

**[ DPWH DEPARTMENT ORDER NO. 03, S. OF 2010,  
January 04, 2010 ]**

**GUIDELINES ON THE ACQUISITION OF MOTOR VEHICLES FOR  
USE IN INFRASTRUCTURE PROJECT SUPERVISION**

As part of the continuing efforts of the Department to pursue economy and efficiency without sacrificing effectiveness in operations, these guidelines are prescribed to address and align the concerns to provide service vehicles for effective infrastructure project supervision, augment and continuously upgrade the existing DPWH fleet and ensure equitable allocation, transparency and accountability in all stages of their management.

**1.0 ENGAGEMENT OF VEHICLES FOR USE IN INFRASTRUCTURE PROJECT SUPERVISION**

1.1 The number of vehicles to be acquired for project supervision shall be commensurate not with the project cost but with the actual demand in the field. The types of vehicle shall be in accordance with Administrative Order (AO) No. 233, Series of 2008 and with National Budget Circular (NBC) No. 446-A dated 30 January 1998, which prescribe the type of vehicles taking into consideration the intended purpose;

1.2 In accordance with NBC No. 446, Series of 1995 and AO 233, Series 2008, the purchase of service vehicles is subject to the approval of the Agency Head, Department of Budget and Management (DBM) and the Office of the President. The request must contain a justification/computation that the purchase of motor vehicles for supervision of projects of long duration is more advantageous to the government than pure rental. All other required documents listed in the NBC shall be complied with;

1.3 In accordance with Sec. 76, Chapter 7, Book VI of Executive Order No. 292 (Administrative Code of 1987), and D.O. No. 36, Series of 2004, rental of motor transport equipment for a continuous period of more than 15 days needs the authorization by DBM;

1.4 For projects with contract duration of twenty four (24) months or more, the mode of acquisition of service vehicle/s thru procurement must be included in the project contract itself;

1.5 The number of service vehicle/s and the mode of acquisition shall be specified in explicit terms in the tender/bid documents. The BAC Chairman and the signatory to the contract representing the Department shall be held responsible for ensuring this;

1.6 Pursuant to Department Order No. 22, Series of 2006, for projects where Purchase or Lease-Purchase/Rent-to-Own are the mode of acquisition, the contract