, Bohol.

  
Atty. ROBERTO C. CAJES, Ph.D  
Municipal Mayor