



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

| |
|-----------------|
| DPWH, RMD, HRAS |
| DATE: 9/5/16 |
| FILE NO. 054.71 |
| Genera |

August 19, 2016

MEMORANDUM

TO : All Contractors Registered at the DPWH-CWR

SUBJECT : Online Viewing of Contractor Information

Please be informed that all contractors registered in the DPWH Civil Works Registry (DPWH-CWR) will be able to view their respective contractor's information through the internet by October 3, 2016. In view of this, it is hereby requested that you update the General Information of your company.

Contractors who have not yet submitted the hereunder enumerated documents are required to submit the same not later than September 30, 2016.

A. Sole Proprietor or Corporation (Owner/Proprietor or the Authorized Managing Officer (President, CEO or Owner) of the Firm. The following documents are to be submitted:

- a photocopy of a valid identification card (ID) with date of birth, Tax Identification Number (TIN) and his/her present position in the company. This must be supported with a notarized affidavit.
- one (1) copy of latest 2x2 ID picture
- official e-mail address of the company (where all correspondence are to be addressed to)

B. Authorized Liaison Officer - a maximum of three (3) liaison officers is allowed to represent a contractor. However, a liaison officer is only limited to represent one (1) contractor at a time. The following documents are to be submitted:

- a copy of the Appointment or Authority to Represent the Company
- photocopy of a valid identification card (ID) with date of birth, Tax Identification Number (TIN) and his/her present position in the company. This must be supported with a duly notarized affidavit
- one (1) copy of latest 2x2 ID picture
- official e-mail address of the company

It is further informed that the Procurement Service **will no longer accommodate request for a copy of the Contractor's Information either through Universal Serial Bus (USB)/flash drive, hard copy or through e-mail after December 31, 2016.**

Your usual cooperation is hereby enjoined.


ARDELIZA R. MEDENILLA, MNSA CESO II
Undersecretary for Support Services



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

GUIDELINES & PROCEDURES ON ONLINE VIEWING OF CONTRACTOR INFORMATION

Procedure

1. The Procurement Service will send an email notification to contractors that are able to comply with all the requirements needed to use the CWR – Viewer.
2. After receiving the email, the authorized liaison officer can now go to the Procurement Service or the nearest Regional Office in their locality to apply for activation of their CWR - Viewer account. The liaison officer must bring a printed copy of the email for verification.
3. The Procurement Service or Regional Office will validate the liaison officer's request. Only the Authorized Managing Officer (AMO) or Authorized Liaison Officer (ALO) as verified in the CWR shall be allowed the activation.
4. The Procurement Service or Regional Office will activate the contractor's account through CWR – Viewer Registration application.
5. Upon activation, the contractor will receive an email containing the user id, a system generated default password, and a link to the CWR – Viewer.

Password Validity

1. Passwords will be valid for only Forty-Five (45) calendar days.
2. After the password expires the user will be prompted to change his password in order to renew its validity.
3. Changing passwords before it expires will also renew the validity period.

For the information of all concerned.


NIMFA E. POTANTE
Director IV- Procurement Service