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

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10-7-88

September 29, 1988

DEPARTMENT ORDER )

No. 83 *72*  
Series of 1988 *10/7*  
X-X-X-X-X-X-X-X-X)

SUBJECT : GUIDELINES ON PRE-CONSTRUCTION  
ACTIVITIES, CONTRACT PROCESSING,  
AND PRE-PAYMENT REVIEW BY THE  
IMPLEMENTING OFFICES

In line with the continuing efforts to improve the frontline services delivery program of the government, the following guidelines on procedures, documentary requirements, and set time frames relative to pre-construction activities, contract processing, and the pre-payment review by the Implementing Offices in connection with the implementation of infrastructure projects are hereby prescribed to be strictly observed :

A. TIME FRAME

<u>Activity</u>	<u>No. of Working Days</u>
1. Preparation of Tender Documents	8 - 15
2. Prequalification of Contractors	10 - 20
3. Bid Preparation and Bidding	5 - 60
4. Evaluation of Bids and Award	5 - 12
5. Contract Processing, Review and Approval	5 - 10
6. Issuance of Notice to Proceed	1
7. Pre-Payment Review by Implementing Office	3 - 4

The lower limit of the range shall apply to projects costing P5.0 million and below, while the upper limit, to projects worth more than P5.0 million.

B. DOCUMENTARY REQUIREMENTS

The following documents are required for submission by the contractor to the Prequalification, Bidding and Award Committee (PBAC) or the Implementing Office, as the case may be :

1. Prequalification of Contractors (for submission to PBAC)
  - a. Detailed statement of completed construction projects in the last 3 years
  - b. Detailed statement of on-going/awarded and approved contracts
  - c. Actual employment or contract to employ project manager/engineer

- d. Organization chart
  - e. Qualification and experience data sheet of key personnel
  - f. List of owned/leased equipment pledged exclusively for the project
  - g. Letter authorizing DPWH to verify submitted documents
2. Bid Preparation and Bidding (for submission to PBAC)
- a. Bid Proposal
  - b. Bid Bond
  - c. Authority of person signing the Bid/Tender documents
  - d. Organization chart
  - e. Construction Methods
  - f. Construction Schedule
  - g. Equipment Utilization Schedule
  - h. Manpower Schedule
  - i. Detailed estimates
  - j. Cash flow
3. Contract Processing, Review and Approval  
(for submission to the Implementing Office)
- a. Performance Bond
  - b. Approved PERT/CPM
  - c. Certificate of Cash Deposit
  - d. Cash Flow
  - e. Contract(s) of lease on equipment intended for exclusive use in the project
  - f. Contract duly signed by the Contractor
  - g. Notice of Award with Conforme
4. Pre-Payment Review by Implementing Office  
As prescribed under Department Order No. 55, Series of 1988, dated July 27, 1988.

#### C. PROCEDURAL GUIDELINES

The procedural flow charts of the subject activities are herein attached as Annexes A to G.

For the purpose of effectively monitoring compliance to the time frame requirements of Activities 1 to 6, all Implementing Offices are required to submit the following to the Project Monitoring Division of the Monitoring and Information Service :

1. On a quarterly basis, the Pre-Construction Schedule, by category, by project, of all projects planned to undergo one or more of the six pre-construction activities during the quarter for which the schedule is prepared, using the attached format, Annex H, not later than the 25th day of the month immediately preceding the quarter being scheduled.

2. On a monthly basis, the Pre-Construction Status Report, by category, by project, indicating the actual dates of start and completion of each activity during the month reported, using the attached format, Annex I, not later than the 7th day of the month following the month being reported.

For the purpose of monitoring compliance to the requirements of Activity 7 (Pre-Payment Review by the Implementing Office), the Routing Form prescribed under Department Order No. 55, series of 1988, shall be used.

The Monitoring and Information Service shall recommend to the concerned Undersecretary appropriate disciplinary measures to be taken against those who will fail to comply with this Order.

All Implementing Offices shall cause the dissimulation of the salient provisions of this Order to all contractors accredited in their respective registries of contractors.

All Orders, Circulars and/or Memoranda which are inconsistent herewith are hereby modified, amended, or revoked accordingly.

This Order shall take effect immediately.

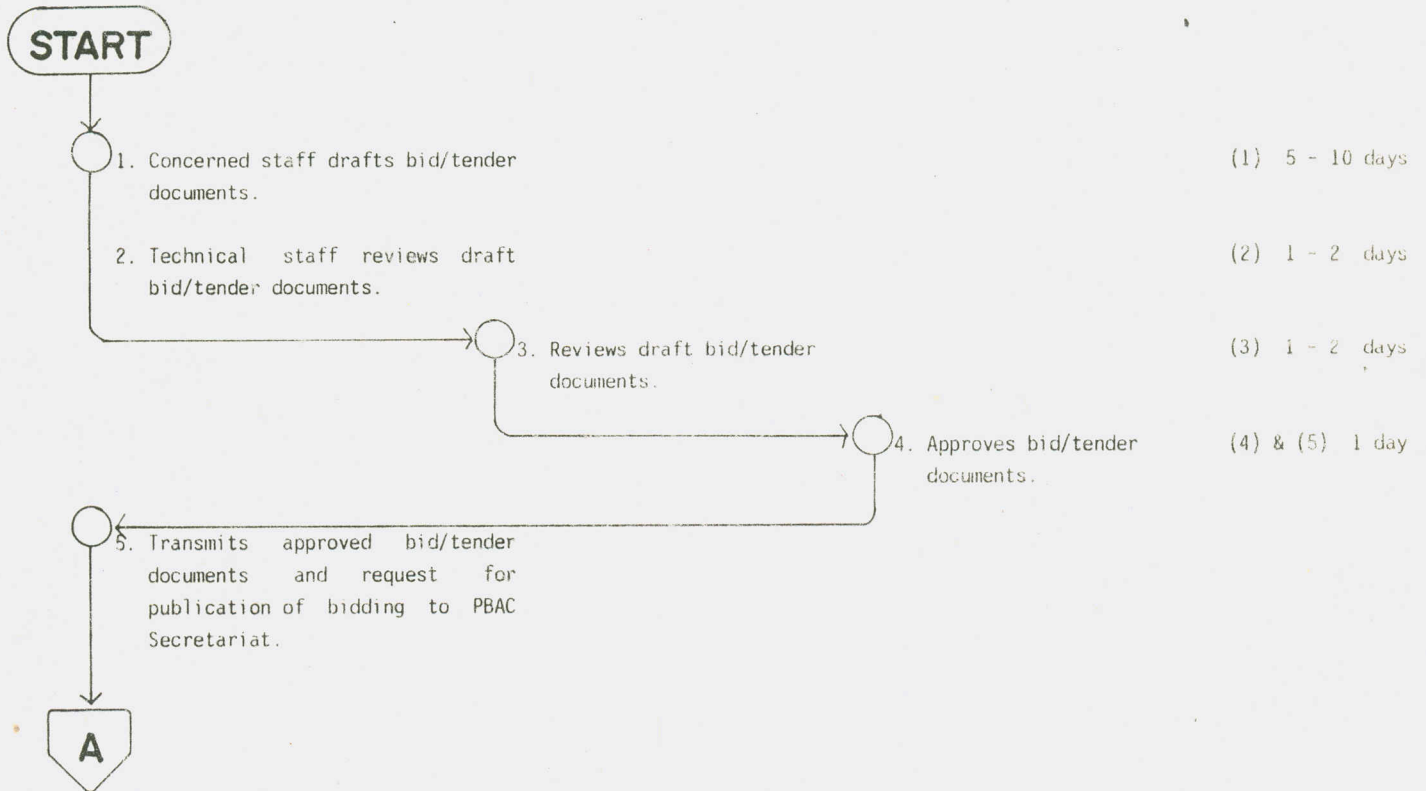


J. NERY FERRER  
Secretary



Department Order No. \_\_\_\_\_, s. 1988  
**Annex A : Process Flow Chart**  
**PREPARATION OF TENDER DOCUMENTS**

IMPLEMENTING OFFICE	P B A C	APPROVING AUTHORITY *	TIME FRAME
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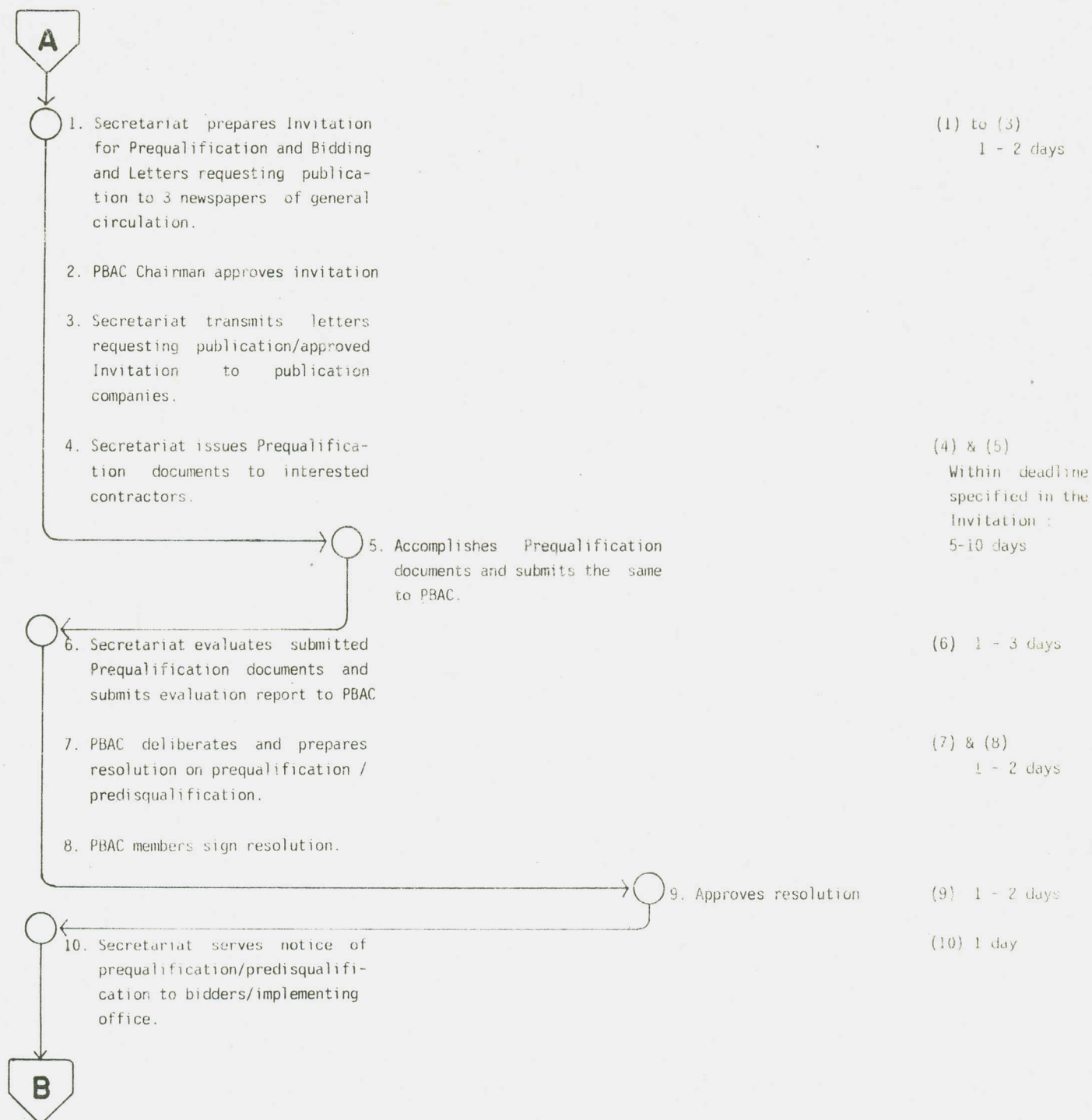
<b>TOTAL :</b> 8 - 15 days
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**\* APPROVING AUTHORITIES :**

below P1.OM - District Engineer  
 P1.OM - P5.OM - Regional Director  
 P5.OM - P10.OM - Undersecretary Concerned  
 Above P10.OM - Secretary

# Annex B : Process Flow Chart F QUALIFICATION OF CONTRACTORS

P B A C	B I D D E R S	A P P R O V I N G   A U T H O R I T Y   *	T I M E   F R A M E
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TOTAL :

10 - 20 days

## \* APPROVING AUTHORITIES :

P0.5M &amp; below - District Engineer

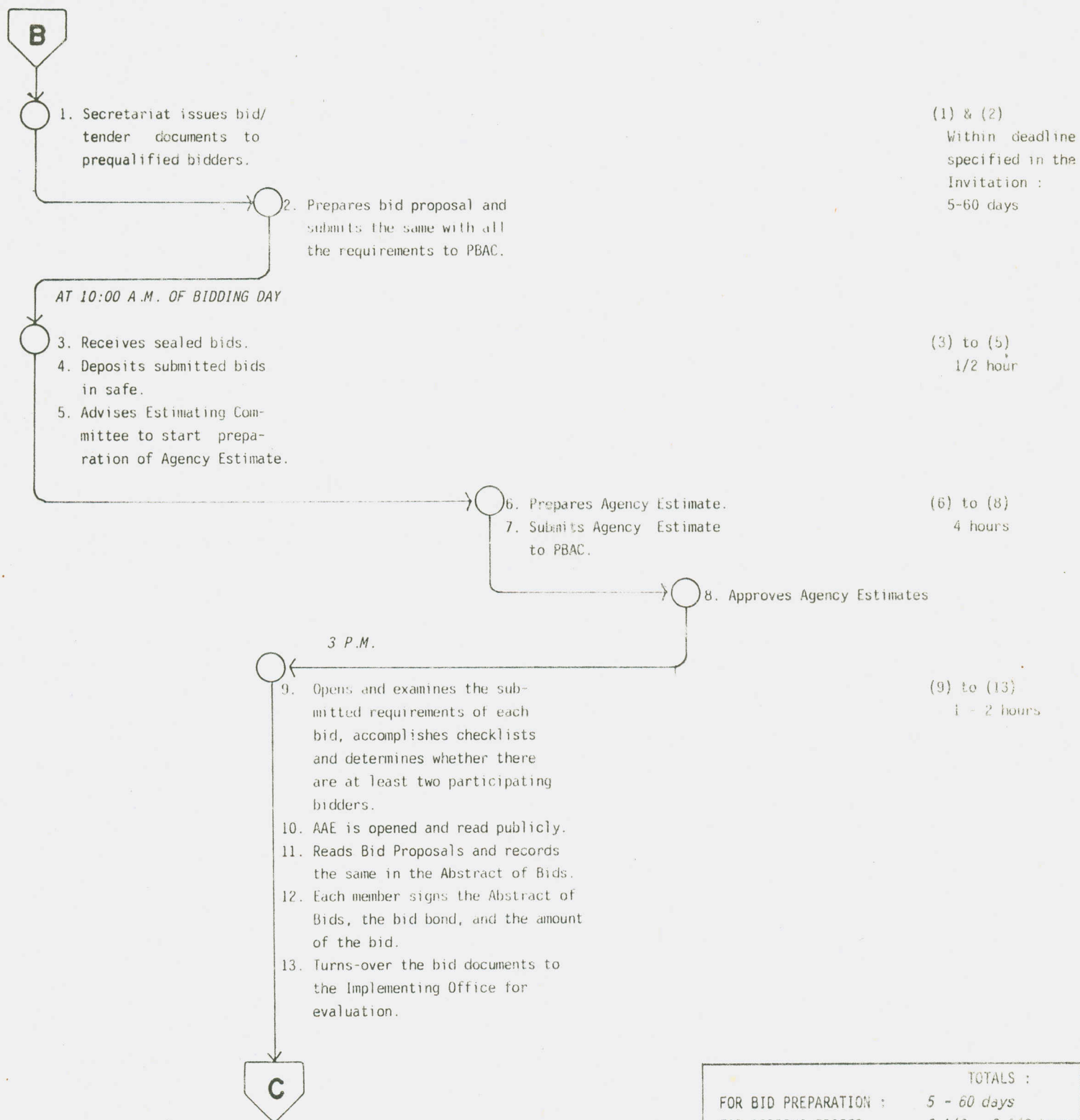
&gt;P0.5M - P3.0M - Regional Director

&gt;P3.0M - P10.0M - Undersecretary Concerned

Above P10.0M - Secretary

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Annex C : Process Flow Chart  
**BID PREPARATION AND BIDDING**

PBAC SECRETARIAT	P B A C	ESTIMATING COMMITTEE	APPROVING AUTHORITY *	TIME FRAME
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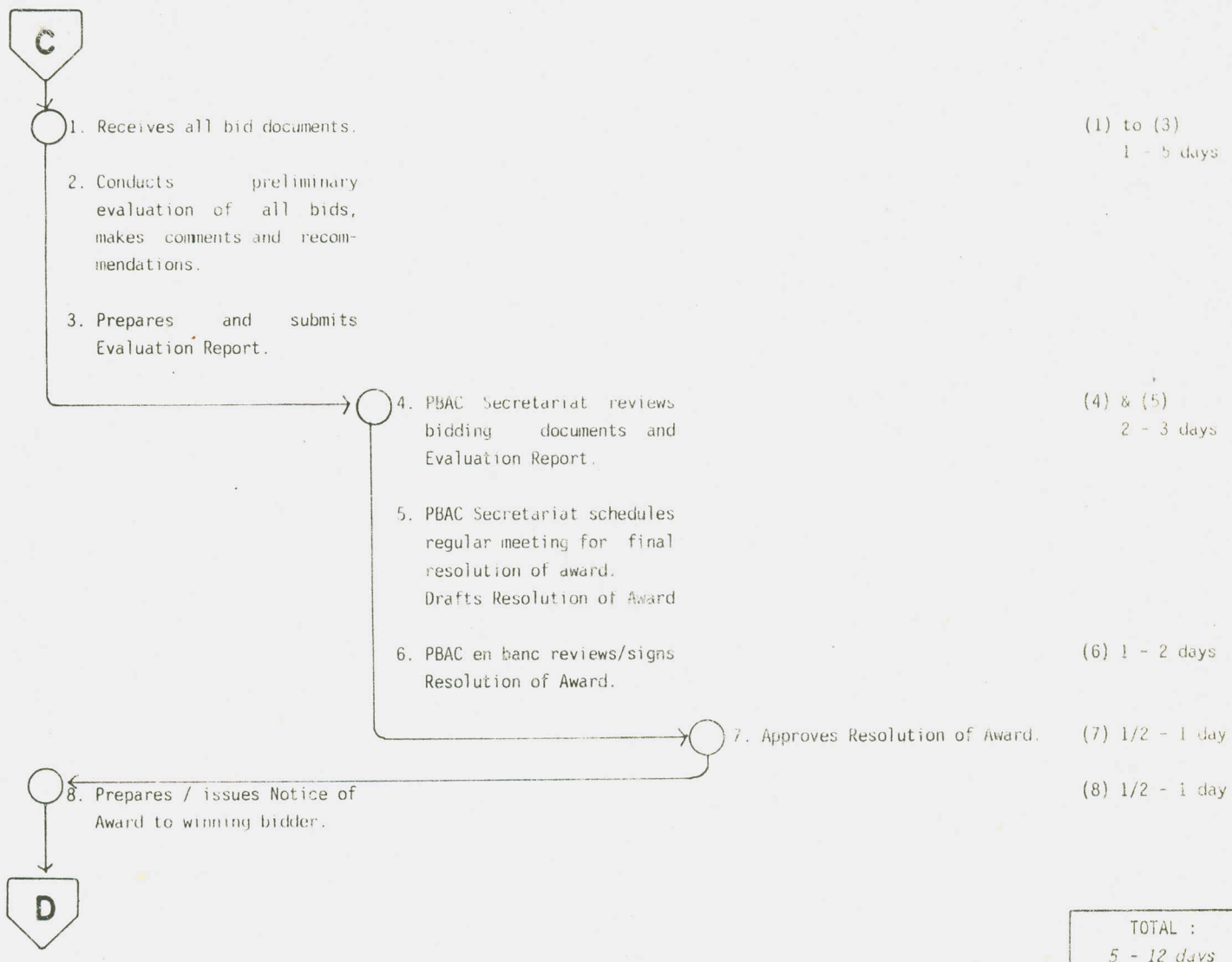
TOTALS :	
FOR BID PREPARATION :	5 - 60 days
FOR BIDDING PROPER :	5-1/2 - 6-1/2 hours

**\* APPROVING AUTHORITIES :**

P1.0M & below - District Engineer  
>P1.0M - P5.0M - Regional Director  
>P5.0M - P10.0M - Undersecretary Concerned  
Above P10.0M - Secretary

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**Annex D : Process Flow Char**  
**EVALUATION OF BIDS AND AWARD**

IMPLEMENTING OFFICE	P B A C	APPROVING AUTHORITY *	TIME FRAME
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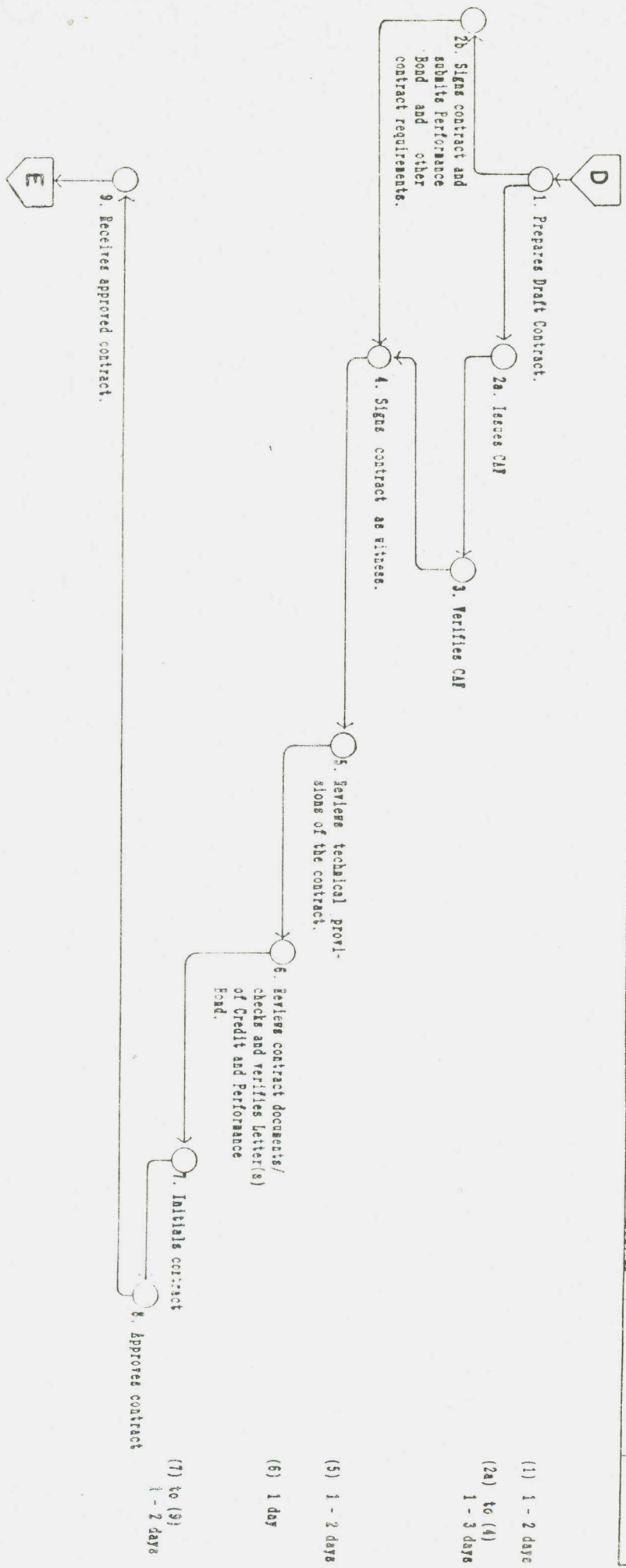
TOTAL : 5 - 12 days
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**\* APPROVING AUTHORITIES :**

P0.5M & below - District Engineer  
 >P0.5M - P3.0M - Regional Director  
 >P3.0M - P10.0M - Undersecretary Concerned  
 Above P10.0M - Secretary

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 Annex E : Process Flow Chart  
 CONTRACT PROCESSING, REVIEW, AND APPROVAL

CONTRACTOR	IMPLEMENTING OFFICE	CONTRACTORSHIP	C O A	CONSTRUCTION UNIT	LEGAL UNIT	AUTHORITY RECOMMENDING APPROVAL	APPROVING AUTHORITY	TIME FRAME
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(1) 1 - 2 days

(2a) to (4) 1 - 3 days

(5) 1 - 2 days

(6) 1 day

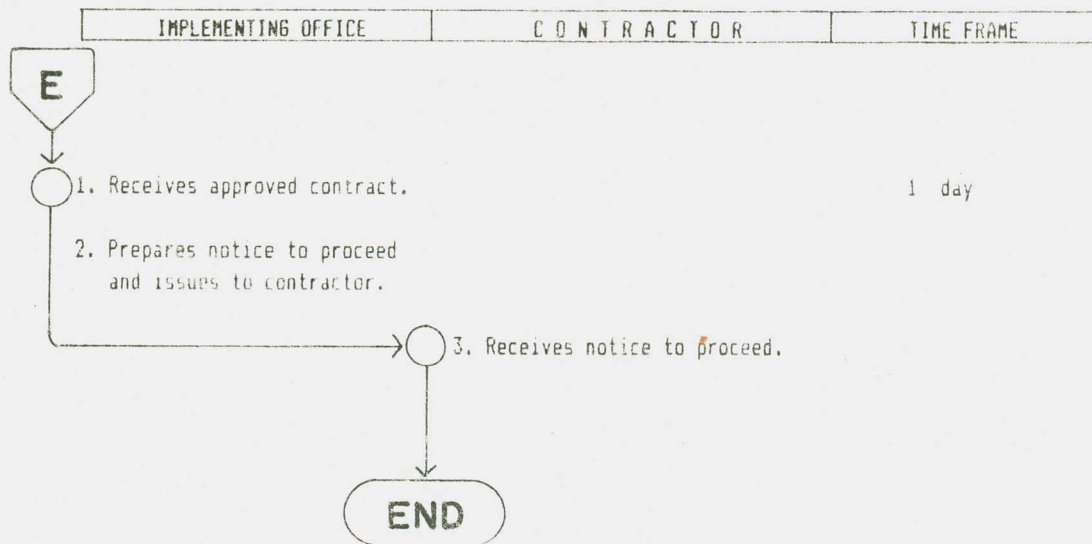
(7) to (9) 1 - 2 days

TOTAL :  
5 - 10 days

- \* APPROVING AUTHORITIES :
- PO, SM & below - District Engineer
  - PO, SM - Regional Director
  - PO, SM - PLO, SM - Undersecretary Concerned
  - Above PLO, SM - Secretary



**Annex F : Process Flow Chart**  
**ISSUANCE OF NOTICE TO PROCEED**

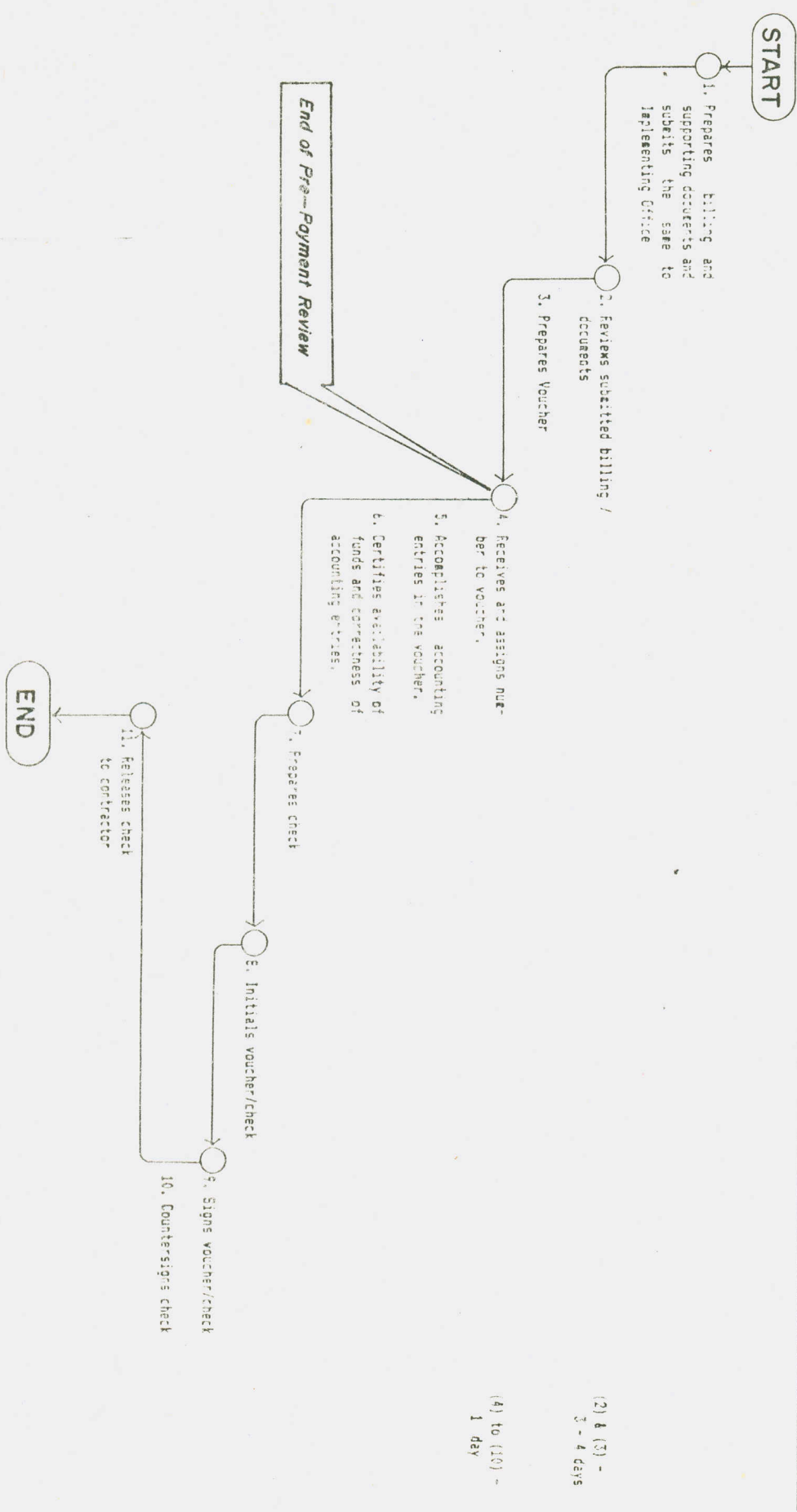


TOTAL : 1 day

\* End of Pre-Construction Phase.

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**Annex G : Process Flow Chart**  
**CONTRACT PRE-PAYMENT REVIEW**

CONTRACTOR	IMPLEMENTING OFFICE	ACCOUNTING	CASHIER	CHIEF COMPTROLLERSHIP & FINANCIAL MANAGEMENT	SIGNING/COUNTERSIGNING AUTHORITIES	TIME FRAME
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(2) & (3) -  
3 - 4 days

(4) to (10) -  
1 day

**TOTAL :**  
4 - 5 days

LEGEND:

- 1-Preparation of Tender Documents
- 2-Prequalification of Contractors
- 3-Bid Preparation and Bidding
- 4-Bid Evaluation and Award
- 5-Contract Processing, Review & Approval
- 6-Issuance of Notice to Proceed

CATEGORY:

[illegible]

Submitted by:

Department Order No.\_\_\_\_, S. 1988  
ANNEX H.

**Head of Implementing Office**

Department of Public Works and Highways  
PRE-CONSTRUCTION STATUS REPORT  
For the Month of \_\_\_\_\_, 19\_\_

IMPLEMENTING OFFICE:  
PROJECT CATEGORY:

PROJECT-ID	NAME OF PROJECT	A - DATE STARTED B - DATE COMPLETED					
		PREPARATION OF TENDER DOCUMENTS	PRE-QUALIFICATION OF CONTRACTORS	BID PREPARATION AND BIDDING	BID EVALUATION AND AWARD	CONTRACT REVIEW AND APPROVAL	ISSUANCE OF NOTICE TO PROCEED
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					
		A					
		B					

Submitted by:

Department Order No. \_\_\_\_\_, S. 1988  
ANNEX I

Head of Implementing Office