



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

September 8, 2016

MEMORANDUM

TO : ALL CONTRACTORS REGISTERED IN THE DPWH

SUBJECT : Guidelines in the Updating and Submission of Contractor's Confidential Application Statement for Registration

Pursuant to D.O. No. 139, series of 2016, "Guidelines for the Determination of Major and Similar Categories of Work and Eligibility Requirements for Work Experience in the Procurement of Infrastructure Contracts," and D.O. No. 173 series of 2016 "Supplemental Guidelines for the Determination of Major and Similar Categories of Work and Eligibility Requirements for Work Experience in the Procurement of Infrastructure Contracts", contractors are hereby directed to observe the following supplemental guidelines on the subject, to wit:

1. The Procurement Service will issue your Contractor Information (CI), in electronic (excel format) format, at the Procurement Service, 5th floor, DPWH Central Office, Bonifacio Street, Port Area, Manila. Contractors shall provide a USB (universal serial bus)/flash drive device for the electronic copy of your CI. However, if you wish to receive your CI through couriers, you should submit an official request addressed to the Director of the Procurement Service together with the afore-mentioned electronic devices with a return paper pouch.
2. Only the Authorized Managing Officer (AMO)/President or Authorized Liaison Officer (ALO) registered at the CWR shall be allowed to transact business in this regard.
3. Update/re-categorize your completed and on-going contracts in your CI based on the new work category codes of D.O. 139 and D.O. 173, both series of 2016, copy attached, downloadable at www.dpwh.gov.ph.
4. Completed and on-going contracts which are not re-categorized based on the new work categories will be treated as "blank" in the corresponding column of the new CI and will not be read/considered during the eligibility processing.
5. Re-submit your updated CI in one (1) hard copy and one (1) electronic copy (compact disc), at the same office, not later than October 31, 2016.

6. The CI shall be signed by the Contractor's AMO/President accompanied with a Sworn Statement, duly notarized by a Notary Public, stating that the information therein are true and correct.

For strict compliance of all concerned.


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

12.1.1 MNC/MVSG/NEP