Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

BAGONG PILIPINAS

DEPARTMENT ORDER NO. DO2025-09-009

RECONSTITUTING THE BIDS AND AWARDS COMMITTEE OF THE DEPARTMENT OF ENERGY FOR MAIN OFFICE

WHEREAS, Republic Act No. 12009, otherwise known as the "New Government Procurement Act," and its Implementing Rules and Regulations (IRR), mandate the establishment of a Bids and Awards Committee (BAC) in every procuring entity to ensure transparency, competitiveness, efficiency, accountability, and sustainability in government procurement processes;

WHEREAS, Rule V, Section 41 of the IRR of RA 12009 provides that the Head of the Procuring Entity (HoPE) shall establish a BAC in the head office;

WHEREAS, there is a need to reconstitute the BACs of the Department of Energy (DOE) Main Office to comply with the requirements of RA 12009 and its IRR;

NOW, THEREFORE, in view of the foregoing, the following are hereby ordered:

Section 1. Reconstitution of the BAC. – The Bids and Awards Committee (BAC) of the DOE Main Office is hereby reconstituted in accordance with RA 12009 and its IRR.

Section 2. Composition. – The BAC shall be composed of five (5) or seven (7) permanent officials of unquestionable integrity and procurement proficiency, to be designated by the Secretary as the HoPE. Accordingly, the BACs shall be reconsistituted as follows:

1. **BAC Members**

Designation	Name of Official
Chairperson	Undersecretary Ronald V. Conquilla
Vice – Chairperson	Assistant Secretary Agustus Cesar A. Navarro
Members	Assistant Secretary Myra Fiera F. Roa
	Director Amelia M. de Guzman
	Director Elisa B. Morales
Alternate to Any Member	Director Nenito C. Jariel, Jr.
	Atty. Eden C. Brion-Bakilan

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

Designation	Name of Official
Head	Atty. Dexter John C. Suyat
Assistant Head	Mr. Jimwel B. Balunday
Members	Atty. Janet G. Padolina
	Atty. Rowena Joyce A. Delos Santos
	Ms. Grace T. Punzalan
	Ms. Maria Theresa H. Covel
	Mr. Ryan S. Domasig
	Ms. Leilani B. Bangit
	Ms. Shiela DC de la Cruz
	Ms. Michaela A. Fernandez
	Ms. Anabel M. Elmaga
	Mr. Steven Ivan G. Caiña
	Ms. S. Magnolia B. Olvido
	Ms. Lariz A. De Chavez
	Ms. Anna Mikko G. Realo
	Mr. Liomel O. Ebante
	Engr. Liam Alec M. Rapada

3. Secretariat

Designation	Name of Official
Head	Mr. Israel B. Santos
Assistant Head	Ms. Kathleen T. Regala
Members	Ms. Lovely Jean S. Domingo
	Ms. Ann Kathleen P. Uayan
	Mr. Jerald D. Candolesas
	Ms. Andre Nicole I. Osdon
	Mr. Harold F. Villaluz
	Mr. Ric Jason G. Villanueva
	Ms. Anna Maria T. Reposar
	Ms. Cyndra D. Mariano
	Ms. Rhodalyn P. De Guzman
	Ms. Carla Cristy A. Quibilan
	Mr. Michael F. Aloba
	Ms. Louise Andrea B. Melquiades
	Ms. Alexis Matel D. Carlos
	Ms. Anita Lourdes P. Ornilla
	Ms. Angelu B. Bermas

Section 3. Roles and Responsibilites. – To expedite the procurement process, and in accordance with Sections 5 (p) and 67 of RA No. 12009, the members of the BAC of the DOE Main Office, including the TWG and Secretariat shall give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).

A. HoPE. The HoPE shall have the following responsibilities: (1) Approve or disapprove BAC resolutions, including recommendations for contract awards, sanctions, and other procurement matters, with written justification required for any disapproval; (2) Approve and submit procurement monitoring reports to the GPPB; and (3) Resolve procurement protests and requests for reconsideration.

B. BAC. The BAC shall have the following responsibilities:

1. Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of the IRR;
2. Undertake the advertisement and/or posting of the Invitation to Bid or Request for Expression of Interest;
3. Conduct pre-procurement and pre-bid conferences;
4. Determine the eligibility of prospective bidders;
5. Receive and open bids;
6. Conduct the evaluation of bids;
7. Undertake post-qualification proceedings;
8. Resolve requests for reconsideration;
9. Recommend award of contracts to the Head of Procurement Entity (HoPE) or the duly authorized representative;
10. Recommend the imposition of sanctions in accordance with Rule XXI of the IRR;
11. Prepare a Procurement Monitoring Report (PMR) that shall be approved and submitted by the HoPE to the Government Procurement Policy Board (GPPB) on a semestral basis;
12. Creation of the TWG, as affirmed by the HoPE, from a pool of technical, financial and/or legal experts to assist in the procurement process; and
13. Perform such other related functions as may be necessary in accordance with existing laws, rules and regulations.

C. TWG. The TWG shall have the following responsibilities:

1. Assist the BAC in the review of technical specifications, scope of work, and the Terms of Reference;
2. Assist the BAC in the review of bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth under RA No. 12009, its IRR, and the Philippine Bidding Documents prescribed by the GPPB;
3. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short -listing of consultants in the case of biddings for consultancy services;
4. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;

5. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
6. Assist the BAC and Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary;
7. Assist the BAC in the resolution of requests for reconsideration; and
8. Perform such other related functions as may be necessary and appropriate to accomplish the foregoing and/or as may be authorized by the BAC.

D. Secretariat. The Secretariat shall have the following responsibilities:

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangement for BAC and the TWG meetings and conferences;
3. Prepare minutes of meeting and resolutions of the BAC;
4. Take custody procurement documents and other records and ensure that all procurements undertaken by the DOE are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Publish or post bidding opportunites, including Bidding Documents and Notices ot Awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consoliate PPMPs from various units of the DOE to make them available for review as required in Section 7 of the IRR and prepare the APP; and
10. Act as the central channel of communication for the BAC with end-users or implementing units, project management offices, other government agencies, providers of goods, infrastructure projects and consulting services, observers, and the general public.

Section 4. Honoraria of BAC. – Pursuant to Section 45 of the IRR of RA No. 12009, the payment of honoraria may be granted to all members of the BAC, regardless of position, including the TWG and ad hoc Secretariat, in an amount not exceeding thirty percent (30%) of their respective basic monthly salaries, subject to availability of funds, which may be sourced from fees collected by the BAC in relation to its procurement activities. Undersecretaries and assistant secretaries, including those of equivalent ranks, who are designated as Chairperson or members of the BAC, shall likewise be entitled to honoraria. Provided, however, that officials and employees whose organic functions are primarily related to procurement are not entitled to honoraria, subject to the guidelines issued by the Department of Budeget and Management (DBM).

Section 5. Term of Office and Hold-Over Capacity. – In accordance with Section 41 of RA No. 12009, the members of the BAC, TWG and Secretariat shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, re-assignment or removal, the replacement shall serve only for the unexpired term, provided, however, that in case of leave or suspension, the replacement shall serve

only for the duration of the leave or suspension. In order to avoid disruption in the procurement, the BAC, TWG and Secretariat, shall continue to perform their respective duties and responsibilities, in hold-over capacity, until their corresponding replacement are duly designated or appointed by the Secretary.

Section 6. Repealing Clause. – Department Order No. DO2024-09-0011 issued on 02 September 2024 on the Reconstitution of Bids and Awards Committee of Department of Energy for CY2024 and all other issuances inconsistent with this DO are hereby repealed or superseded accordingly.

Section 7. Effectivity Clause. – This Department Order shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified, amended, repealed or revoked.

Issued on SEP 29 2025 at the DOE, Energy Center, Rizal Drive corner 34th Street, Fort Bonifacio Global City, Taguig City.

SHARON S. GARIN
Secretary