

**[DPWH DEPARTMENT ORDER NO. 57, S. 2010,
October 30, 2010]**

**REQUIRING ALL PROCURING ENTITIES OF REGIONAL AND
DISTRICT OFFICES TO POST BIDDING DOCUMENTS AND PLANS
AT THE DPWH AND PHILGEPS**

In compliance with the provisions of IRR-A of R.A. 9184 to provide transparent and efficient information on the procurement of Goods and Services, Civil Works, Consultancy Services Contracts, all procuring entities of this Department (Central Office, Regional Offices, District and Sub-District Offices) are hereby directed to post, aside from the Invitation to Bid/Request for Expression of Interest, all Bidding Documents and Plans, at the DPWH and the Philippine Government Electronic Procurement System (PhilGEPS) website, www.philgeps.net.

All concerned procuring entities shall observe the following procedures:

1. Convert all Invitation to Bid/Request for Expression of Interest, whichever is applicable, Bidding Documents, and Plans to PDF file;
2. Then Winzip all files (Invitation, Bidding Documents and Plans) together;
3. These files shall be saved in compact disk and hand-carried to the DPWH Central Procurement Office, 5th Floor, Bonifacio Drive, Port Area, Manila, or;
4. For civil works and consultancy services, send thru email to [pocw\(@\)dpwh.gov.ph](mailto:pocw(@)dpwh.gov.ph). For goods and services, send it thru goods@dpwh.gov.ph.

The Central Procurement Office will be responsible for posting at the DPWH website. However, posting at the PhilGEPS website, conspicuous place, and newspaper (if applicable) shall be the responsibility of the procuring entity.

Installation of Cute PDF Writer and Winzip Installer may be required at the MIS IT Helpdesk at 4-3070 (Central Office) and your Regional Office Network Administrator.

This Order shall take effect immediately.

Adopted: 30 October 2010

(SGD.) ROGELIO L. SINGSON
Secretary
