



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097.130.0011
01-17-05

JAN 17 2005

DEPARTMENT ORDER

NO. **09**
Series of 2005 *097.130.0011*

**SUBJECT: GUIDELINES IN THE SUBMISSION
AND WEB POSTING OF ALL
CONTRACT DOCUMENTS**

In accordance with the instruction of the President to ensure transparency in all contracts entered into and implemented by the Department, the following guidelines are hereby prescribed, to wit:

1. All procuring entities of this Department, Central, Regional, District, Sub-District Engineering Offices and others concerned shall submit copies of all contracts agreements for civil works projects, consultancy services and goods awarded through public bidding or alternative methods of procurement.
2. Copies of these contracts shall be submitted in a diskette formatted in Microsoft Word or sent through the DPWH intranet to the Central Office, Bids and Awards Committee, attention: PM Emerson L. Benitez, Head, BAC-TWG, 5th Floor, DPWH Bldg., Bonifacio Drive Port Area, Manila, for consolidation.
3. The Monitoring and Information Service shall be responsible in posting the contract documents in the DPWH Website.
4. Copies of awarded contracts for CY 2004 shall be submitted not later than 28 January 2005.
5. Copies of contracts awarded starting January 2005 shall be submitted on a monthly basis on or before the 5th working day of the succeeding month.

Administrative sanctions shall be imposed on head of the procuring entity concerned for failure to comply with the provision of this Department Order, warning for the first offense, suspension of six (6) months for the second offense and suspension of one (1) year for the third offense.

This order shall take effect immediately and supersedes and modifies all issuances inconsistent herewith.

FLORANTE SORIQUEZ
Acting Secretary