



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

03 January 2025

SCHOOL MEMORANDUM

No. 01, s. 2025

**RECOMPOSITION OF SCHOOL BIDS AND AWARDS COMMITTEE (BAC),
SECRETARIAT, TECHNICAL WORKING GROUP (TWG) AND INSPECTORATE TEAM**

To: All Teaching and Non-Teaching Staff
All Others Concerned

1. Pursuant to the **2016 Revised Implementing Rules and Regulation of Republic Act. No. 9184**, otherwise known as "The Government Procurement Reform Act", this office hereby designates the following as members of the School Bids and Awards Committee (BAC), Secretariat & Technical Working Group (TWG) effective January 01, 2025.

A. School Bids and Awards Committee Composition

Head of the Procuring Entity: **Naneth P. Salvador, EdD**
Principal I

Chairperson: **Erwin A. Asugui**
Master Teacher I

Vice Chairperson: **Sharmaine M. Villedo**
Administrative Assistant III

Members: **Elena S. Rosales**
Teacher III

Gigi Lyn V. Aticaldo
Teacher III

Ginalyn M. Cabudoy
Teacher III



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As mandated in Rule V, section 12.1 and 12.2 of the Revised Implementing Rules and Regulation of Republic Act No. 9184, otherwise as "Government Procurement Reform Act". 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 Procurement as provided in Rule XVI hereof;
- k. Conduct any of the Alternative Methods of Procurement;
- l. Conduct periodic assessment of 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.

The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB. The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended.



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C. School BAC Technical Working Group Composition

Team Leader: **Nancy S. Reyes**
Teacher III

Members: **Marites C. Timana**
Teacher III
Jenah S. Aniban
Teacher III

Technical working group members are task to assist the Bids and Awards Committee in the following:

- a. Review of the Technical Specifications, Scope of Work, and Terms of reference;
- b. Review of Bidding Documents;
- c. Shortlisting of consultants;
- d. Eligibility of screening;
- e. Evaluation of Bid;
- f. Post-qualification; and
- g. Resolution for request for consideration

Pursuant to DepEd Order no.027 s.2020, Guidelines on the Reconstitution of Inspectorate team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools, the Inspectorate Team of Luis Y. Ferrer Jr. North National High School are constituted as follows:

D. School Inspectorate Team Composition

Team Leader: **Erwin A. Asugui**
Master Teacher I

Regular Members: **Ginalyn M. Cabudoy**
Teacher III
Irine D. Macalindong
Teacher I

Provisional Member: **Bernafe M. Ortega**
SPTA President



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B. School BAC Secretariat Composition

Head: **Sharmaine M. Villedo**
Administrative Assistant III

Member: **Angel Mae P. Macarandang**
Administrative Assistant II

As mandated in Rule V, section 14.1 and 14.2 of the Revised Implementing Rules and Regulation of Republic Act No. 9184, otherwise as "Government Procurement Reform Act", the HoPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM. The Secretariat shall have the following functions and responsibilities:

- a. Provide administrative support to the BAC and the TWG;
- b. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c. Prepare minutes of meetings and resolutions of the BAC;
- d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
- j. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.



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The School Inspectorate Team are in-charge of the inspection procedure upon delivery and before acceptance of all types of goods. The Inspectorate Team shall be composed of a Team Leader, Regular Members and a Provisional Member particularly described as follows:

Team Leader

The Team Leader must be a 2nd ranking permanent official in the school.

Regular Members

The following School personnel shall be the Regular Members of the School Inspectorate Team:

1. At least one Officer or Teacher who has adequate knowledge and technical skill relative to the goods procured;
2. School Property Custodian or Supply Officer; and
3. School Accountant or Bookkeeper.

Provisional Member

The Provisional Member may be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the School Head.

The Inspectorate Team shall be in-charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of DepEd procured goods. In addition to the roles and responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate Teams shall likewise perform functions such as, but not limited to, the following:

- a. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector;
- b. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed;
- c. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data;
- d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site;
- e. Check the completeness and authenticity of the documents presented by the Supplier;
- f. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met;



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- g. Perform trial and operational test on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance;
 - h. Check the inclusion of warranty certificate and instructional manual;
 - i. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements;
 - j. Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among others, its assessment and findings;
 - k. Submit assessment reports and policy recommendations concerning the conduct of inspection; and
 - l. Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.
2. The School BAC Committee, Secretariat, Technical Working Group , and Inspectorate Team are directed to strictly adhere to the provision of RA 9184 and its implementing Rules & Regulation.
 3. This memorandum shall remain in force unless sooner revoked and recomposed for justifiable reasons.


NANETH P. SALVADOR, EdD
Principal I



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