



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104  
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

September 12, 2024

**SPECIAL ORDER**

No. 302  
Series of 2024

**SUBJECT: AMENDMENT TO SPECIAL ORDER NO. 296, SERIES OF 2024  
"RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC),  
DA - BAR"**

In compliance with the Republic Act (RA) No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC), BAC Secretariat/Procurement Unit, and Technical Working Group (TWG) of the Bureau of Agricultural Research (BAR), are hereby reconstituted.

The following are the composition of each member and respective functions:

**I. Bids and Awards Committee (BAC)**

**A. Composition**

Regular Members

Chairperson	:	Salvacion M. Ritual
Vice-Chairperson	:	Evelyn H. Juanillo
Members	:	Amavel A. Velasco Jude Ray P. Laguna Kris Thea Marie B. Hernandez Maria Elena M. Garces
Alternate Members	:	Alvin L. Fontanil Rhea D. Desalesa
Provisional Members	:	Unit/Section Head of Requesting Office or its Representative
Observer	:	COA Representative NGO Representative Association of BAR Employees (ABARE) Representative or any Representative from duly recognized private group in a sector or discipline relevant to the procurement at hand.

- a. An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement; and
- b. A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures, subject to existing laws, rules and regulations.

**B. Functions:**

1. Advertise and/or post the invitation to bid/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of the prospective bidders;
4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake the post-qualification proceedings;
7. Resolve request for reconsideration;
8. Recommend award of contracts to the Head of Procuring Entity (HoPE) or its duly authorized representative;
9. Recommend the imposition of sanctions in accordance with XXXII of RA 9184;
10. Recommend to the HoPE the use of Alternative Methods of Procurement as provided for Rule XVI of RA 9184;
11. Conduct any of the Alternative Methods of Procurement;
12. Conduct periodic assessment of the Procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR of RA 9184.

**II. Technical Working Group (TWG)**

**A. Composition**

**1. Good and Services**

Gian Carlo R. Espiritu  
Jennilyn J. Castañeto

**2. ICT Goods and Services**

Jocel Anne C. Yamson  
Jems Rey Y. Soto

**3. Infrastructure/Building**

Marvin S. Evangelista  
Vanessa D. Yap



**4. Transportation**  
Ryan Joseph M. Abrigo

**5. Consulting Services**  
Maylen V. Cunanan  
Marnelie G. Subong

**B. Functions**

The Technical Working Group (TWG) shall assist the BAC and provide utmost priority to BAC assignments over all other duties and responsibilities until completion of procurement activities with the following functions:

1. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
2. Review of Bidding Documents;
3. Shortlisting of Consultants;
4. Eligibility Screening;
5. Evaluation of Bids;
6. Post-Qualification; and
7. Resolution of Request for Reconsideration.

**III. BAC Secretariat**

**A. Composition**

Chairperson	:	Judith A. Maghanoy
Members	:	Magdalena S. Calimutan Alan N. Palevino Lester S. Bartina Neil Francis M. Prado Mario R. Anire

**B. Functions**

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;



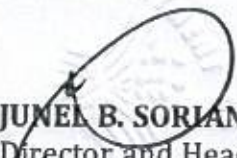
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
10. 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.

#### **IV. Jury Duty of the BAC, its Secretariat, and TWG**

Consistent with Section 14.3 of the updated 2016 revised IRR of RA 9184, all duties and responsibilities provided herein shall be given utmost priority over all other duties and responsibilities, until the requirements for the said assignments at hand are completed.

#### **V. Effectivity and Repealing Clause**

This Order shall take effect immediately and shall remain in force unless revoked. All orders and memoranda, and issuances inconsistent herewith are deemed revoked.

  
**JUNEL B. SORIANO, PhD**  
Director and Head of Procuring Entity (HoPE)



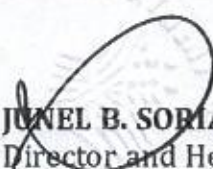
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