SPECIAL ORDER NO. 439
Series of 2011

In the interest of the service and pursuant to the Guidelines on the Establishment of Procurement Systems and Organizations issued by the Government Procurement Policy Board (GPPB), a Technical Working Group (TWG) is hereby created to assist the Bids and Awards Committee (BAC) to assist in the procurement process.

The Technical Working Group shall comprise the following POEA personnel as regular members:

1. Atty. Patricia D. Famaran - Office of the Administrator
2. Mr. Mario Tuscan N. Naz - Information and Communication Technology Branch
3. Mr. Alfonso N. De Castro - Repatriation Unit
4. Engr. Adel N. Dela Cruz - General Services and Property Division
5. Ms. Ma. Theresa C. Sanz - Accounting Division
6. Representative from the End-User

The TWG shall provide assistance to the BAC in terms of the technical, financial, legal and other aspects of the procurement at hand. It shall have the following responsibilities:

a. Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by R.A. 9184, its IRR-A and the PBDs prescribed by the GPPB.
b. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of prospective bidders in case of biddings for consulting services.
c. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC’s consideration and approval.
d. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC’s approval.
e. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary.
f. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).

This Special Order shall take effect immediately and shall remain in force until further orders from the undersigned.

Mandaluyong City, 01 September 2011.

CARLOS S. CAO, JR.
Administrator