



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

097. 13 DPWH  
11-03-2004

NOV 03 2004

DEPARTMENT ORDER )  
No. **210** )  
Series of 2004 (11-03-04)

**Guidelines in Advertisement/ Posting of  
Locally Funded Civil Works Contracts**

In accordance with the principles and provisions of Republic Act No. 9184 and its Implementing Rules and Regulations – Part A (IRR-A), the following guidelines are hereby prescribed in the advertisement and posting of the Invitation to Apply for Eligibility and to Bid (IAEB), to wit:

1. All Invitations to Apply for Eligibility and to Bid for civil works contracts shall contain all the information required under Section 21.1 of the IRR-A and shall adopt the Standard Advertisement Format (Form CW 3.0) for uniformity.
2. All IAEB shall be advertised/posted in accordance with Section 21.2 of IRR-A.
3. Newspaper advertisement shall be in accordance with Sections 21.2.1 and 21.2.3 of the IRR-A and published at rates most advantageous to the government.
4. For purposes of web posting in the DPWH website and in the G-EPS, all procuring entities of this Department, Central, Regional, District Engineering Offices and others concerned, shall submit to the Central Bids and Awards Committee – Technical Working Group (BAC-TWG), hard copies of all approved IAEBs and in diskette form (MS Word) or sent electronically. Copies of said IAEBs must be received at least one (1) day before the scheduled date of posting.
5. The BAC-TWG shall be responsible for posting all IAEB and the issuance of the corresponding certificates of posting.
6. Information regarding contracts being procured using alternative methods of procurement, shall be posted in accordance with Section 21.2.4 of IRR-A.

Failure to comply with the relevant provisions of IRR-A and this Department Order shall suffer the administrative penalty of suspension of the Members of the Bids and Awards Committee of the procuring entity concerned, for six (6) months for the first offense and one (1) year for the second offense.

This Order shall take effect immediately and supercedes and modifies all issuances inconsistent herewith.

  
**FLORANTE SORIQUEZ**  
*Acting Secretary*



Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN**  
*[insert name of PROCURING ENTITY]*

**FORM CW 3.0**

Standard Advertisement Format for Locally Funded Projects

**INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

The *[insert name of PROCURING ENTITY]* through the Bids & Awards Committee invites potential Bidders to apply for eligibility and, if subsequently eligible, to bid for:

1.
  - a. Contract ID: \_\_\_\_\_
  - b. Name of Project: \_\_\_\_\_
  - c. Location : \_\_\_\_\_
  - d. Brief Description : \_\_\_\_\_
  - e. Major items of work: \_\_\_\_\_
  - f. Approved Budget for the Contract (ABC) : P \_\_\_\_\_
  - g. Duration : \_\_\_\_\_
  
2.
  - a. Contract ID: \_\_\_\_\_
  - b. Name of Project: \_\_\_\_\_
  - c. Location : \_\_\_\_\_
  - d. Brief Description : \_\_\_\_\_
  - e. Major items of work: \_\_\_\_\_
  - f. Approved Budget for the Contract (ABC) : P \_\_\_\_\_
  - g. Duration : \_\_\_\_\_

Bidding will be conducted through open competitive bidding procedures as specified in the Implementing Rules and Regulations-A (IRR-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act. All particulars relative to Eligibility, Bid Bond, Performance Bond, Pre-Bid Conference, Bid Evaluation and Award of Contract shall be governed by the provisions of this Act.

Only contractors duly registered with the DPWH may be allowed to participate in the eligibility screening. Unregistered contractors must register in the Central Office, Bids and Awards Committee – Technical Working Group (BAC-TWG), 5/F Bonifacio Drive, Port Area, Manila prior to the deadline for submission of Expressions of Interest. Interested contractors shall submit their duly accomplished Expression of Interest statements upon presentation of their original Contractor Registration Certificate (CRC) in person or through their Authorized Representative as reflected in their CRC to the Chairman, Bids & Awards Committee (BAC) *[insert name of PROCURING ENTITY]* not later than 5:00 P.M. on (Date).

Bid Documents will be available to eligible contractors for issuance on ***[insert date]*** at ***[insert name of PROCURING ENTITY]*** upon payment of a non-refundable amount of ***[insert amount]***.

Eligible contractors shall submit their duly accomplished Price Proposals (1<sup>st</sup> envelope-Technical Proposal and 2<sup>nd</sup> Envelope-Financial Proposal) to the Chairman, BAC, ***[insert name of PROCURING ENTITY, name of officer, postal address, telephone number]*** not later than ***[Time]*** on ***[Date]***

The ***[insert name of PROCURING ENTITY]*** reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

***[Insert name of and position officer]***  
***[insert name of PROCURING ENTITY]***  
***[Insert postal address] and/or [Insert street address].***  
***[Insert telephone number, indicate city code]***  
***[insert contact's email address].***  
***[Insert facsimile number].***  
***[Insert website address, if applicable]***