



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

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**DEPARTMENT ORDER**

No. 11  
Series of 2011 *NKBA 03-02-11*

**GUIDELINES ON THE WEB POSTING OF  
INVITATION TO BID (IB) IN THE DPWH  
WEBSITE and ENCODING OF CONTRACT  
PROFILE IN THE CIVIL WORKS REGISTRY  
(CWR)**

In line with the Department's efforts to promote transparency and efficiency in the conduct of all procurement activities using information and communications technology and consistent with the provisions set forth in Sections 2 & 3 of Rule I, Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act of 2003, the following guidelines on the Web Posting of Invitation to Bid (IB) and Encoding of Contract Profile in the Civil Works Registry (CWR) are hereby prescribed:

1. For all locally funded projects to be procured in the Regional Offices (ROs) and District Engineering Offices (DEOs) posting of the Invitation to Bid (IB) in the DPWH Website shall be undertaken by the Regional Office concerned.
2. Posting of the IB in the PhilGEPS website and at conspicuous places within the office premises, shall be undertaken by the Implementing Office concerned.
3. For locally funded projects where advertisement of the Invitation to Bid in the newspaper of nationwide circulation is required under Section 21.2.1a of said revised IRR, advertisement shall be undertaken by the Implementing Office concerned.
4. The IBs to be posted in the DPWH and PhilGEPS websites shall include the Bidding Documents of the projects to be procured.
5. Certification on the posting of the IBs of all projects to be procured by the ROs and DEOs in the DPWH website shall be issued by the Chairman of the BAC of the concerned Regional Office.
6. Encoding of the Contract Profiles in the CWR and eligibility processing shall likewise be undertaken by the Regional Offices.
7. In cases where disruption/unavailability of the Wide Area Network (WAN) occurs and such occurrence is duly certified by the Director of the Monitoring and Information Service (MIS) and upon request of the Regional Office, the Central Procurement Office (CPO) shall undertake posting of advertisement in the DPWH Website, encoding of the Contract Profile and eligibility processing.

8. In case of error in posting the IB, encoding the Contract Profile or processing of eligibility, the Regional Office concerned shall request in writing the Undersecretary for Support Services for the "unlocking" of the completed action, clearly stating the reason for the request. The CPO shall unlock the completed action upon the Undersecretary's written approval of the request.
9. Unlocking of an IB and revision of vital information, such as ABC or categories of work, after the opening of bids shall require re-bidding of the project.

For the smooth implementation of this Order, a training workshop for CWR users from the Regional Offices shall be conducted jointly by MIS and CPO.

This Order supersedes other issuances and shall take effect immediately.



**ROGELIO L. SINGSON**  
Secretary



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