



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 029 09
Series of 2023

TO : HEADS OF OFFICES, ATTACHED AGENCIES, SPECIAL PROGRAMS, AND SERVICES
ALL CONCERNED
Office of the Chief Minister

SUBJECT : RECONSTITUTION OF THE OFFICE OF THE CHIEF MINISTER BIDS AND AWARDS COMMITTEE MEMBERS AND SECRETARIAT

DATE : 14 Safar 1445 AH | 30 August 2023

This is to inform all concerned of the reconstitution of the Office of the Chief Minister (OCM) Bids and Awards Committee (BAC) for Fiscal Year 2023:

Reconstitution:

Chairperson

Mohd Asnin K. Pendatun
Cabinet Secretary, OCM-BARMM

Vice Chairperson

Narcisa D. Macog
Director III, Administrative Management Service, OCM-BARMM

Regular Members:

Ariff A. Lao (New)

Attorney V, Office of the Senior Minister, OCM-BARMM

Yusoph A. Abdullah

Chief I.T. Officer, Information and Communications Office, OCM-BARMM

Asnaifa B. Balindong-Polao

Chief, Procurement Service, OCM-BARMM

Functions and Responsibilities of the BAC:

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 post-qualification proceedings;
7. Resolve requests for reconsideration;
8. Recommend award of contracts to the HoPE or his duly authorized representative;
9. Recommend the imposition of sanctions in accordance with RA 9184;
10. Recommend to the HoPE the use of Alternative Modes of Procurement;
11. Conduct any of the Alternative Modes of Procurement;
12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to the IRR of RA 9184
13. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.

Secretariat

Head Secretariat

Richard P. Sanlocan

Chief, Property and Supply Division, OCM-BARMM

Members:

Abdul Haque G. Barakat

Administrative Officer V, Procurement Service, OCM-BARMM

Salema A. Manalao-Salakub

Administrative Officer V, IGR Secretariat Office, OCM-BARMM

Amirah Y. Gayak

Executive Assistant IV, Office of the Cabinet Secretariat, OCM-BARMM

Mohammad Shwaeli J. Hadji Ebrahim

Information Systems Analyst II, Information and Communications Office,
OCM-BARMM

Hasmin M. Shyfullah

Administrative Officer III, Office of the Cabinet Secretariat, OCM-BARMM

Shahata Umayya B. Tagtagan

Attorney V, Office of the Cabinet Secretariat, OCM-BARMM

Kasharel Ayra A. Mayo

Executive Assistant II, Office of the Cabinet Secretariat, OCM-BARMM

Pahmia P. Noska **(New)**

Executive Assistant IV, Office of the Senior Minister, OCM-BARMM

Functions and Responsibilities of the Secretariat:

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 the 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 the IRR of RA 9184 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 agencies, and the general public.

This Memorandum Order shall take immediately and shall remain effective until December 31, 2023, unless earlier modified or revoked by a competent authority. This Memorandum Order supersedes all other issuances, memoranda or orders inconsistent herewith.

For immediate and strict compliance.

By Authority of the Chief Minister

AHOD B. EBRAHIM:


ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM AMS-RD
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