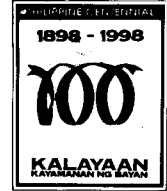


Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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DEPARTMENT ORDER)
NO. **203**)
Series of 2000 *11/7/2000*)

SUBJECT: Procedural Guidelines for the
Procurement and Acquisition of
Information Technology (IT)
Goods and Services

The use of computer systems is recognized as a means of improving productivity. These systems, however, should be cost effective. This leads to the adoption of a policy rationalizing the procurement and utilization of Information Technology (IT) goods and services in the DPWH. Specifically, it is the objective of the DPWH to:

- a. ensure that all available IT resources of the DPWH are utilized 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 costs;
- g. minimize hardware downtime losses by making available common spare parts; and
- h. ensure compatibility of packaged software and software applications.

In view of the above, all offices of the DPWH are hereby directed to observe the following:

1. All new procurement for IT goods, whether directly by the DPWH or indirectly through Consultants/Contractors, shall be coursed through the Monitoring and Information Service (MIS) for review and evaluation, and the Undersecretary concerned for approval. In cases where IT goods and services are procured through Consultants/Contractors, these procurements shall be coursed through MIS before the Requests for Proposals/Bidding Documents are released to Bidders.
2. As a general rule, public bidding shall be strictly observed in the procurement and acquisition of IT goods. Where bidding is not applicable, canvass of prices can be resorted to subject to the approval of the concerned official and in accordance with existing Laws, rules and regulations.

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

- a) computer hardware and other 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 and leased lines, modems, and other peripherals;
- b) auxiliary equipment - microfilm units, plotters, digitizers, voice and data communications equipment, routers;
- c) software packages – ready to use computer programs such as MS Office, AutoCAD and the like, programming tools such as PowerBuilder, C++, Visual Basic, Java and the like;
- d) computer programs – unique set of instructions, created by consultants, that tell a computer how to perform a function or series of functions, such as the generation of Payroll Report;
- e) application systems – system, process, or problem to which a computer, program or software is applied, such as PQ Registry for Civil Works and Contract Preparation System;
- f) database management system – a software that manages the data and coordinates data sharing, such as Sybase, Oracle, Informix, and Progress;
- g) IT services – management consultancy relating to IT or where the use of IT equipment is a principal component, computer programming services, systems design/analysis services, subscription services from Internet Service Providers, IT Training, and maintenance services of IT Equipment.

Section 2. Scope – The guidelines for the procurement 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., Regional/District Offices, Bureaus, Project Management Offices, Services, Regional Equipment Services, Area Equipment Shops, Special Committees, and other entities.

Section 3. 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

1. To define the procurement requirements including intended purpose and function of the IT goods to be procured;
2. To ensure that adequate funds are available to cover procurement, and;
3. To 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.

b) Monitoring and Information Service

1. To determine the validity and necessity of the procurement plan of the requisitioning office by taking into consideration the following: that there is no existing surplus capacity of existing IT resources; that the procurement is economically and technically capable of satisfying the application requirements of the office; and that the procurement serves the best interest of the DPWH;
2. To ensure that specifications are compatible with the Technology Architecture of the DPWH;
3. To maintain the Department-wide standards for IT goods;
4. To provide technical assistance to end-users as required in all phases of the acquisition process;
5. To recommend approval of new procurement of IT equipment and services consistent with this Department Order; and
6. To verify that IT goods and services delivered are in compliance with specifications.

This Order supersedes Department Order No. 24, Series of 1987, and shall take effect immediately.


GREGORIO R. VIGILAR
Secretary