



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

097.7 DPWH  
06.02.2020

June 2, 2020

**DEPARTMENT MEMORANDUM** )

**CIRCULAR NO.** 50 )  
**Series of 2020** *gke 06.02.2020* )

**FOR / TO : Undersecretaries**  
**Assistant Secretaries**  
**Service Directors**  
**Bureau Directors**  
**Regional Directors**  
**Heads of UPMOs**  
**District Engineers**  
**BAC Chairpersons and Members**  
This Department

For information and guidance, attached is a copy of **GPPB RESOLUTION No. 12-2020**, re: **"APPROVING THE PRESCRIBED FORM OF THE CERTIFICATION REQUIRED FOR THE CONDUCT OF ELECTRONIC SUBMISSION AND RECEIPT OF BIDS BY THE PROCURING ENTITIES."**

A copy of said Resolution may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

**MARICHU A. PALAFOX, CESO III**  
Assistant Secretary for Support Services

Encl: GPPB Resolution No. 12-2020

Cc: Office of the Secretary

12.1.1 CGSC/EDY/MNC/MVSG

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**APPROVING THE PRESCRIBED FORM OF THE CERTIFICATION REQUIRED FOR THE CONDUCT OF ELECTRONIC SUBMISSION AND RECEIPT OF BIDS BY THE PROCURING ENTITIES**

**WHEREAS**, Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”, took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2016;

**WHEREAS**, Section 63 of RA No. 9184 and its 2016 revised IRR authorizes the Government Procurement Policy Board (GPPB) to formulate public procurement policies, rules and regulations, and amend its IRR, whenever necessary;

**WHEREAS**, Section 8.1.1 of the 2016 revised IRR of RA No. 9184 provides that the Philippine Government Electronic Procurement System shall serve as the primary and definitive source of information on government procurement while the GPPB is authorized to approve changes in the procurement process to adapt to improvements in modern technology pursuant to Section 8.3.2 of the same IRR;

**WHEREAS**, on 7 May 2020, the GPPB issued Resolution No. 09-2020<sup>1</sup> on measures for the efficient conduct of all procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions. One such measure is for Procuring Entities (PEs) to allow the online or electronic submission and receipt of bids for procurement modalities where a two-envelope procedure or sealed price quotation is required, until such time as the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational;

**WHEREAS**, Item 4.2 of the GPPB Resolution No. 09-2020 states that bid submission may be done through any electronic means available to the PEs, provided that the same:

- a. uses a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
- b. allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
- c. capable of generating an audit trail of transactions to ensure the security, integrity and authenticity of bid submissions;

**WHEREAS**, the foregoing provision also requires the highest official managing the Information Technology system of the agency to issue a Certification describing the electronic system or procedure to be used by the PE for the electronic submission and receipt of bids and a statement that the same is compliant with the abovementioned requirements. The said Certification shall be submitted to the GPPB-Technical Support

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<sup>1</sup> Published on 15 May 2020 in the Philippine Daily Inquirer.



Office (TSO) through [ITcertification@gppb.gov.ph](mailto:ITcertification@gppb.gov.ph) prior to posting of the Bidding Documents allowing for electronic submission and receipt of bids;

**WHEREAS**, on 20 May 2020, during the 5th GPPB Online Meeting, members of the Board suggested that a template be provided to assist PEs in the preparation of the required Certification. Accordingly, the GPPB-TSO prepared a template for the Certification to be used by all PEs;

**WHEREAS**, Item 4.2 of the GPPB Resolution No. 09-2020 is amended to clarify that the required Certification is a one-time requirement which may be updated when additional PEs under the issuing agency adopt electronic submission and receipt of bids.. Moreover, upon electronic submission of the certification to [ITcertification@gppb.gov.ph](mailto:ITcertification@gppb.gov.ph) PEs should be able to receive an auto-generated acknowledgment from the GPPB-TSO. The acknowledgment mail shall serve as the PE's proof of submission. In case of non-receipt of the auto-acknowledgment within one (1) hour after submission, the PE shall re-submit the certification to the same electronic mail address. If no acknowledgment is still received, the PE shall call the Information Management Division of the GPPB-TSO at (02) 7900-6741 to 44 to confirm whether the submission was received, and if so, request for the acknowledgment of receipt of the submitted certification;

**NOW, THEREFORE**, for and in view of all the foregoing, **We**, the Members of the **Government Procurement Policy Board**, by virtue of the powers vested on **Us** by law and other executive issuances, hereby **RESOLVE** to confirm, adopt, and approve, as **We** hereby confirm, adopt, and approve the prescribed form for the Certification to be used by all PEs adopting electronic submission and receipt of bids, attached hereto as Annex "A" and made an integral part hereof, the one-time submission with updating, if necessary, of said Certification, and the rules for its electronic submission to the GPPB-TSO.

This Resolution shall take effect immediately.

**APPROVED** this 20<sup>th</sup> day of May 2020 at Manila, Philippines.

(SGD)

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**WENDEL E. AVISADO**  
*GPPB, Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

(SGD)

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**LAURA B. PASCUA**  
*Alternate to the Chairperson*  
**DEPARTMENT OF BUDGET AND  
MANAGEMENT**

(SGD)

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**NATIONAL ECONOMIC AND  
DEVELOPMENT AUTHORITY**

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**DEPARTMENT OF EDUCATION**

(SGD)

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**DEPARTMENT OF ENERGY**

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**DEPARTMENT OF FINANCE**

(SGD)

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**DEPARTMENT OF HEALTH**

(SGD)

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**DEPARTMENT OF THE INTERIOR AND  
LOCAL GOVERNMENT**

(SGD)

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**DEPARTMENT OF NATIONAL  
DEFENSE**

(SGD)

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**DEPARTMENT OF PUBLIC WORKS AND  
HIGHWAYS**

(SGD)

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**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

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**DEPARTMENT OF TRADE AND INDUSTRY**

(SGD)

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**DEPARTMENT OF TRANSPORTATION**

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**DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY**

(SGD)

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**PRIVATE SECTOR REPRESENTATIVE**

<Insert the Agency's Letterhead>

**CERTIFICATION**

To: The Government Procurement Policy Board-Technical Support Office

The undersigned hereby CERTIFY that the <name of the Agency> has the capability to implement the electronic submission and receipt of bids pursuant to Item 4.2 of the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 and will adopt:

*select one of the two paragraphs and delete the other depending on the electronic system adopted by the Agency*

1. the conditions provided under the foregoing GPPB Resolution by:
  - a. requiring the Bidders to submit their bids using a two-factor security procedure consisting of an archive format compression and password protection and disclose the password for accessing their respective bid submission only during the actual bid opening; and
  - b. ensure an audit trail of transactions for the security, integrity and authenticity of bid submissions.
2. the <name of the electronic system for data transmission being used> as its electronic system for submission and receipt of bids and that the same is compliant with the conditions under Item 4.2 of the GPPB Resolution No. 09-2020, thus:
  - a. uses a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
  - b. allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
  - c. capable of generating an audit trail of transactions to ensure the security, integrity and authenticity of bid submissions.

This Certification is issued this \_\_\_\_ day of \_\_\_\_\_ 2020 at \_\_\_\_\_ in favor of the following Procuring Entities under the <agency>:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<Signature>

<Name of the highest official managing the IT system of the agency>