

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

May 27, 1991

DECS O R D E R
No. 52, s. 1991

RECONSTITUTING THE PREQUALIFICATION, BIDS AND AWARDS COMMITTEE
AND STREAMLINING DECS' PROCUREMENT OPERATIONS

To: Undersecretaries
Assistant Secretaries
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
EDPITAS Executive Director
INC General Manager
Others Concerned

1. In consonance with the provisions of Executive Order 164 and the amended Implementing Rules and Regulations of PD 1394, the Prequalification, Bids and Awards Committee (PBAC) is hereby reconstituted, as follows:

Chairman : Undersecretary Edna F. Formilleza

Executive Officer : Atty. Reno A. Capinpin

Technical Members

Regular - Mr. Leovigildo P. Arellano

Provisional - (at least 2, one each from the provisional and project-to-project basis to be represented on the basis of area of specialization)

- a. Dr. Achilles B. del Callar - Equipment, Instructional Materials and Paper
- b. Dr. Augusto P. Nieves - Civil Works and Furniture
- c. Mr. Menandro T. Aguila - Office Supplies
- d. Mr. Delfin B. Fernandez - General Administrative and Maintenance Services

Members on a project-to-project basis: Foreign and local assisted projects:

- a. Asst. Sec. Ramon Bacant/Director Edith B. Carpio - Second Elementary Education Project (SEEP)
- b. Director Avelina Llagas/Ms. Lilia Tuason - Secondary Education Development Project (SEDP)
- c. Ms. Milagros Marcos - Agricultural Technology Education Project (ATEP)
- d. Ms. Elizabeth Fontanoza - Agricultural Education Project (AGRED)
- e. Mr. Felicitio Lara - Science Equipment Fabrication Project (SEFP)
- f. Mrs. Minerva de Jesus - IMC
- g. Engr. Israel Catabay - Regular School Building Program

Members, Private Sector Representatives (non-voting)

- a. Dr. Domingo C. Salita - Philippine Constructors Association (PCA)
- b. Two other members representing PICPA and End-User Group

2. The terms and reference of PBAC shall be those described in the inclosure.

3. PBAC shall be directly assisted by a core of technical staff detailed from EDPITAF, headed by Mrs. Milagros Talinio hereinafter referred to as PBAC Secretariat, and shall be responsible for ensuring that PBAC's procurement activities are systematized in terms of packaging, scheduling, and all such requirements so as to make every activity cost-effective and efficient. Miss Estela Ferriols is tasked to oversee the procurement activities and evaluation of the PBAC Secretariat.

4. As the need arises, the Head of PBAC Secretariat is herein authorized to draw additional personnel from the project group/s concerned, in close consultation with its head of office/unit with the end in view of ensuring a timely evaluation of tenders and consequently approval of awards.

5. Contract awards and/or procurement packages costing P500,000.00 and below shall be endorsed by the PBAC's Technical Committee for approval by the Undersecretary designated for the purpose, while those in excess thereof shall be endorsed by the PBAC Chairman for approval by the Secretary in accordance with the pertinent provisions of existing laws, rules and regulations.

6. The Seminar Room located in Hall A of Rizal II Building shall be used primarily for PBAC concerns. Those wishing to utilize said conference room may do so but must coordinate first with the PBAC Secretariat.

7. The DECS-Procurement Technical Committee and all such committees involved in local procurement are herein abolished and all their functions and records transferred to the newly-constituted PBAC.

8. Wide dissemination of this Order is enjoined. This supersedes any memorandum inconsistent with this Order.

(SGD.) ISIDRO D. CARINO
Secretary

Incl.:
As stated

References:
DECS Orders: Nos. 29 and 78, s. 1990 and 49, s. 1991

Allotment: 1-2--(M.O. 1-87)

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

✓ AUTHORITY
✓ BIDS
✓ COMMITTEE
✓ OFFICIALS

(Inclosure to DECS Order No. 52, s. 1991)

TERMS AND REFERENCE OF THE PREQUALIFICATION, BIDS
AND AWARDS COMMITTEE (PBAC)

1. Primarily responsible for the administration of systems and procedures on all biddings and awards of the Department for the procurement of goods and services whether for foreign-financed or locally/nationally funded projects which may be specifically assigned to PBAC;
2. Review or make arrangements for the review prior to finalization of specifications of goods and services to be purchased and manner of packaging them to ensure clarity, completeness, economy and conformance to prescribed Procurement Guidelines and other existing laws, rules and regulations.
3. Prepare or arrange for the preparation of Invitations, Qualifications and other documents necessary for public bidding and other suitable procurement modes;
4. Issue or make arrangements for the issuance of applications for prequalification, bid and other tender documents and such other requirements necessary for the procurement of goods and services;
5. Maintain a register of qualified prospective bidders after examination and processing of the contractors application for prequalification and predisqualify those not meeting the requirements;
6. Process bids/offers submitted and recommend award to the lowest evaluated bid if found complying with all the conditions in the call for bids and other tender documents, or reject any and all bids which are substantially unresponsive or non-complying or otherwise obviously unbalanced particularly on the major items or infractions of PD 1594 and its implementing rules and regulations and other laws governing the matter;
7. Recommend the disqualification and/or confiscation of the bid and performance securities of contractors who have been delinquent in the preparation and submission of bids and in the performance of contracts;
8. Negotiate with contractors/bidders/suppliers under the terms and conditions provided for in the implementing rules and regulations of PD 1594, Executive Orders 301 and 380 and all other laws, rules and regulations governing the same.
9. Obtain technical advice, expertise and/or assistance from any government entity or agency in the performance of its functions; and
10. Perform such other functions as are necessary in the implementation of the Bidding Law and related laws on the matter.