

7/10/13  
*Amal*

**EXECUTIVE ORDER NO. 008**  
**Series of 2013**

**AN ORDER RE-ORGANIZING THE COMPOSITION OF BIDS AND AWARDS COMMITTEE SECRETARIAT OF THE CITY GOVERNMENT OF ALAMINOS, PANGASINAN**

**WHEREAS**, The City of Alaminos, by virtue of Executive Order No. \_\_ dated July 5, 2013, has created the Bids and Awards Committee pursuant to the provision of the R.A 9184 otherwise known as the "Government Procurement Reform Act";

**WHEREAS**, Section 14 of the implementing Rules and Regulations of R.A 9184 mandates the creation of Bids and Awards Committee Secretariat;

**WHEREAS**, The Bids and Awards Committee Secretariat will serve as the major support unit of the Bids and Awards Committee of the City of Alaminos;

**WHEREFORE**, by virtue of the powers vested upon me by the law, I, **ARTHUR F. CELESTE, City Mayor**, City of Alaminos, Pangasinan, hereby designate the following as members of the BAC Secretariat of the Local Government of Alaminos, Pangasinan, pursuant to the provisions of the Implementing Rules and Regulations of R.A. 9184 to wit:

**SECTION 1. APPOINTMENT OF SECRETARIAT**

The Bids and Awards Committee shall be composed of the following:

1. PAMELA G. RAOET
2. RIZALYN MARTINEZ
3. MARIE GRACE F. ATIENZAR
4. ROWENA ATIENZA
5. ROGIELYN REINOSO
6. NELSON ABARRA

The foregoing members shall elect from among themselves their Chairman and Vice-Chairman within five (5) days from the effectivity hereof and shall report this matter immediately to the Office of the City Mayor.

**SECTION II. FUNCTIONS AND RESPONSIBILITIES**

1. Provide administrative support to BAC;
2. Organize and make all necessary arrangements for the BAC meeting;
3. Attend the BAC meeting;
4. Prepare minutes of the BAC Meetings;
5. Take custody of the procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
6. Assist in managing the procurement process;

7. Monitor procurement activities and milestone for the proper reporting to relevant agencies when required;
8. Consolidated Project Procurement Plans (PMMP's) from various units of the procuring entity to make them available for review as indicated in Section 7 of this IRR-A;
9. Make arrangements for the pre-procurement and pre-bid conferences and bid opening, and
10. Be the central channel of communications for the BAC with the end users, Project Management Offices (PMO's), other unit of the line agency, other government agencies, providers of goods, civil works and consulting services, and general public.

### SECTION III. EFFECTIVITY

This Executive Order shall take effect immediately upon signing of this Executive Order by the City Mayor.

**DONE IN THE CITY OF ALAMINOS, PANGASINAN, this 5<sup>th</sup> day of July 2013.**



**HON. ARTHUR F. CELESTE**  
City Mayor

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