



HEAD OF THE PROCURING ENTITY (HOPE)
Office of the Officer-in-Charge

OFFICE ORDER NO. 2017-03

**RECONSTITUTION OF APO PRODUCTION UNIT, INC. (APO) BIDS AND AWARDS
COMMITTEE (BAC) SECRETARIAT**

Pursuant to Section 11 of the Revised IRR of 9184, "Each procuring entity shall establish a BAC to undertake the functions specified in Section 12 of this IRR in order to facilitate professionalization and harmonization of procedures and standards".

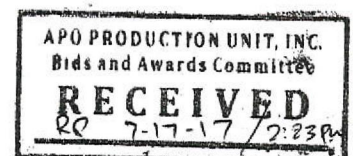
Further, pursuant to Section 14 of this IRR, "The HOPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, the HOPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM."

In the interest of service and for the purpose of averting hiatus necessary in the operations of APO, there is a need to reorganize the existing composition of the APO BAC Secretariat.

This reconstitution served to ensure that there is an effective study of the requirement to properly reflect the needs of the different end users and that the bids submitted are efficiently evaluated specifically on procurement that is intended to meet the requirements of the National Government and its agencies for highly-sensitive security printing services.

In this regard, the APO BAC Secretariat is reconstituted as follows:

Ms. Ma. Merla D. Escobar	Head
Ms. Lea Ann M. Gamban	Member
Ms. Bernadette Claudine P. Gutierrez	Member
Mr. Rp P. Delos Reyes	Member
Ms. Hershey Anne V. Calope	<i>ad hoc</i> Member
Ms. Joy M. Principe	<i>ad hoc</i> Member
Ms. Erlinda E. Diaz	<i>ad hoc</i> Member
Ms. Theresa S. Ronquillo	<i>ad hoc</i> Member
Ms. Ednalyn S. Cortez	Probationary
Ms. Ma. Beronica I. Banagan	Probationary





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.


Lastly, this also serves as a reminder that the designated BAC Secretariat herein shall, if necessary, expedite the procurement process by giving utmost priority (jury duty) to BAC assignments over all other duties and responsibilities, until the requirements for the assignments at hand are completed.

The Office Order shall take effect immediately upon its issuance on **12 July 2017** and shall remain in full force and effect until sooner modified or revoked by the HOPE.

For strict compliance


ANGELIQUE S.A. ABADILLA
Officer-In-Charge

NOTED AND APPROVED:


MICHAEL J. DALUMPINES
Chairman and Acting CEO