

**[DPWH DEPARTMENT ORDER NO. 01, S. 2010,
January 04, 2010]**

**INTERIM GUIDELINES IN THE PROCUREMENT PROCESS BASED
ON THE REVISED IMPLEMENTING RULES AND REGULATIONS OF
REPUBLIC ACT NO. 9184**

In accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) of Republic Act No 9184, the following interim guidelines for procurement are hereby prescribed for all procuring entities of this Department until such time that manuals shall have been formulated:

A. Procurement Planning

1. The Project Procurement Management Plan (PPMP) shall be prepared by the end-user units of the procuring entity and shall contain all the information enumerated under Section 7.3.2 of the IRR.
2. The PPMP shall then be submitted to the Planning/Budget Office of the procuring entity for the appropriate evaluation with regard to funds.
3. The PPMP shall be approved by the BAC and furnished to the BAC Secretariat for its review and consolidation into a proposed Annual Procurement Plan (APP).
4. The APP shall be approved by the head of the procuring entity concerned.
5. Individual PPMPs may be updated every six (6) months or as may be necessary by the end-user units; consolidated by the BAC Secretariat; and approved by the head of procuring entity.
6. No procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity.

B. Posting and Advertising

1. All Invitations to Bid (IB)/Requests for Expression of Interest (REI) shall contain all the applicable information enumerated under Section 21 of the revised IRR of RA 9184 and shall be posted and advertised, if applicable, in accordance with the attached formats. IBs/REIs shall adopt the standard format attached as Annex "A"*

for infrastructure; Annex "B"* for goods; and Annex "C"* for consultancy services.

2. A copy of the IB/REI shall be submitted to the Procurement Office for Civil Works (POCW) for infrastructure and consulting services, and to the BAC Secretariat for Goods for goods, for posting in the DPWH website. A copy of the IB/REI shall be submitted in Microsoft format in a diskette/ed or thru email to pocw@dpw.gov.ph or [bac_goods\(@\)dpwh.gov.ph](mailto:bac_goods(@)dpwh.gov.ph) at least one (1) calendar day before the first day of scheduled posting/advertisement along with the corresponding Contract Profile. PCW shall encode the Contract Profile (for civil works projects).
3. Newspaper advertisements shall coincide with the website posting period.
4. Newspaper advertisements, posting at PHILGEPS website and in conspicuous places shall be the responsibility of the concerned procuring entity.
5. All Notices and Supplemental/Bid Bulletins shall likewise be submitted to the PCW or BAC Secretariat for Goods for posting in the DPWH website including Notices in the use of alternative mode of procurement.

C. Eligibility Evaluation

1. Eligibility evaluation for goods and consultancy services shall be conducted manually according to their respective criteria as provided in the Revised IRR until such time that an electronic registry for each shall have been established.
2. All eligibility evaluation for the procurement of locally funded civil works contracts shall be conducted electronically using the Civil Works Registry (CWR) system regardless of the mode of procurement (public bidding or alternative mode).
3. For purposes of eligibility evaluation in the procurement of civil works contracts, the BAC of all procuring entities are hereby directed to establish an interconnection through Wide Area Network (WAN) with the Central Office by the end of January 2010. This shall include provisions for leased lines, dedicated computer units with original software's and trained personnel. For this purpose, concerned procuring entities are responsible in coordinating with the Monitoring and Information Service (MIS) and the PCW.
4. Interconnected Bids and Awards Committee (BAC) of the Regional Offices (ROs) and District Engineering Office (DEOs) are hereby authorized to conduct their respective eligibility evaluation of