Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL**

Poblacion, Lilo-an, Cebu 6002

June 27, 2017

**SCHOOL MEMORANDUM**

**No. 11, s. 2017**

**DESIGNATION OF SCHOOL Bids & Awards Committee (BAC)**

**TO**: **1.) Ms. MARIFE ANGULO - CHAIRMAN**

**2.) Ms. Marie Jane Cacanog - Member**

**3.) Ms. Sheila Garbo - Member**

**4.) Ms. Gemma Palma - Member**

**5.) Miss Estrella Caya - Member**

1. This Office hereby informs all of you of your additional Ancillary Service as you are designated as member of the Bids & Awards Committee.
2. Specific Tasks:

### 2.1 The BAC shall have the following functions:

### 2.1.1 advertise and/or post the invitation to bid,

### 2.1.2 conduct pre-procurement and pre-bid conferences,

### 2.1.3 determine the eligibility of prospective bidders,

### 2.1.4 conduct the evaluation of bids, undertake post-qualification proceedings, 2.1.5 recommend award of contracts to the Head of the Procuring Entity or his

### duly authorized representative:

### 2.1.5.1 Provided, That in the event the Head of the Procuring Entity shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable and justifiable grounds to be expressed in writing, copy furnished the BAC;

### 2.1.5.2 recommend the imposition of sanctions in accordance with Article XXIII, and perform such other related functions as may be necessary, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.

### 2.1.6 In proper cases, the BAC shall also recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Article XVI hereof.

### 2.1.7 The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by this Act and the IRR, and it shall prepare a procurement monitoring report that shall be approved and submitted by the Head of the Procuring Entity to the GPPB on a semestral basis. The contents and coverage of this report shall be provided in the IRR.

1. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR.**

Assistant School Principal II

DISTRIBUTION:

1 copy for each member

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file

**CONFORM:**

**1.) Ms. MARIFE ANGULO - CHAIRMAN -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.) Ms. Marie Jane Cacanog - Member -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.) Ms. Sheila Garbo - Member -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.) Ms. Gemma Palma - Member -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5.) Miss Estrella Caya - Member -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**