



**BIDS AND AWARDS COMMITTEE  
(A.O. 08-05, Series of 2023)**

**BAC Resolution No. 2025-01-01-A**

**RECOMMENDING THE APPROVAL OF THE DELEGATION OF  
AUTHORITY TO CONDUCT ALTERNATIVE METHODS OF  
PROCUREMENT TO THE NLRC ADMINISTRATIVE DEPARTMENT  
(GENERAL ADMINISTRATIVE SERVICES) FOR FY 2025**

**WHEREAS**, the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act," Annex "H" Consolidated Guidelines for the Alternative Methods of Procurement, provides that:

*I. POLICY STATEMENT*

*As a general rule, all procurement shall be through Competitive Bidding. However, whenever justified by the conditions provided in Republic Act No. (R.A.) 9184 and its revised Implementing Rules and Regulations (IRR), the Procuring Entity may, in order to promote economy and efficiency, resort to any of the alternative methods of procurement provided in Rule XVI of the IRR of R.A. 9184.*

*x x x*

*IV. GENERAL GUIDELINES*

*x x x*

*j. Delegation of Authority. The conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue may be delegated to the End-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC through a Resolution approved by the HOPE.*

*x x x*

**WHEREAS**, considering that the National Labor Relations Commission (NLRC) resorted to Alternative Methods of Procurement in its Annual Procurement Plan for FY 2025 for a bulk of its procurement activities for the Central Office and all Regional Arbitration Branches to promote economy and efficiency, the Bids and Awards Committee (BAC) deemed it necessary to delegate the conduct of **Shopping, Negotiated Procurement under Emergency Cases, and Small Value Procurement** to the **Administrative Department (General Administrative Services)**;

**WHEREAS**, the Administrative Department (General Administrative Services) shall submit through the BAC Secretariat all the required and necessary documents in the following procurement activities for review of the BAC, *viz.*

1. Procurement activities with an Approved Budget for the Contract (ABC) amounting to more than Php 50,000.00 but not exceeding Php 1,000,000.00;
2. Procurement activities amending the Annual Procurement Plan for FY 2025; and
3. Procurement activities not included in the Annual Procurement Plan for FY 2025.

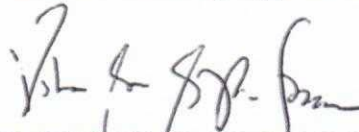
**WHEREAS**, the Administrative Department (General Administrative Services) shall not undertake any of the procurement activities mentioned above without prior approval of the BAC;

**WHEREAS**, for record and monitoring purposes and to ensure compliance with all the conditions and requirements provided under R.A. No. 9184, its IRR, and related guidelines, the Administrative Department (General Administrative Services) shall report all the awards with all supporting documents to the Head of the Procuring Entity through the BAC within seven (7) days from awarding of the contract to the winning bidders;

**WHEREAS**, after due deliberation, the BAC **RESOLVES** as it hereby **RESOLVED** to **RECOMMEND** to the Head of the Procuring Entity the **APPROVAL** of the Delegation of Authority to Conduct Alternative Methods of Procurement to the Administrative Department (General Administrative Services);

**RESOLVED**, this 6 January 2025 at the National Labor Relations Commission, Ben-Lor IT Center, 1184 Quezon Avenue, Barangay Paligsahan, Quezon City.

Recommending Approval:

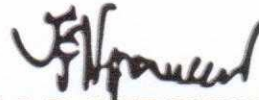


**LA VILMA MARIA S. PLAN-BARRERA**  
Chairperson  
Bids and Awards Committee

Regular members:



**ATTY. FELICIDAD B. ICO**  
Member



**ATTY. TARCILA B. NEPOMUCENO-BANDA**  
Member



**ECC II SHERYL E. PAQUIDAO**  
Member



**ECC II PURDEY P. PEREZ**  
Member

Approved by:



**CHAIRPERSON GRACE E. MANQUIZ-TAN**  
Head of the Procuring Entity  
National Labor Relations Commission