



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

097.13 DPWH  
11-17-88

NOVEMBER 14, 1988

DEPARTMENT ORDER )

No. **106** m)  
Series of 1988 14/11/88  
X-X-X-X-X-X-X-X-X)

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

<u>Activity</u>	<u>No. of Working Days</u>
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 Office	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 :

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.

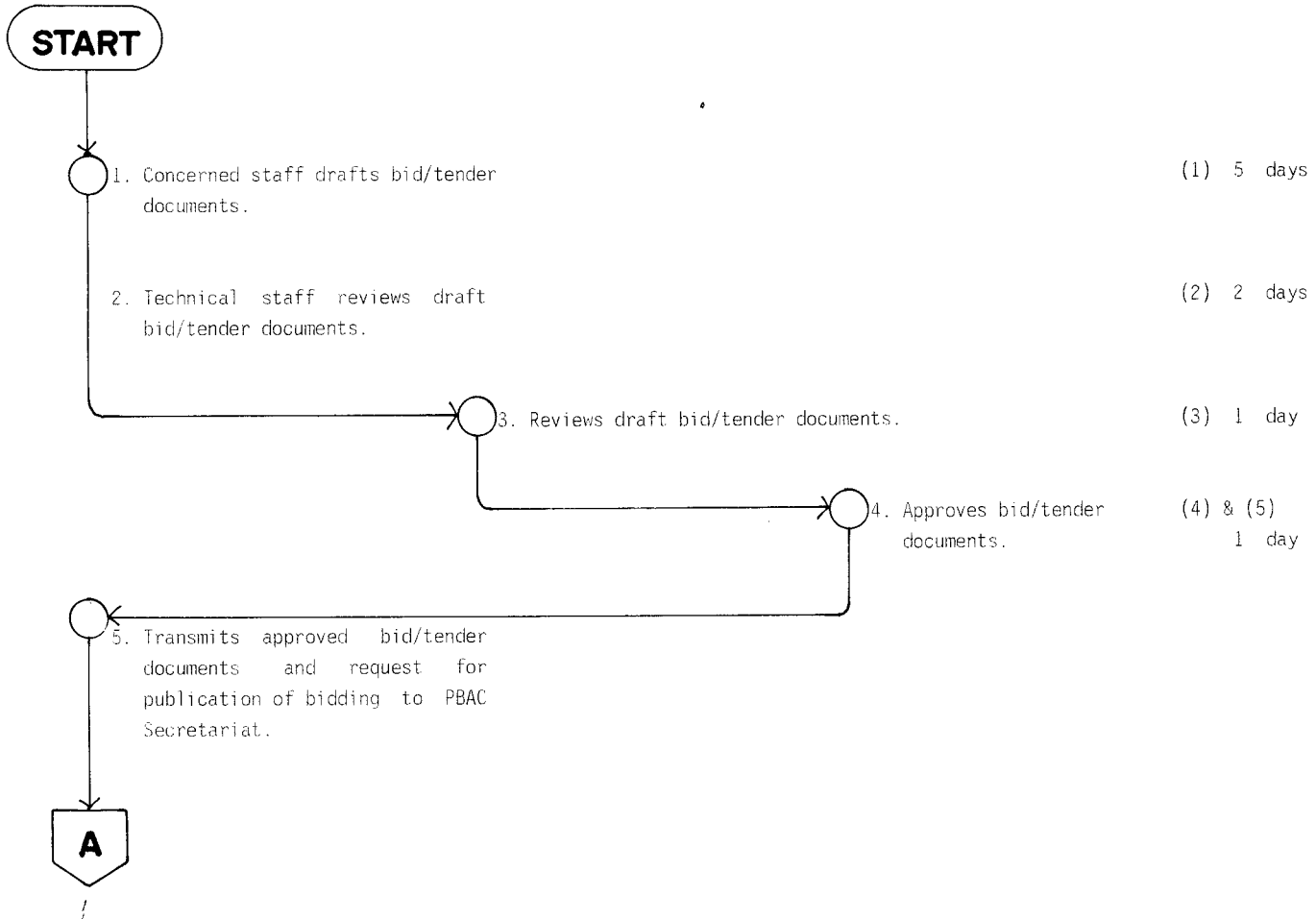
This Order shall take effect immediately.



FIORIELLO R. ESTUAR  
Secretary

Annex A : Process Flow Chart  
PREPARATION OF TENDER DOCUMENTS

IMPLEMENTING OFFICE	LEGAL UNIT / DESIGN UNIT / CONSTRUCTION UNIT / PBAC	APPROVING AUTHORITY *	TIME FRAME
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TOTAL : 9 days

\* Approving authorities consistent with Department Order No. 42, s. 1988

below P1.OM - District Engineer

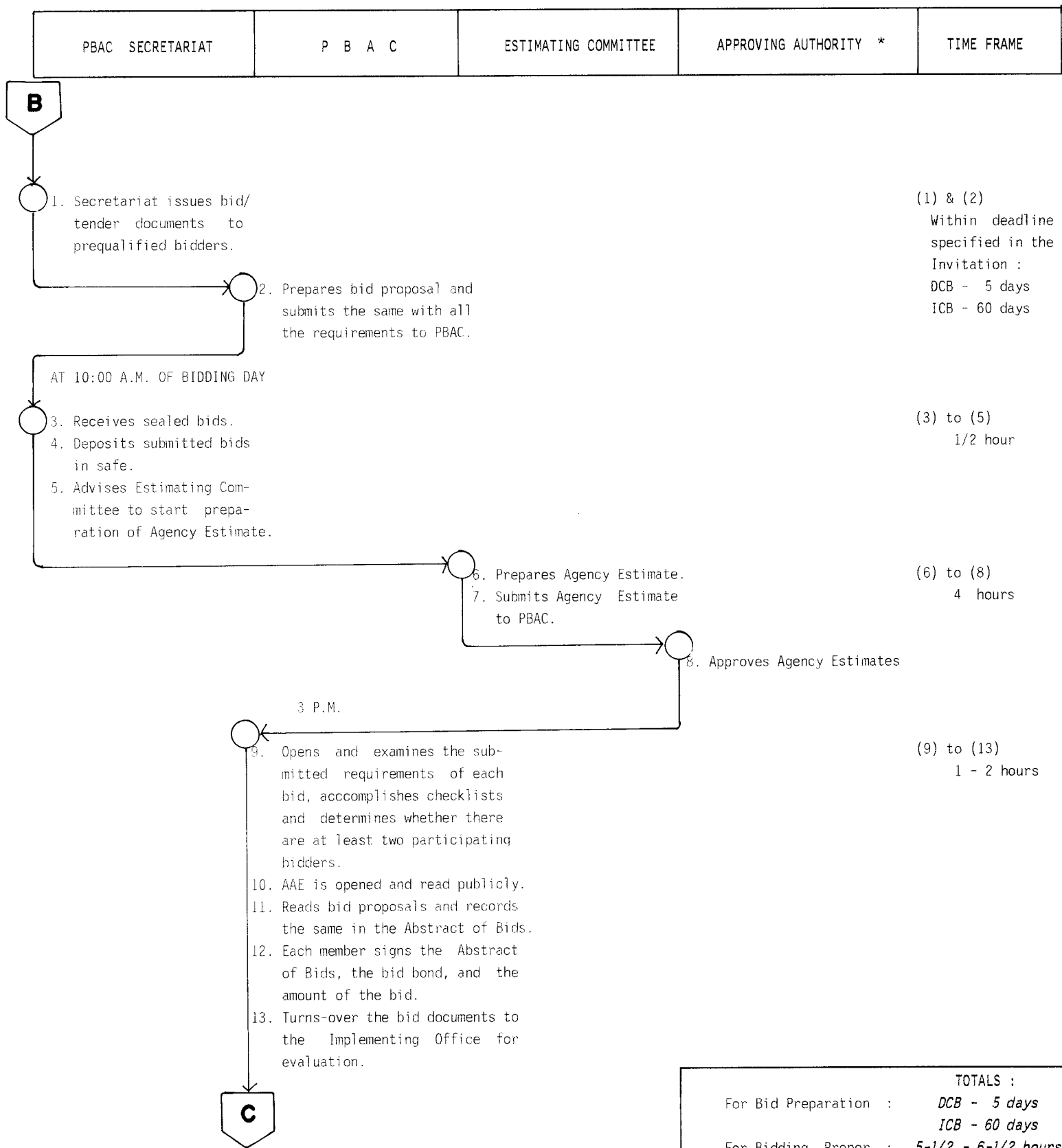
P1.OM - P5.OM - Regional Director

P5.OM - P10.OM - Undersecretary Concerned

Above P10.OM - Secretary

Annex C : Process Flow Chart

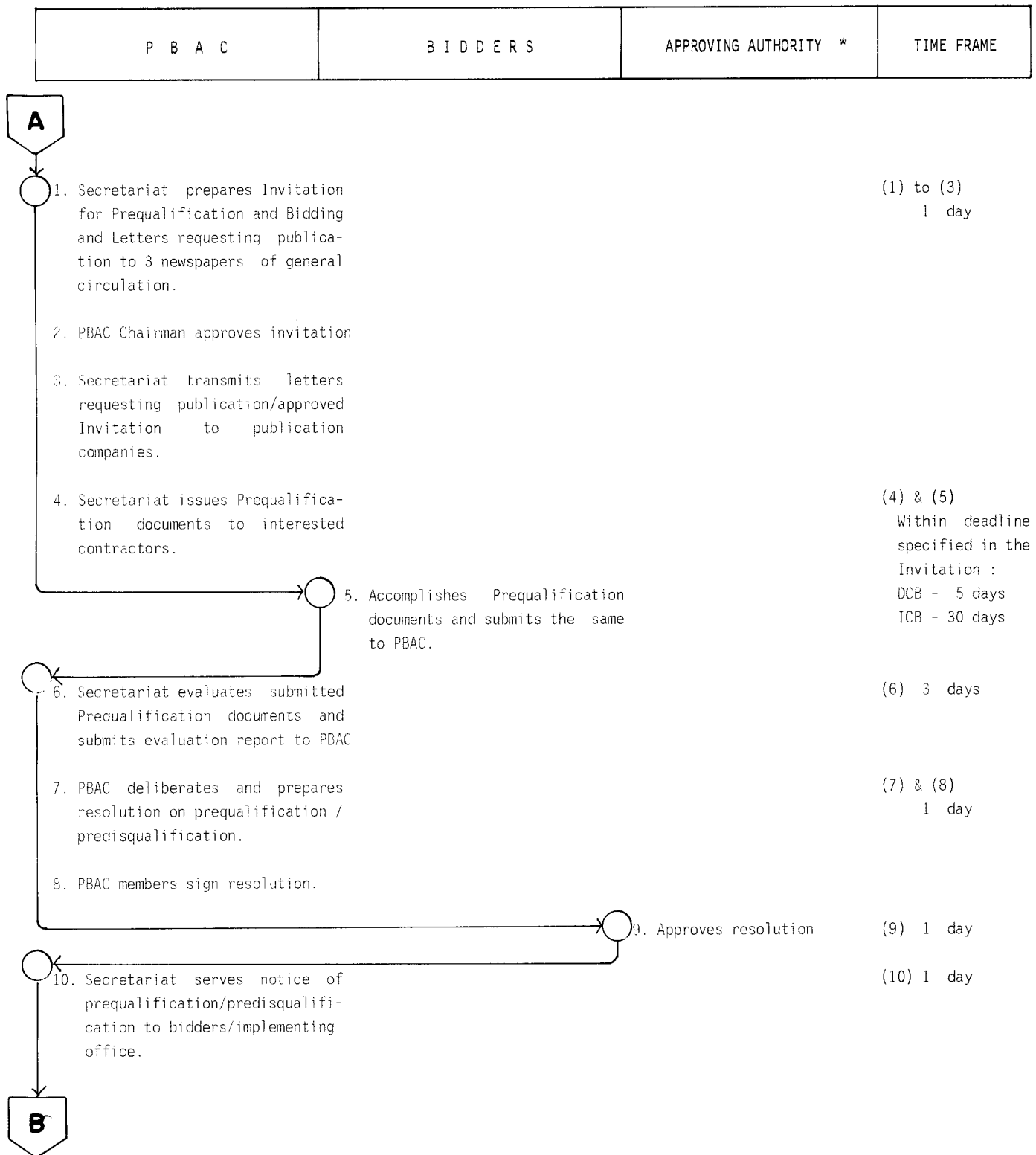
BID PREPARATION AND BIDDING



\* Approving authorities consistent with Department Order No. 42, s. 1988

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

Annex B : Process Flow Chart  
PREQUALIFICATION OF CONTRACTORS



<b>TOTAL :</b> DCB - 12 days ICB - 37 days
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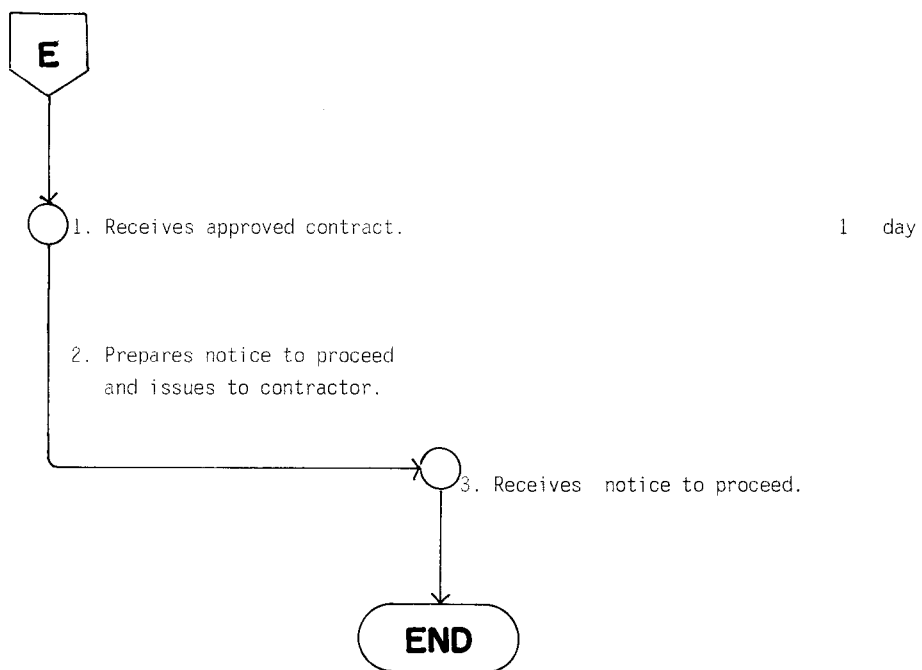
\* Approving authorities consistent with Department Order No. 42, s. 1988

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

Annex D : Process Flow Chart  
EVALUATION OF BIDS AND AWARD

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

IMPLEMENTING OFFICE	C O N T R A C T O R	TIME FRAME
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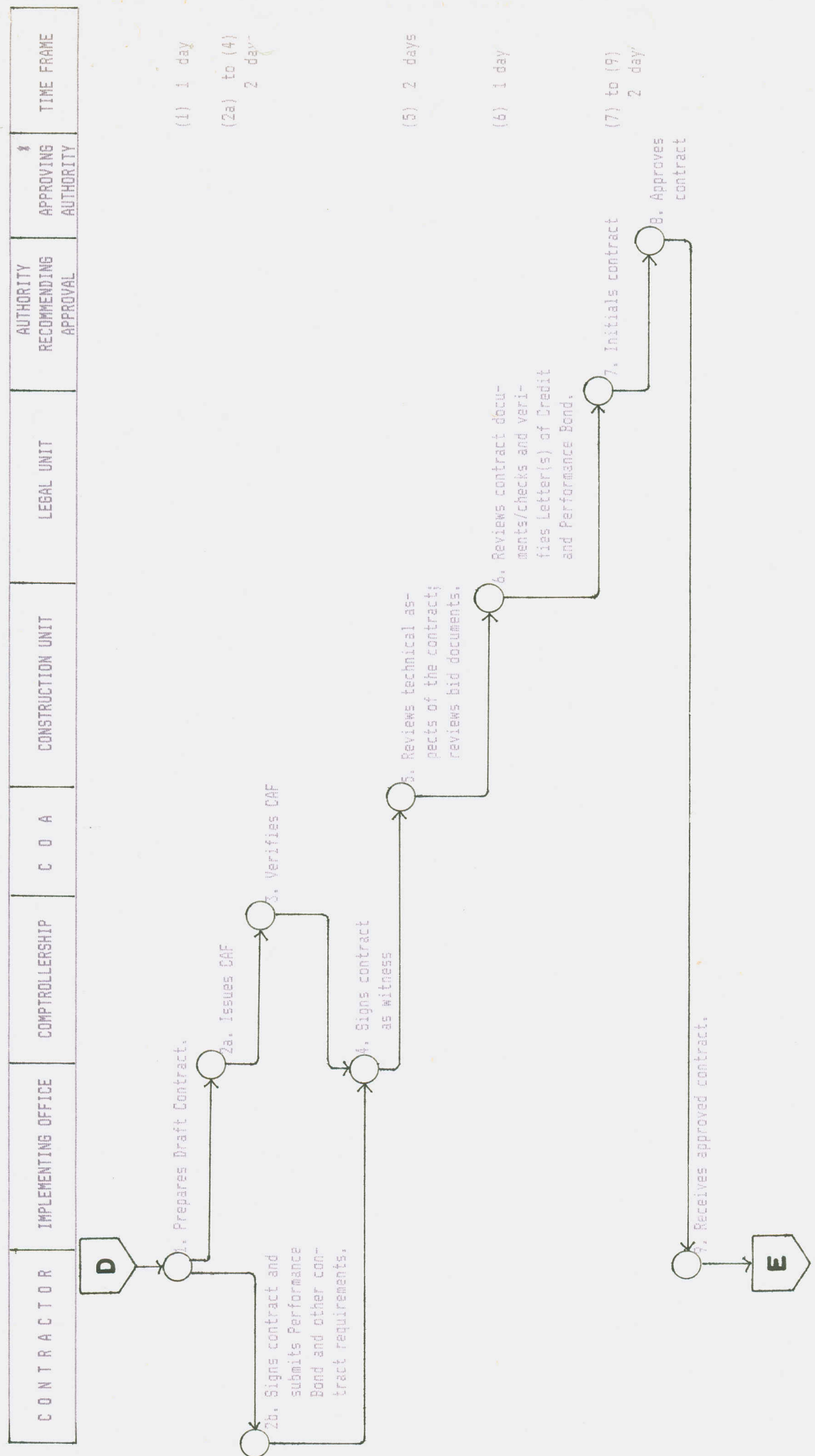


TOTAL : 1 day

\* End of Pre-Construction Phase



Department Order No. 106, s. 1988  
Annex E : Process Flow Chart  
CONTRACT PROCESSING, REVIEW, AND APPROVAL



TOTAL :  
8 days

\* Approving authorities consistent with Department Order No. 42, s. 1988  
P0.5M & below - District Engineer  
>P0.5M - P3.0M - Regional Director  
>P3.0M - P10.0M - Undersecretary Concerned  
Above P10.0M - Secretary

CONTRACTOR	IMPLEMENTING OFFICE	ACCOUNTING	CASHIER	CHIEF COMPTROLLERSHIP & FINANCIAL MANAGEMENT	SIGNING/COUNTERSIGNING AUTHORITIES	TIME FRAME
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START

1. Prepares billing and supporting documents and submits the same to Implementing Office

2. Reviews submitted billing / documents

3. Prepares voucher

4. Receives and assigns number to voucher.

5. Accomplishes accounting entries in the voucher.

6. Certifies availability of funds and correctness of accounting entries.

7. Prepares check.

8. Initials voucher/check.

9. Signs voucher/check.

10. Countersigns check

11. Releases check to contractor.

END

(2) & (3)  
3 days

(4) to (11)  
1 day

TOTAL :  
4 days

End of Pre-Payment Review

**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:**

PROGRAMMED  
AMOUNT

# HTNM

Submitted by:

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					
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Submitted by: