



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

SCHOOL MEMORANDUM
NO. 64

TO: GPTA
BOD
HPRPTA Presidents
SSG Officers

FROM: **NANETH P. SALVADOR**
Officer-in-Charge

SUBJECT: **COMPOSITION OF SCHOOL BIDS AND AWARDS COMMITTEE (BAC) AND
TWG, SCHOOL INSPECTORATE TEAM AND SCHOOL PROPERTY CUSTODIAN**

DATE: **July 10, 2023**

1. Pursuant to provisions of Implementing Rules and Regulations Act No. 9184 (IRR of RA 9184) also known as the government procurement Reform Act, this Division shall establish the Schools' Bids and Awards Committee, Inspectorate Team and Property Custodian to strengthen the function to increase operational efficiency and effectiveness of Non-Implementing Units (Non-IUs).
2. In line with this, all Schools are hereby directed to establish/ reconstitute their own Schools' Bids and Awards Committee, Inspectorate Team and Property Custodian with conforms to the following guidelines:
 - a. Bids and Awards Committee- The Head of Procuring Entity (HoPE) shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency (Section 11.2.1 of RA 9184).
 - b. Schools Inspectorate Team shall be composed of at least two (2) regular members and one (1) provisional member designated by the HoPE with qualifications conforming to the provisions in DepEd Order No. 5, s. 2010.
 - c. School Property Custodian shall be designated by the HoPE thru proper documentations and whose capabilities satisfy the needed requirements for administering responsible custodianship.



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3. To ensure that the procurement and inspection functions are segregated and in keeping with the rules and principles of good internal control and to avoid the possibility of conflict of interest, It is hereby enjoined that BAC Members should not participate in the inspection of the procured items.
4. Roles and responsibilities of School BAC, Inspectorate Team and Property Custodian are found in Enclosure No. 1 to this Memorandum.
5. Strict compliance and wide dissemination of this memorandum is earnestly desired.

Enclosure No.1

ROLES AND RESPONSIBILITIES OF SCHOOL BAC, INSPECTORATE TEAM AND PROPERTY CUSTODIAN

A. Functions of the BAC pursuant to Section 12.1 and 12.2 of IRR of RA 9184.

12.1. The BAC shall have the following functions:

- a. Advertise and/or post the invitation to bid/request for expressions of interest;
- b. Conduct pre-procurement and pre-bid conferences;
- c. Determine the eligibility of prospective bidders;
- d. Receive and open bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Resolve requests for reconsideration;
- h. Recommend award of contracts to the HoPE or his duly authorized representative;
- i. Recommend the imposition of sanctions in accordance with Rule XXIII;
- j. Recommend to the HoPE the use of Alternative Methods of Procurements as provided in Rule XVI hereof;
- k. Conduct of any Alternative Methods of Procurement;
- l. Conduct periodic assessment all the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
- m. Perform such other related functions as may be necessary including the creation of a Technical Working Group TWG from a pool of technical, financial, and/or legal experts to assist in the following:
 - Review of the technical specifications scope of work and terms of reference
 - Review of bidding documents



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- Shortlisting of consultants
- Eligibility Screening Evaluation of blds
- Post-Qualification; and
- Resolution of Request for Reconsideration

12.2. The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by IRR of RA 9184.

B. The General Functions of the Inspectorate Team are as follows as provided in DepEd Order No. 5, s.2010:

1. Conducts pre delivery inspection prior to delivery to determine compliance with the technical specification;
2. Inspects the delivered goods in accordance with a perfected Purchase Order/ Contracts;
3. Signs the Inspection and Acceptance Report (IAR) forms and recommends payment/ non-payment of the Supplier/Contractor;
4. Conducts Post Delivery Inspection prior to the issuance of Certificate of Final Acceptance; and
5. Monitors the rectification of defective deliveries.

C. Functions of the School Property Custodian in Accordance with DepEd Property Manual Handbook, DepEd Order 45, s.2006 and DepEd Order No. 19, s. 2017

1. Accepts, distributes and monitors all deliveries of supplies materials and equipment to the different departments of the school and prepares necessary reports required by the Division Office. (All items to be inspected first by the Property Custodian, as the case maybe (Section 114, COA Circular 92-386).
2. Prepares request for inspection of deliveries of supplies materials and equipment as well as the Inspection and Acceptance Report (IAR).
3. Prepares and maintains Property and Stock Cards for all properties and supplies of the school.
4. Prepares Report on the Physical Count of Inventories (RPCI) and the Property, and Equipment (PPE).



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5. Prepares Semi-Annual and Annual Report of Inventories as required by COA.
6. Prepares Delivery Report (per DepEd Order No. 45, s. 2006 and DepEd Order No.19, s. 2007).
7. Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for submission to the disposal committee.
8. Signs clearance of property accountability for all officials and employees of the school.



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COMMITTEE ON RESOURCES MANAGEMENT TEAM


Bids and Awards Committee (BAC) and TWG with TOR
 S.Y 2022-2023

Head of Procuring Entity		
NANETH P. SALVADOR School Head		
Committee	Chairperson	Member/s
Bids and Awards	Erwin A. Asugui Master Teacher I	Ginalyn M. Cabudoy Teacher III Elmer P. Casajeros Teacher I
BAC Secretariat	Sharmaine M. Villedo Administrative Assistant III	Angel Mae E. Plata Administrative Assistant II
Project FUND Technical Working Group (TWG)	Ginalyn M. Cabudoy Teacher III	Angel Mae E. Plata Administrative Assistant II Sharmaine M. Villedo Administrative Assistant III Elmer P. Casajeros Teacher I Vergie D. Paredes Teacher III



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Excerpts of RA 9184 and its Implementing Rules and Regulations (IRR-A)

Functions of the BAC pursuant to Section 12.1 and 12.2 of IRR of RA 9184.

12.1. The BAC shall have the following functions:

- a. Advertise and/or post the Invitation to bid/request for expressions of interest;
- b. Conduct pre-procurement and pre-bid conferences;
- c. Determine the eligibility of prospective bidders;
- d. Receive and open bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Resolve requests for reconsideration;
- h. Recommend award of contracts to the HoPE or his duly authorized representative;
- i. Recommend the imposition of sanctions in accordance with Rule XXIII;
- j. Recommend to the HoPE the use of Alternative Methods of Procurements as provided in Rule XVI hereof;
- k. Conduct of any Alternative Methods of Procurement;
- l. Conduct periodic assessment all the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
- m. Perform such other related functions as may be necessary including the creation of a Technical Working Group TWG from a pool of technical, financial, and/or legal experts to assist in the following:
 - Review of the technical specifications scope of work and terms of reference
 - Review of bidding documents
 - Shortlisting of consultants
 - Eligibility Screening
 - Evaluation of bids
 - Post-Qualification; and
 - Resolution of Request for Reconsideration

12.2. The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by IRR of RA 9184.



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**Inspectorate Team with TOR
S.Y 2022-2023**

Head of Procuring Entity		
NANETH P. SALVADOR School Head		
Committee	Regular Members	Provisional Member
Inspectorate Team	Nancy S. Reyes Teacher II Ginalyn M. Cabudoy Teacher III	Erwin A. Asugui Master Teacher I

Excerpts of RA 9184 and its Implementing Rules and Regulations (IRR-A)

The General Functions of the Inspectorate Team are as follows as provided in DepEd Order No. 5, s.2010:

1. Conducts pre delivery inspection prior to delivery to determine compliance with the technical specification;
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4. Conducts Post Delivery Inspection prior to the issuance of Certificate of Final Acceptance; and
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School Property Custodian with TOR
S.Y 2022-2023

Head of Procuring Entity NANETH P. SALVADOR School Head		
Committee School Property Custodian	Chairperson Ginalyn M. Cabudoy Teacher III	Members Elmer P. Casajeros Teacher I Vergle D. Paredes Teacher I

Excerpts of RA 9184 and its Implementing Rules and Regulations (IRR-A)

Functions of the School Property Custodian in Accordance with DepEd Property Manual Handbook, DepEd Order 45, s.2006 and DepEd Order No. 19, s. 2017

1. Accepts, distributes and monitors all deliveries of supplies materials and equipment to the different departments of the school and prepares necessary reports required by the Division Office. (All items to be inspected first by the Property Custodian, as the case maybe (Section 114, COA Circular 92-386).
2. Prepares request for inspection of deliveries of supplies materials and equipment as well as the Inspection and Acceptance Report (IAR).
3. Prepares and maintains Property and Stock Cards for all properties and supplies of the school.
4. Prepares report on the Physical Count of inventories (RPCI) and the Property, and Equipment (PPE).
5. Prepares Semi-Annual and Annual Report of Inventories as required by COA.
6. Prepares Delivery Report (per DepEd Order No. 45, s. 2006 and DepEd Order No.19, s. 2007).



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7. Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for submission to the disposal committee.

8. Signs clearance of property accountability for all officials and employees of the school.

Prepared by:


GINALYN M. CABUDOY
Teacher III

Approved by:


NANETH P. SALVADOR
School Head



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