



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Naga, 4400



EXECUTIVE ORDER NO. 007

Series of 2025

**RECONSTITUTING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE
CITY GOVERNMENT OF NAGA AND INSTITUTIONALIZATION OF
STRATEGIC, TRANSPARENT, ACCOUNTABLE PROCUREMENT AND
MEANINGFUL PUBLIC PARTICIPATION IN ACCORDANCE WITH REPUBLIC
ACT NO. 12009 OR THE NEW GOVERNMENT PROCUREMENT ACT**

WHEREAS, Republic Act (RA) No. 9184, or the "Government Procurement Reform Act," has provided the primary and regulatory framework for procurement processes across all government agencies, including local government units (LGUs), since 2003;

WHEREAS, RA No. 12009 or the New Government Procurement Act (NGPA) was recently enacted to update, streamline and digitalize government procurement processes, thereby promoting transparency, competitiveness, efficiency, proportionality, accountability, public monitoring, procurement professionalization and sustainability in government procurement;

WHEREAS, RA No. 12009 took effect on 13 August 2024, and its Implementing Rules and Regulations (IRR) were subsequently approved on 4 February 2025 and published in the Official Gazette on 10 February 2025;

WHEREAS, the approval of the standard procurement forms under the NGPA marks the beginning of the three-year transitional period during which government agencies, including LGUs, are expected to progressively align procurement systems, processes and structures with the new law;

WHEREAS, there is a need to reconstitute the Bids and Awards Committee (BAC) of the City Government to ensure full compliance with the NGPA, address previously identified gaps, and institutionalize good governance practices in the City's procurement systems and processes;

WHEREAS, this Executive Order shall be read and implemented in conjunction with Executive Order No. 01, series of 2025, "Reaffirming the City Government's Commitment to Good Governance," particularly the roles of the Internal Audit Service (IAS) and the Accountability Review Committee (ARC) as city-wide oversight and accountability mechanisms.



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NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. COMPOSITION OF THE BIDS AND AWARDS COMMITTEE. The BAC of the City Government is hereby reconstituted with functions and responsibilities as provided under the NGPA and its IRR. It shall have the following composition:

Chairperson:

Mr. Gil dela Torre

Secretary, Sangguniang Panlungsod ng Naga

Regular Members:

Atty. Raisa Rodriguez

Representative, City Legal Office

Ms. Joy Macaraig, RN

Representative, City Population and Nutrition Office

Mr. Kayne Raynes, CPA

Representative, City Accounting Office

Mr. Jay Bongalonta, CPA

Representative, City Treasurer's Office

Engr. Khrywin Hidalgo

Representative, City Engineer's Office

Provisional Member:

Representative, End-user Department, Office, or Unit with technical expertise relevant to the procurement at hand and to the extent possible, has knowledge, experience, and/or expertise in procurement, approved by the City Mayor.

SECTION 2. TERM. Unless sooner revoked, the members of the BAC shall serve a term of one (1) year reckoned from the date of designation, renewable at the discretion of the undersigned.



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SECTION 3. BAC SECRETARIAT. The City Procurement Office shall serve as the Secretariat of the BAC and perform all functions and responsibilities as provided under Section 44 of the NGPA and its IRR. The Secretariat shall ensure the timely and orderly flow of procurement activities, including documentation, coordination, and support functions necessary for the efficient performance of the BAC.

SECTION 4. OBSERVERS. To ensure transparency and public accountability, the BAC shall invite at least two (2) observers throughout all stages of the procurement process, including but not limited to eligibility screening, shortlisting, pre-bid conferences, preliminary examination of bids, bid evaluation, and post-qualification. In addition to the representative from the Commission on Audit (COA), who shall have no voting rights, the following shall be invited as observers:

- A. At least one (1) shall come from a duly organized private group in a sector or discipline relevant to the procurement to be undertaken, as provided under Section 43.1.1 of the IRR of the NGPA;
- B. One (1) representative shall come from each sector as provided under Section 43.1.2 of the IRR of the NGPA.
 - 1. Representative from the Naga City People's Council (NCPC);
 - 2. Representative from the academe;
 - 3. Representative from church- or faith-based organizations.

For this purpose, the BAC shall coordinate with the NCPC to identify qualified civil society organizations and sectoral groups. Observers shall be given timely notice of meetings and full access to relevant documents, subject to confidentiality rules where applicable.

SECTION 5. INSTITUTIONAL MEASURES FOR STRATEGIC, TRANSPARENT, ACCOUNTABLE PROCUREMENT, AND MEANINGFUL PUBLIC PARTICIPATION. Consistent with the principles of RA No. 12009, particularly those promoting strategic, transparent, accountable procurement, and meaningful public participation, the City Government shall proactively adopt the following institutional measures in the conduct of all its procurement activities:

A. Strategic Procurement Planning and Budgeting Linkage

The BAC shall undertake proper and sufficient procurement planning and preparation as a prerequisite to all procurement activities grounded on a clear assessment of the actual needs of the City, the relevance and appropriateness of the projects to be undertaken, the principle of value for money, and the



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associated risks—whether legal, financial, delivery-related, or operational in nature.

Further, the BAC, in close coordination with end-user units and other concerned departments, offices and units, shall implement a procurement strategy that is fit-for-purpose and responsive to the City's development goals. It shall consider strategic procurement approaches such as life cycle approaches and life cycle cost analysis, appropriate use of subcontracting arrangements, support for local suppliers and MSMEs, multi-year contracting were justified by the nature and funding of the project, and the conduct of Early Procurement Activities (EPA) aligned with the local budgeting calendar. It shall also include adoption of design-and-build schemes where suitable, use of framework agreements for recurring requirements, pooled procurement arrangements, engagement of procurement agents, and other relevant considerations as provided under the Implementing Rules and Regulations of the NGPA.

B. Full Use of the PhilGEPS Platform

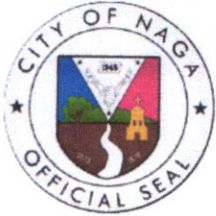
The City Government shall fully utilize the Philippine Government Electronic Procurement System (PhilGEPS) and all its available features in accordance with the policies, rules and regulations, and procedures prescribed in the IRR of NGPA. All BAC-related notices, resolutions, documents, and reports, subject to availability of relevant system functionalities, shall be electronically posted and archived in PhilGEPS for audit trail preservation and public access.

C. Video Documentation and Public Disclosure

All procurement proceedings—including pre-bid conferences, bid openings, bid evaluations, and post-qualification meetings—shall be video recorded. These recordings, along with the official minutes and evaluation reports as required under the IRR of the NGPA, shall be made publicly available and/or published in a timely manner to uphold transparency, promote accountability, and enable public monitoring of procurement activities.

D. Mandatory Disclosure of Beneficial Ownership

The BAC shall require all bidders to disclose their beneficial ownership structures in the bidding documents to safeguard the government from all acts that undermine a transparent, fair, and competitive procurement process.



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E. Adoption of Value-Based Bid Evaluation Criteria

In line with the principle of value for money, the BAC shall adopt value-based bid evaluation criteria that consider not only price but also quality, technical merit, life cycle cost, sustainability, and overall benefit to the City. Evaluation criteria such as the Lowest Calculated Responsive Bid (LCRB), Most Economically Advantageous and Responsive Bid (MEARB), Most Advantageous Reasonable Bid (MARB), or Highest Rated Responsive Bid (HRRB) shall be disclosed in the bidding documents and approved prior to bidding.

F. Post-Award Performance Evaluation

The BAC Secretariat shall develop and maintain a supplier and contractor performance evaluation system to support accountability and informed procurement decisions. This system shall monitor key performance indicators, including compliance with delivery schedules, adherence to technical specifications, quality of deliverables, and responsiveness to post-award obligations. Evaluation results may be considered in future eligibility screening, bid evaluation, and contract renewal decisions, in accordance with the NGPA and its IRR.

G. Procurement Oversight and Integration with Accountability Mechanism

In lieu of establishing a separate oversight body, all procurement-related issues requiring independent review—such as high-value or high-risk projects, irregularities, or patterns of non-compliance—shall be referred to the IAS for monitoring and performance evaluation. The ARC, as established under Executive Order No. 01, series of 2025, shall serve as the primary mechanism for assessing audit findings, addressing violations, recommending administrative or corrective actions, and proposing institutional reforms.

The BAC, through the Secretariat, shall coordinate with the IAS for inclusion of procurement transactions in its risk-based annual audit plan. Where warranted, the ARC may initiate internal reviews based on IAS findings or BAC referrals to uphold transparency, accountability, and procurement integrity.

H. Citizen Participation and Monitoring

In coordination with the NCPC, the BAC shall implement mechanisms to encourage citizen monitoring of procurement. These may include community



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procurement scorecards, public dashboards for major projects, and structured feedback mechanisms to allow stakeholders to report observations or concerns.

I. Regular Procurement Monitoring Reports

The BAC Secretariat shall periodically prepare and submit Procurement Monitoring Reports to the Government Procurement Policy Board (GPPB), the City Mayor, and the City Council. These reports shall contain updates on procurement activities, contract implementation status, bidder participation, audit flags, and citizen feedback. All reports shall be made available to the public.

J. Multi-Platform Disclosure and Public Access

In addition to PhilGEPS, the City Government shall ensure wider public access to procurement information by disseminating notices, bid results, video recordings, and evaluation summaries through its official website, verified social media pages, and physical bulletin boards in City Hall and other conspicuous public spaces. This is to ensure equitable access to information and promote meaningful citizen engagement, especially among those with limited digital access.

SECTION 6. PROCUREMENT PROFESSIONALIZATION. All members of the BAC, the BAC Secretariat, and Technical Working Groups (TWGs) shall undergo the required training courses on government procurement, as well as annual refresher training programs, in line with the standards and requirements set by the GPPB. The Human Resource Office shall maintain a database of trained and certified procurement personnel and ensure full compliance with the competency standards and framework for procurement professionals that will be issued by the GPPB.

SECTION 7. AMENDMENTS AND INTERPRETATION. This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.

SECTION 8. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.




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SECTION 9. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 10. EFFECTIVITY. This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

DONE in the City of Naga, this 30th day of June, 2025.


MARIA LEONOR G. ROBREDO
City Mayor

Attested by: _____

