



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER No. 39
Series of 2021

**PROVIDING FOR THE CREATION OF THE BIDS AND AWARDS COMMITTEE OF THE
PAMANTASAN NG LUNGSOD NG MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, the Board of Regents of the Pamantasan ng Lungsod ng Muntinlupa issued Bopard Resolution No. 001, Series of 2021, dated 26 February 2021, and approved the Proposed Implementing Rules and Regulations (IRR) of City Ordinance No. 19-027, which is entitled "Creating the Pamantasan ng Lungsod ng Muntinlupa as a Local Economic Enterprise;"

WHEREAS, Rule 8 of the aforementioned IRR provides that

Property and Procurement Management

Section 1. Bids and Awards Committee (BAC). The composition and functions are based on Republic Act No. 9184, otherwise known as the Procurement Law of the Philippines, and its Implementing Rules and Regulations.

1.1 Composition of BAC

1.1.1 Each procuring entity shall establish a single BAC for its procurement. The BAC shall have at least five (5) members, but not more than seven (7) members.

The BAC shall be composed of one representative each from the following offices, such, but not limited to, Budget Office, Legal Office, Procurement Office, Planning Office, Faculty Association and end user. At least a third ranking permanent official of the procuring entity shall also be a member of the BAC. The members of the BAC shall be personnel occupying plantilla positions of the procuring entity.

1.1.2. It shall be chaired by at least a third ranking permanent official of the procuring entity other than its head, and its



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composition shall be specified by the IRR. Alternatively, as may be deemed fit by the head of the procuring entity, there may be separate BACs where the number and complexity of items to be procured shall so warrant. Similar BACs for decentralized and lower level offices may be formed when deemed necessary by the head of the procuring entity.

1.1.3. The members of the BAC shall be designated by the head of the procuring entity.

1.1.4. Unless sooner removed for cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the head of the procuring entity.

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers granted me by law, do hereby order and decree that:

Section 1. Creation and Composition.

The Bids and Awards Committee of the Pamantasan ng Lungsod ng Muntinlupa (BAC-PLMun, for brevity) is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

- | | | |
|-----|--|-------------------|
| (a) | Ramonito A. Mesina,
Associate Professor,
Acting Vice President for Academic Affairs,
Registrar's Office,
Officer in Charge, College of Business Administration | Chairperson; |
| (b) | Cynthia T. Meneses,
University Planning Officer | Vice Chairperson; |
| (c) | Melissa A. Untalan,
Finance Officer | Member; |
| (d) | Engr. Zosima Cahinhinan,
Building Administrator | Member; |
| (e) | Antonio D. Flores, Jr.,
Associate Professor,
President, Faculty Association | Member. |



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- (c) Victor John A. de la Cruz,
Information System Analyst III Member;
- (d) Sittie Johaira M. Alawi,
Administrative Officer II, Budget Office Member.

Section 4. Functions.

The TWG shall perform the following functions, namely:

- (a) Act as the Secretariat of the BAC-PLMun, on top of its role as the TWG;
- (b) Provide administrative support to the BAC;
- (c) Organize and make all necessary arrangements for BAC meetings and conferences;
- (d) Prepare Minutes of Meetings and Resolutions of the BAC;
- (e) Take custody of procurement documents and other records, and ensure that all procurement endeavors undertaken by the procuring entity are properly documented;
- (f) Manage the sale and distribution of Bidding Documents to interested bidders;
- (g) Advertise and post bidding opportunities, including Bidding Documents and Notices of Award;
- (h) Assist in managing the procurement process;
- (i) Monitor the procurement steps, activities and milestones for proper reporting to relevant agencies, whenever required;
- (j) Consolidate Project Procurement Management Plans (PPMPs) from various units of the procuring entity to make them available for review as indicated in Section 7 of the IRR, mentioned in the second Whereas Clause;
- (k) Act as the central channel of communication for the BAC with the end users, the Project Management Office (PMO), other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

Section 5. Honoraria.

Each member of the BAC-PLMun may receive an honorarium, the amount of which shall not exceed twenty-five (25%) percent of their respective basic monthly salaries, and shall be subject to availability of funds.

The procuring entity may likewise grant each member of the TWG, subject to pertinent and applicable rules and guidelines of the Department of Budget and Management.



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Section 6. Repealing Clause.

Any previously issued order inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

Section 7. Separability Clause.

In the event any provision found herein will be judicially decided illegal or administratively declared infirm, untouched provisions shall remain to have full force and effect.

Section 8. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked or amended accordingly.

DONE AND EXECUTED on this 3rd day of September 2021 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor