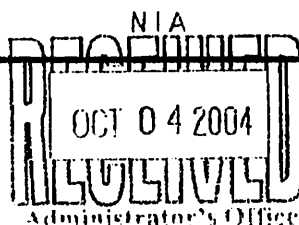


Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:

MC # 24-A s. 2004

MEMORANDUM CIRCULAR

TO : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION
/OPERATIONS/PROJECT MANAGERS, PROVINCIAL IRRIGATION
OFFICERS, IRRIGATION SUPERINTENDENTS, AND OTHER
CONCERNED OFFICIALS

SUBJECT : AMENDMENT TO MC # 24 s. 2004
RE: COMPOSITION OF THE BAC SECRETARIAT

Pursuant to the Implementing Rules and Regulations - A (IRR-A) of Republic Act 9184, otherwise known as the Government Procurement Reform Act, a single BAC Secretariat was constituted under MC # 24 s. 2004 with the following functions and responsibilities:

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for the BAC meetings;
3. Attend BAC meetings as Secretary;
4. Prepare Minutes of the BAC meetings;
5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders;
6. Assist in managing the procurement processes;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
8. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 1 of this IRR-A;
9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and
10. Be the central channel of communications for the BAC with end users, PMOs, other units of the Agency over government agencies, provider of goods, civil works and consulting services and the general public.

Under MC # 66 s. 2003 and pursuant also to the provisions of the IRR-A of 9184, two (2) Bids and Awards Committee (BAC) known as BAC – A (for Infrastructure Project and Consulting Services) and BAC – B (for Goods) were constituted in order to facilitate the procurement process at the NIA Central Office.

In order that these BACs could effectively discharge their assigned duties and functions, there is a need to create two (2) BAC Secretariat, one each for BAC – A and BAC – B.

Premised therefore from the foregoing, the two (2) BAC Secretariats in the Central Office shall be composed of the following:

BAC – A

Head Secretariat	:	FELIPA E. MASCARIÑAS
Members	:	EDGARDO B. BORAS MARCELINO M. LIM

BAC – B

Head Secretariat	:	HELEN A. LOPEZ
Members	:	ELOISA C. NAVARRO SALVE N. DE ASIS CARLOS P. PASION

With respect to Item 8 above, it shall be the responsibilities of BAC – B Secretariat.

In this connection, all other personnel previously assigned to the BAC Secretariat under MC # 24 s. 2004 are directed to report back to their mother units.

This Circular shall take effect immediately.

For compliance.


JESUS EMMANUEL M. PARAS
Administrator

October 6, 2004