



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 028

Series of 2025

AN ORDER ESTABLISHING AN AD HOC BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT IN COMPLIANCE WITH SECTION 44 OF THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 12009

WHEREAS, Republic Act No. 12009, also known as the New Government Procurement Act, mandates the establishment of a permanent Procurement Unit to oversee procurement activities within the local government unit;

WHEREAS, the Implementing Rules and Regulations of R.A. 12009 provides that the head of the Procuring Entity (HoPE) shall create a Bac Secretariat to assist the BAC in the performance of its functions;

WHEREAS, there is an urgent need to constitute an Ad Hoc BAC Secretariat to support procurement activities pending the establishment of a permanent procurement unit;

WHEREAS, Section 44 of the Implementing Rules and Regulations (IRR) of the said Act allows for the creation of an Ad Hoc Bids and Awards Committee (BAC) Secretariat in the interim period pending the creation of a permanent Procurement unit.

NOW, THEREFORE, I, ALEX L. ADVINCULA, City Mayor of the City of Imus, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1: ESTABLISHMENT OF THE AD HOC BAC SECRETARIAT

In compliance with Section 44 of the IRR of Republic Act No. 12009, an Ad Hoc Bid and Awards Committee (BAC) Secretariat is hereby established.

SECTION 2: COMPOSITION

The Ad Hoc BAC Secretariat shall be composed of the following personnel:

- **Reuben D. Ramirez**, Head
- **Flor Liza B. Lara**, Member
- **Kathleen A. Hernandez**, Member



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SECTION 3: ROLES AND RESPONSIBILITIES

The Ad Hoc BAC Secretariat shall perform the following duties and responsibilities:

1. Provide administrative support to the BAC and the Technical Working Group (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. Publish 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 Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the Implementing Rules and Regulations of R.A. 12009 and prepare the Annual Procurement Plan (APP); and
10. Act as the central channel of communications for the BAC with End User or Implementing Units, Project Management Offices (PMO), 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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SECTION 4: EFFECTIVITY- This Executive Order shall take effect immediately upon its approval and shall take effect immediately and shall remain in full effect unless otherwise revoke.

DONE and **SIGNED** this 14 May 2025, at the City of Imus, Cavite.


ALEX L. ADVINCULA
City Mayor 