REPUBLIC OF DEPARTMENT OF PUBL

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

097.13 DPWH

MANILA

NOVEMBER 14, 1988

SUBJECT: REVISED 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

	Activity	No. of Working Days
1.	Preparation of Tender Documents	9
2.	Prequalification of Contractors	12
3.	Bid Preparation and Bidding	5
4.	Evaluation of Bids and Award	9
5.	Contract Processing, Review and Approval	8
6.	Issuance of Notice to Proceed	1
7.	Pre-Payment Review by Implementing Offic	e 4

For all activities, the prescribed time periods shall apply only to domestic competitive biddings (DCB). For international competitive biddings (ICB), the prescribed time frames are 37 and 60 days for prequalification of contractors and bid preparation/bidding, respectively.

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:

- 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 q. 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 - 2 - -

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 dissimination 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.

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Department Order No. 106 , s. 1988 Annex A : Process Flow Chart

PREPARATION OF TENDER DOCUMENTS

	IMPLEMENTING OFFICE	LEGAL UNIT / DESIGN UNIT / CONSTRUCTION UNIT / PBAC	APPROVING AUTHORITY *	TIME FRAME
STAF	RT			
\)1. Concerned staff drafts bid/tend documents.	, er		(1) 5 days
	Technical staff reviews draf bid/tender documents.	t		(2) 2 days
		3. Reviews draft bid/tender docum		(3) l day
	V	()4. Approves bid/tender documents.	(4) & (5) 1 day
	5. Transmits approved bid/tende documents and request fo publication of bidding to PBA Secretariat.	r		
A				
!				

TOTAL : 9 days

below P1.0M - District Engineer

P1.OM - P5.OM - Regional Director

P5.0M - P10.0M - Undersecretary Concerned

 $^{^{\}star}$ Approving authorities consistent with Department Order No. 42, s. 1988

Annex C : Process Flow Chart
BID PREPARATION AND BIDDING

ESTIMATING COMMITTEE APPROVING AUTHORITY * TIME FRAME P B A C PBAC SECRETARIAT B (1) & (2) Secretariat issues bid/ Within deadline tender documents to specified in the prequalified bidders. Invitation : DCB - 5 days 2. Prepares bid proposal and ICB - 60 days submits the same with all the requirements to PBAC. AT 10:00 A.M. OF BIDDING DAY (3) to (5) Receives sealed bids. 4. Deposits submitted bids 1/2 hour in safe. 5. Advises Estimating Committee to start preparation of Agency Estimate. (6) to (8) 6. Prepares Agency Estimate. 4 hours 7. Submits Agency Estimate to PBAC. 8. Approves Agency Estimates 3 P.M. (9) to (13) Opens and examines the sub-1 - 2 hours mitted requirements of each bid, acccomplishes checklists and determines whether there are at least two participating hidders. 10. AAE is opened and read publicly. 11. Reads bid proposals and records the same in the Abstract of Bids. 12. Each member signs the Abstract of Bids, the bid bond, and the amount of the bid. 13. Turns-over the bid documents to the Implementing Office for evaluation. TOTALS : DCB - 5 days For Bid Preparation : ICB - 60 days For Bidding Proper : 5-1/2 - 6-1/2 hours st Approving authorities consistent with Department Order No. 42, s. 1988

P1.0M & below - District Engineer

>P1.OM - P5.OM - Regional Director

>P5.OM - P10.OM - Undersecretary Concerned

Department Order No. 106 , s. 1988

Annex B : Process Flow Chart
PREQUALIFICATION OF CONTRACTORS

P B A C	BIDDERS	APPROVING AUTHORITY *	TIME FRAME
A			
1. Secretariat prepares Invitati for Prequalification and Biddi and Letters requesting public tion to 3 newspapers of gener circulation.	ng a-		(1) to (3) 1 day
2. PBAC Chairman approves invitat	ion		
3. Secretariat transmits lette requesting publication/approv Invitation to publicati companies.	ed		
4. Secretariat issues Prequalific tion documents to interest contractors.		1	(4) & (5) Within deadline specified in the Invitation: DCB - 5 days
	documents and submits the same to PBAC.		ICB - 30 days
6. Secretariat evaluates submitt Prequalification documents a submits evaluation report to P	nd		(6) 3 days
7. PBAC deliberates and prepar resolution on prequalification predisqualification.			(7) & (8) 1 day
8. PBAC members sign resolution.	_		
		9. Approves resolution	(9) 1 day
10. Secretariat serves notice prequalification/predisqualification office.	i -		(10) 1 day
B			

TOTAL : DCB - 12 days ICB - 37 days

PO.5M & below - District Engineer

>PO.5M - P3.0M - Regional Director

>P3.OM - P10.OM - Undersecretary Concerned

^{*} Approving authorities consistent with Department Order No. 42, s. 1988

Department Order No. 106, s. 1988 Annex D : Process Flow Chart

EVALUATION OF BIDS AND AWARD

IMPLEMENTING OFFICE	Р В А С	APPROVING AUTHORITY *	TIME FRAME
1. Receives all bid docume 2. Conducts prelimite evaluation of all by makes comments and recommendations. 3. Prepares and subs	nary ids,		(1) to (3) 5 days
3. Prepares and subm Evaluation Report.	4. PBAC Secretariat reviews bidding documents and Evaluation Report. 5. PBAC Secretariat schedules regular meeting for final resolution of award. Drafts Resolution of Award		(4) & (5) 2 days
	6. PBAC en banc reviews/signs Resolution of Award.		(6) 1 day
8. Prepares / issues Notion Award to winning bidde		7. Approves Resolution of Award	. (7) 1/2 day
D			TOTAL : 9 days

^{*} Approving authorities consistent with Department Order No. 42, s. 1988

PO.5M & below - District Engineer

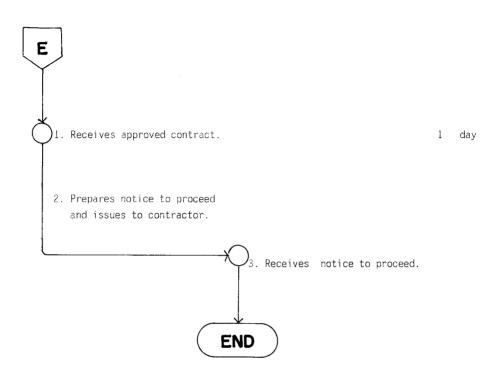
>PO.5M - P3.0M - Regional Director

>P3.OM - P10.OM - Undersecretary Concerned

Department Order No. 106, s. 1988

Annex F : Process Flow Chart ISSUANCE OF NOTICE TO PROCEED

IMPLEMENTING OFFIC	CE CONTRA	CTOR	TIME FRAME



TOTAL : 1 day

^{*} End of Pre-Construction Phase

			C4	(5) 2 days	(6) 1 day	(7) to (9)		
	* CD A					A Appropriate to trace as a contract as a co		
	RECOMMENDING APPROVAL					7. Initials contract		
AL.	LEGAL UNIT				6. Reviews contract docu- ments/checks and veri- fies Letter(s) of Credit and Performance Bond.			
Department Order No. 106, s. 1988 Annex E : Process Flow Chart CONTRACT PROCESSING, REVIEW, AND APPROVAL	CONSTRUCTION UNIT			Reviews technical aspects of the contract; reviews bid documents.		J		
Department CONTRACT PROCE	<=====================================		Verifies CAF		J			
	COMPTROLLERSHIP	t. Za. Issues CAF		777			contract.	
	IMPLEMENTING OFFICE	Prepare Draft Contract.					Receives approved con	
41	CONTRACTOR		26. Signs contract and submits Performance Bond and other contract requirements.				u	>

* Approving authorities consistent with Department Order No. 42, s. 1988 PO.5% & below - District Engineer
>PO.5% - P3.0% - Regional Director
>P3.0% - P10.0% - Undersecretary Concerned
Above P10.0% - Secretary

Department Order No. 106, s. 1988 Annex G: Process Flow Chart CONTRACT PRE-PAYMENT REVIEW

Na Oak TIME FRAME (4) to (11) 100 100 100 (2) & (3) 9. Signs voucher/check. SIGNING/COUNTERSIGNING 10. Countersigns check AUTHORITIES 9. Initials voucher/check. & FINANCIAL MANAGEMENT COMPTROLLERSHIP CASHIE 7. Prepares check. ii. Releases check to contractor. END 5. Accomplishes accounting 6. Certifies availability of 4. Receieves and assigns numfunds and correctness of entries in the voucher. ACCOUNTING accounting entries. ber to voucher. Z. Reviews submitted billing / IMPLEMENTING OFFICE 3. Prepares voucher documents End of Pre-Payment Review)1. Prepares billing and supporting documents and summits the same to Implementing Office CONTRACTOR (START)

Submitted by:

Department of Public Works and Highways PRE-CONSTRUCTION SCHEDULE ____Quarter, 19___

IMPLEMENTING OFFICE:

LEGEND:

I-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

PROJECT ID	NAME OF PROJECT	PROGRAMMED CATEGORY:	
1			

Depo	artment of Public Works and Highways E-CONSTRUCTION STATUS REPORT		TION OF DOCUMENTS ALIFICATION FRACTORS PARATION DING CT REVIEW PROVAL E OF CO PROCEED DOCUMENTS CT REVIEW FOR OFFI CO PROCEED						
For the Month of, 19				PRE-QUALIFICATION OF CONTRACTORS	BID PREPARATION AND BIDDING	BID EVALUATION AND AWARD	CONTRACT REVIEW AND APPROVAL	ISSUANCE OF NOTICE TO PROCEED	
PROJECT-ID	NAME OF PROJECT		PREPARATION OF TENDER DOCUME	PRE	BID	BID	AND	ISSI	
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Head of Implementing Office