



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

May 25, 2020

**TO ALL CONCERNED CONTRACTORS**

Dear Sir/Ma'am:

It is informed that the Contractor Profile Application (CPA), a web-based application developed by the Procurement Service (PrS) in coordination with the Information Management Service (IMS) will be available for use starting on **June 16, 2020**.

The CPA will allow Contractors, doing business with the Department, to **view** and **update** their Contractor's Information (CI) over the internet, particularly the legal, financial, and technical documents which are stored in the Civil Works Application (CWA). The same will replace the existing Contractor Profile Viewer (CPV) and can be accessed thru a link in the DPWH website (<http://www.dpwh.gov.ph/>). For the detailed procedure in using CPA, please refer to the User Manual attached as "Annex A".

For your information and guidance.

  
**ARDELIZA R. MEDENILLA, MNSA, CESO I**  
Undersecretary for Support Services

12.1.1 PJCDC/RAA/MNC/MVSG

## Contractor Profile Application (CPA)

Contractors whose accounts are already "Active" (can currently use CPV) can immediately access CPA. However, Contractors with "Inactive" accounts should request for the activation of their accounts to the PrS in writing or thru a phone call [(02)5304-3133 or (02)5304-3408], provided that a valid email address and complete details of the Authorized Managing Officer (AMO) of the firm is existing in their Contractor Information.

After requesting for account activation, a message will be sent to the registered email of the Contractor with a dedicated link for the creation of a password. After successfully setting the initial password, another confirmation email containing a link will be sent. Clicking the link will complete the account activation.

### Logging In

1. Locate the CPA link in the DPWH Website and click.



2. Read and accept the "Terms of Use"; Input your *PCAB License ID* and *Password* in the text box. Click the "I'm not a robot" check box.
3. Click the Sign in button.

### Home Page

1. The Home Page displays the print preview of Contractor Information ready to be downloaded and/or printed.



2. The side bar displays the status of the data update request of the contractor, expired documents and the "Update Data" button.
3. In the header area are the "Sign Out" and "Change Password" buttons.

### Updating Data

1. On the side bar, click the "Update Data" button, then the Edit Form window will display. It is divided into three tabs namely General Information, Legal Aspect and Financial Aspect.

Update Data

2. To edit, click the "Edit" button located at the bottom of each data group section.

Edit

3. Click "Save" to temporarily save the information, "Reset" to reset data and "Close" to close the editing.

Save

Reset

Close

### Uploading File

1. To upload a document, click the "Upload File" button.

Upload File

2. Click "Choose File" button to browse the document to upload. Select the file then click "Upload" to save the uploaded file.

File Upload

Choose File No file chosen

Upload

### Submit for Approval

1. Saved edited information will be tagged as "Not Yet Submitted" and can be edited and reviewed before submitted for approval.
2. Click the "For Updating" tab to view the summary of updates.

For Updating

3. Click "Submit for Approval" to submit the final updates in Contractor Information, for evaluation of the Procurement Service. Once submitted the edited data group will be tag as "In Process" and it will be disabled for editing.

Submit for Approval

### Changing Password

1. Click from Header portion of the Home page the "Change Password".
2. To change your password, supply all the information needed in change password form. Your new password must not be the same as your old password, must be 8 – 20 characters, must have at least one upper case letter, at least one lower case letter, and at least one numeric character.
3. Upon clicking the submit button, the contractor will be informed if his password change request was successful or not.
4. A confirmation email containing a link will be sent to the contractor's registered email address. The confirmation link must be clicked to complete the password change.
5. Password must be changed every 180 calendar days.

Questions? Please contact:

**Procurement Service**  
**Department of Public Works and Highways**  
 Tel. No. (02)5304-3133 or (02)5304-3408  
 www.dpwh.gov.ph

