



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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07-27-2015
RMD - HRAS

JUL 24 2015

MEMORANDUM

**TO : REGIONAL DIRECTORS
DISTRICT ENGINEERS
This Department**

ATTENTION : BAC CHAIRPERSONS

**SUBJECT : INTERIM GUIDELINES ON THE ELIGIBILITY PROCESSING
FOR ALL FIELD OFFICES CONNECTED TO THE CWR**

It has come to the attention of this office that the Bids and Awards Committees (BACs) of some Regional Offices (ROs) and District Engineering Offices (DEOs) are still requiring the submission of original Contractor Registration Certificate (CRC). This is in violation of the following provisions of Department Order No. 64, series of 2012 (copy attached):

Section E: 1. Contractor can make payment for the purchase of Bid Documents at any DPWH field office.

Section C: 4. The submission of the Original Receipt (OR) for payments of bidding documents issued by any DPWH field offices is sufficient for the BAC... to process their respective electronic eligibility evaluation...

Further streamlining of the electronic eligibility processing is hereby presented as a result of the following updates in the Civil Works Registry (CWR):

1. The BAC can now view the authorized Liaison Officer of the Contractor submitting its bid from the Contact Person Verification function of the CWR to prevent unauthorized submission of bids.
2. An updated version of the CWR v3.5.2 has been deployed to the ROs and DEOs connected to the DPWH. This allows ROs and DEOs to print the Contractor Information (CI) of prospective bidders after eligibility processing for evaluation purposes. These prospective bidders need not submit hard copies of CRC and CI and prevent submission of spurious CI.
3. A new version of CWR will also be deployed wherein Contractors will be able to view their information online.



In view of these developments, the BACs of ROs and DEOs shall no longer require the submission of the following documents during the Opening of Bids for eligibility processing:

1. Certificate of Registration of Contractor (CRC);
2. Contractor's Information (CI); and
3. Class "A" documents enumerated in Section 23.1 of the IRR of RA 9184 as part of the technical envelope, considering that these should have been previously submitted to the Procurement Service and are captured in the CI, which is already accessible to ROs and DEOs. Submission of Class "B" document shall continue to form part of the technical envelope.

For your strict compliance.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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