

**[DOST ADMINISTRATIVE ORDER NO. 12, S. 2009,
October 19, 2009]**

**GUIDELINES IN ESTABLISHING AND MAINTAINING A DSWD
REGISTRY OF CLASS "A" DOCUMENTS SUBMITTED BY
MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS,
AND CONSULTANTS**

I. RATIONALE

The enactment of Republic Act No. 9184 (R.A. 9184) otherwise known as the "Government Procurement Reform Act" brought about major reforms in the government procurements system promoting the ideals of good governance.

One of the core issues that R.A. 9184 sought to address is the reduction of unnecessary paperwork that makes the affairs of a particular agency slow-moving. In this light, the said law provides for the establishment of a registry by the Bids and Awards Committee of a procuring entity that maintains key eligibility documents of prospective bidders. The registry will promote efficiency in the procurement process since it will facilitate eligibility check during bid opening.

With the establishment of a registry, the Department of Social Welfare and Development (DSWD) will no longer require DSWD-registered bidders to submit voluminous eligibility documents every time they participate in a DSWD procurement project, thus saving them of reproduction costs and shortening the conduct of eligibility checking. Likewise, the DSWD will no longer have to keep copies of eligibility documents submitted by bidders for every bid opening. The registry will also serve as a database of prospective bidders for DSWD's future procurement projects. It is for these reasons that the DSWD need to establish and maintain a registry of Class "A" documents submitted by manufacturers, suppliers, distributors, contractors, and consultants, which shall be updated at least once a year or more frequently when needed.

II. OBJECTIVE

These guidelines provide the process to establish and maintain a DSWD registry of Class "A" documents submitted by manufacturers, suppliers, distributors, contractors and consultants.

III. LEGAL BASES

1. Republic Act No. 9184 (R.A. 9184) and its Revised Implementing Rules and Regulations (RIRR) — prescribe the rules and regulations for the modernization, standardization, and regulation of procurement activities of the government.

2. **DSWD Administrative Order No. 12, series of 2005** — prescribes the schedule of fees for services rendered.

IV. SCOPE

This Administrative Order (AO) shall apply to all procurement, whether locally or foreign-funded, conducted by DSWD Central Office and Field Offices.

V. DEFINITION OF TERMS¹

For purposes of this Administrative Order, the following terms shall mean or be understood as follows:

1. BAC — Refers to the Bids and Awards Committee of the DSWD Central Office and Field Offices established in accordance with R.A. 9184 and its RIRR.
2. BAC Secretariat — Refers to the main support unit of the DSWD BAC whether at the Central Office or at the Field Office.
3. Bidder — Refers to an eligible contractor, manufacturer, supplier, distributor and/or consultant competing for the award of a contract in any procurement by the GOP.
4. Competitive Bidding — Refers to a method of procurement which is open to participation by an interested party. Also used interchangeably with the term "Public Bidding".
5. Consulting Services - Refer to services for infrastructure projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the government to undertake such, as, but not limited to: (i) advisory and review services; (ii) pre-investment of feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies.
6. Goods — Refer to all items, supplies, materials and general support services, except consulting services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the procuring entity for such services.
7. GPPB — Refers to the Government Procurement Policy Board created in accordance with Rule XX of the RIRR of R.A. 9184.
8. Infrastructure Projects — Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings and other

related construction projects of the government.

9. PHilGEPS — Refers to the Philippine Government Electronic Procurement System, which is the procurement portal of the Republic of the Philippines.

10. Procuring Entity — Refers to the DSWD which comprises its central office, bureaus, services, divisions, units and regional offices procuring Goods, Infrastructure Projects and Consulting Services.

11. Registration — Refers to the submission of Class "A" documents by prospective bidders for faster eligibility check and issuance by the BAC of a certificate of registration.

VI. REGISTRATION POLICIES

1. The Certificate of Registration shall be valid for one (1) year from the date of issuance.
2. The Certificate of Registration is non-transferable and may be renewed only at the instance of the registered manufacturer/supplier/distributor/contractor/consultant. Any misuse hereof shall cause the forfeiture of the established right and consequent debarment of the registered manufacturer/supplier/distributor/contractor/consultant concerned.
3. The registered manufacturer/supplier/distributor/contractor/consultant shall be responsible for updating its submitted Class "A" eligibility documents.
4. Registration is not tantamount to a finding of eligibility, nor is it a guaranty that a registered manufacturer/supplier/distributor/contractor/consultant may participate in a public bidding without first being determined to be eligible for that particular public bidding.

VII. REQUIREMENTS

To qualify for registration in the DSWD's Registry of Class "A" Documents² submitted by Manufacturers, Suppliers, Distributors, Contractors, and Consultants, the registrant shall submit the following to the BAC, through the BAC Secretariat, properly tabbed as indicated below:

CLASS "A" ELIGIBILITY DOCUMENTS CHECKLIST

TAB

Legal Documents

REQUIREMENTS

- A. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
- B. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is