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

AUG 3 1 2007

DEPARTMENT ORDER)	SUBJECT:	Guidelines on the Acquisition
)		and Inventory of Information
No. __49__)		Technology (IT) Goods and
Series of 2007 _09-03.07_)		Services

The use of computer systems is recognized as a means of improving productivity. These systems, however, should be cost-effective. There is a need, therefore, to adopt a policy and corresponding guidelines rationalizing the acquisition and inventory of Information Technology (IT) goods and services in the DPWH.

In order to ensure the safety of the existing Information Technology (IT) assets and to rationalize the acquisition and inventory of IT goods and services in the Department, it is hereby directed that the following guidelines shall be adopted :

Section 1. <u>Definition of Terms</u> - For purposes of this Department Order, IT goods and services shall refer to :

a. application systems – systems and processes or solutions to which a computer program or software is applied, such as the Civil Works Registry and Contract Preparation System;

b. auxiliary equipment – optional accessory components of computer systems such as microfilm units, plotters, digitizers, voice and data communications equipment, routers and the like;

c. computer hardware - equipment such as, but not limited to, servers, PC workstations, printers, scanners, keyboard, mouse, automatic voltage regulator, uninterrupted power supply, network wiring and cables, telephone sets, modems, and other peripherals;

d. computer programs – set of instructions that tell a computer how to perform a function or series of functions, such as the generation of Payroll Report;

e. database management system – a software that manages the data and coordinate data sharing, such as Sybase, Oracle, Informix, and Progress;

f. IT services – services relating to IT or where the use of IT equipment is a principal component, such as management consultancy, computer programming, systems design/analysis, subscription for telephone lines (direct, trunk and leased), subscription services from Internet Service Providers, IT Training, and maintenance services of IT Equipment;

g. IT Architecture – a series of principles or rules used by an organization to direct the process of acquiring, building, and maintaining its IT resources. It acts as a framework within which the IT infrastructure can be established, and should support the applications and data which are required by the organization to support its business needs; and,

h. software packages - ready to use computer programs such as MS Office, AutoCAD and the like, programming tools such as PowerBuilder, Jaguar, C++, Visual Basic, Java and the like.

Section 2. Scope – The guidelines for the acquisition of IT goods and services cover all acquisitions regardless of funding source and whether such acquisition is made on a purchase, rental, or lease/purchase basis except for consumable computer supplies such as diskettes, compact discs, printer ink, cartridges, printer head, tabulating stock forms, etc. Further, it shall apply to all offices of the DPWH, i.e., the Office of the Secretary, Services, Bureaus, Regional Offices, District Engineering Offices, Project Management Offices, Regional Equipment Services, Area Equipment Shops, Special Committees, and other offices of the DPWH.

Section 3. Objectives – The Department aims to:

a. ensure that the utilization of all available IT resources of the DPWH are optimized before any new procurement can be made;

b. maintain compatibility of all IT resources;

c. allow sharing/exchange of common data / files by various DPWH offices;

d. ensure that established standards are met;

e. ensure the compliance of the DPWH to the Intellectual Property Rights (IPR) Law;

f. optimize software development cost;

g. minimize hardware downtime losses by making available common spare parts;

h. ensure compatibility of packaged software and software applications; and,

i. ensure that the inventory of all IT equipments is updated at any given time.

Section 4. Guidelines - In order to achieve the aforesaid objectives, all offices of the DPWH are hereby directed to observe the following guidelines:

a. For IT Procurement:

   a1. All procurement of PC Workstations and Network Printers, whether directly by the DPWH or indirectly through Consultants/Contractors, shall use the specifications published at the DPWH Website.

   a2. All procurement of IT equipment and services, other than PC Workstations and Network Printers, whether directly by the DPWH or indirectly through Consultants/Contractors, shall be coursed through the MIS for review and evaluation.

   a3. To ensure compliance to the DPWH IT Architecture, all Purchase Requests for IT Equipment shall be coursed through the MIS.

   a4. MIS shall be furnished with a copy of Acknowledgement Receipt of Equipment and Purchase Order of IT equipment for update of IT inventory.

   a5. MIS representative shall be invited as member of the Inspectorate Group to inspect deliveries of IT goods and services prior to final payment.

b. For Turn-Over of IT Goods:

   MIS shall be furnished with copies of Turn-Over Documents of all IT goods procured by the Consultants/Contractors after the completion/acceptance of the project for inventory purposes.

c. For Inventory of IT Goods:

   c1. For Central Office and Metro Manila Offices:

   To ensure that the inventory of IT equipment is updated at any given time all unserviceable IT equipment, peripherals and devices shall be coursed to the MIS prior to disposal.

   c2. For Regional and District Office:

   To ensure that the inventory of IT equipment is updated at any given time, MIS shall be furnished with copies of Property Return Slips and Inventory and Inspection Reports for all unserviceable IT equipment, peripherals and devices.

Section 5. **Duties and Responsibilities** - The following are the respective duties and responsibilities of the requisitioning office or end-user, and the MIS in the procurement of IT goods.

a. Requisitioning Office or End-User:

a1. Define the procurement requirements including intended purpose and function of the IT goods to be procured;

a2. Ensure that adequate funds are available to cover procurement;

a3. Coordinate with the MIS all acquisitions of computer hardware and software, which include demonstration units for evaluation purposes as well as products acquired for ongoing use, or products acquired by other entities as part of their contracts;

a4. Prepare justification for all IT procurements outside of the approved IT Procurement Plan;

a5. Furnish MIS with Acknowledgement Receipt for Equipment. MIS will assume procurement has been consummated and will reflect in the inventory unless end-user will submit a disclaimer for such request;

a6. Ensure that distribution schedule defined in the approved IT Procurement Plan was strictly followed;

a7. Verify that IT goods and services delivered are in compliance with specifications; and

a8. Ensure that Consultants/Contractors turn-over to the concerned office all IT equipment after the completion/acceptance of the project.

b. MIS

b1. Convene the IT Steering Committee to define the IT requirements of the DPWH;

b2. Prepare and/or update the Information Systems Strategic Plan (ISSP) of the Department and disseminate to concerned offices;

b3. Establish the IT Procurement Plan of the Department;

b4. Review the necessity of the IT Procurement Plan of the requisitioning office by taking into consideration the following:

　　 i.　　 that there is no existing surplus capacity of existing IT resources;

　　 ii.　　that the procurement is economically and technically capable of satisfying the application requirements of the office;

　　 iii.　 and that the procurement serves the best interest of the DPWH.

b5. Ensure that specifications are compatible with the Technology Architecture of the DPWH;

b6. Maintain the Department-wide standards for IT goods;

b7. Provide technical assistance to end-users as required in all phases of the acquisition process; and

b8. Recommend approval of new procurement of IT equipment and services consistent with this Department Order.

　　 This Order supersedes Department Order No. 203, Series of 2000, and shall take effect immediately.

HERMOGENES E. EBDANE, JR.
Secretary

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