



**35 BARANGAY'S OF  
KITAOTAO**

1. Balanqigay
2. Balocbocan
3. Bershiba
4. Binoonqan
5. Bobong
6. Bolocao
7. Cabalantian
8. Calapaton
9. Diqonqan
10. East Dalurong
11. Kahusayan
12. Kalumihan
13. Kauyonan
14. Kimolonq
15. Kipilas
16. Kitaihon
17. Kitobo
18. Kiulom
19. Loreqa
20. Maqsaysay
21. Malobalo
22. Metebaqaq
23. Paqan
24. Panqanan
25. Poblacion
26. Saqundanon
27. San Isidro
28. San Lorenzo
29. Sinaysayan
30. Sinuda
31. Sto. Rosario
32. Tandonq
33. Tawas
34. West Dalurong
35. White Kulaman

**Vision**

"Kitaotao, a peaceful tourist destination of Southern Bukidnon, ideal place for investment with sustainable and advanced agri-industry, balanced ecology, home of empowered and resilient people who takes pride of its heritage within the paradigm of responsible governance".

**Mission**

The promotion of the general welfare of the people is the concern and duty of the Municipal Government shall work for the effective implementation of the Local Government Code to effectively conserve, regenerate, utilize potential natural resources, increase investment and employment opportunities, increase agricultural productivity and improve delivery of basic services.

**EXECUTIVE ORDER NO. 01**

*Series of 2024*

**AN ORDER RE-ORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC), SECRETARIAT AND TECHNICAL WORKING GROUP OF THE LOCAL GOVERNMENT UNIT OF KITAOTAO, BUKIDNON.**

**WHEREAS**, the implementing Rules and Regulations (IRR) part A is promulgated pursuant to Republic Act No. 918.4, otherwise known as the Government Procurement Reform Act (GPRA), for the Purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the government;

**WHEREAS**, the IRR-A covers all domestically funded procurement activities from procurement planning to conduct implementation and termination, except acquisition of real property and private sector infrastructure or developments;

**WHEREAS**, the IRRA-A is promulgated in line with the government's commitment to good governance and its effort to adhere to the principle of transparency, accountability, equity, efficiency, and economy in its procurement process;

**WHEREAS**, it is the policy of the Government to adopt a standards and uniform set of rules and regulations governing the procurement of infrastructures project, Goods and consulting services for government projects and other activities that embodies a streamlines procurement process;

**WHEREAS** to undertake the functions specified in Sec. 12, the IRR-A a Single Bids and Awards Committee (BAC) shall be established in the Local Government Unit (LGU);

**NOW THEREFORE, I, EDWIN P. ABUCAYAN**, Municipal Mayor of Kitaotao, Province of Bukidnon, by virtue of the power vested upon me by law do hereby order the reorganization of Bids and Awards Committee (BAC), BAC Secretariat and the Technical Working Group (TWG) of the Municipality of Kitaotao.

**SECTION 1. Composition of the Bids and Awards Committee (BAC)**

Chairperson:	MILDRED R. GEOLINA	- Municipal Budget Officer
Vice Chairman:	ROEL H. MOLO	- Municipal Assessor
Members:	ROSEMARIE A. PADERANGA	- Mun. Engineer
	RENEHART O. MANGA	- MSWDO
	HONORATA P. SULANG	- HRMO
Observer:	MERLYN P. SAYSON	- CSO
	DOMINO PANGKAT	- CSO

**SECTION 2. Power and Functions of the BAC**

The BAC shall discharge its functions in accordance with RA 9184 and its implementing rules and regulations (IRR). These functions shall include the following;

Exec. Order No. 2024-01 - *An Order Re-Organizing the Bids and Awards Committee (BAC), Secretariat and Technical Working Group of the Local Government Unit of Kitaotao, Bukidnon.*



- a. Advice and/or post the invitation to bid.
- b. Conduct pre-procurement and pre-bid conference;
- c. Determine the eligibility of prospective bidders;
- d. Receive and conduct the evaluation proceeding;
- e. Undertake post-qualification proceedings;
- f. Resolve motions for reconsideration;
- g. Recommend awards of contracts;
- h. Recommend the position of sanctions in accordance with Rule XXIII;
- i. Perform such other related functions as may be necessary, including the creation of 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 post qualification;
- j. Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof.
- k. To put in writing if one of BAC Members refuses to affix his/her signature on the bidding documents citing reason/s on his her refusal to avoid a notion of red tape.

### **SECTION 3. Term**

As provided in Rule 5, Sec. 2 "Unless sooner revoked for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewal at the discretion of the head of the procuring entity" (Municipal Government of Kitaotao)".

### **SECTION 4. BAC Secretariat**

To strengthen and promote the professionalization of the procuring unit, the Bids and Awards Committee shall be provided with secretariat which will serve as its main support unit. To expedite the procuring process, the members of the BAC shall give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the said assignments at hand are completed.

The Function Room of Municipal Hall shall serve as the venue for the Bid conferences and Bidding proper to ensure operational efficiency and effectiveness of the BAC members, BAC secretariat and the Technical Working Group

The BAC Secretariat shall compose of the following;

Chairperson	: CHARLIE C. BASTIDA, C.P.A	-	Accountant I
Support Staff	: MARVIN A. GUBATON	-	Admin. Aide
	JAN KANDICE L. MANTE	-	Executive Assistant III
	HYFZYVAH D. LOBITAÑA	-	Admin. Aide

### **SECTION 5. Functions and Responsibilities of BAC Secretariat.**

- a. Provide administrative support to the BAC;
- b. Organize and make all necessary arrangement of the BAC meeting;
- c. Attend BAC meeting as secretary;
- d. Prepare minutes of the BAC meeting;



- e. Take custody of procurement documents and be responsible for the safety and distribution of bidding documents to interested bidders;
- f. Assists in managing the procurement process;
- g. Monitor procurement activities and milestone for proper reporting to relevant agencies when required;
- h. Consolidate Project Procurement Management Plan (PPMP) from various units of the procuring entity to make them available for review as indicated in Section 7 Rule 2 if the IRR-A;
- i. Make arrangement for the pre-procurement and pre-bid conference;
- j. Be the central channel of communications for the BAC with and users. PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public.

### **Section 6. Technical Working Group (TWG)**

The Technical Working Group shall compose of the following:

REYNALDO B. PABUALAN	- Engineer IV
ALVIN S. OBRIQUE	- Executive Assistant V
BENJAMIN R. NALA, JR., CPA	- Municipal Accountant

### **Section 7. Functions of the Technical Working Group (TWG)**

The Technical Working Group (TWG) shall discharge its function in accordance with R. A. 9184 and its Implementing Rules and Regulations (IRR).

### **Section 8. Procurement through Canvass**

The head of Office shall do the canvassing of prices from the three (3) bonafide supplier provided it conforms to the Provision of R.A. 9184, otherwise known as the Government Procurement Reform Act.

### **Section 9. Honoraria of the BAC, TWG and Secretariat**

The BAC members shall be granted payment of honorarium in the amount not to exceed twenty five percent (25%) of their respective basic monthly salary subject to the availability of funds, necessary guidelines of which shall be promulgated by the Department of Budget and Management (DBM). The members of the Technical Working Group (TWG) and the Secretariat shall also be granted payment honoraria, subject to the relevant rules of the Department of Budget and Management (DBM).

### **Section 10. Professionalization of BAC, BAC Secretariat, TWG Members and Procurement Units**

Members of the BAC, Secretariat and TWG members shall undergo a sustained training designed to develop the capacity of the BAC, BAC secretariat, TWG and the Procurement Units, and professionalize the same.



**Section 11. Budget**

An appropriation shall be provided in the Municipal Annual Budget to cover the cost of training programs, conferences other operational requirements of the Bids and Awards Committee and its Secretariat and Technical Working Group, subject to the prescribed budgetary guidelines.


**Section 12. Repealing Clause**

All prior issuances on the organization and functions of the BAC with its Secretariat and technical working group which are inconsistent herewith shall be deemed superseded by this order.

**Section 13. Effectivity**

This Executive Order shall take effect immediately.

**DONE** in the Municipality of Kitaotao, Province of Bukidnon, this 2<sup>nd</sup> day of January 2024.

  
**EDWIN P. ABUDA**  
Municipal Mayor

Cc:

- **HON. ROGELIO NEIL P. ROQUE**  
Governor  
Province of Bukidnon
- Sangguniang Panlalawigan Office