

JAN 03 2001

Republika ng Pilipinas  
KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN  
**TANGGAPAN NG KALIHIM**  
Maynila



DEPARTMENT ORDER)

No. 2 )  
Series of 2001 01-03-01 )  
X-X-X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: Guidelines in the Eligibility  
Processing of Contractors for Civil  
Works Projects

Pursuant to the provisions of P.D. No.1594 and its Implementing Rules and Regulations and to improve our contract procurement system, the DPWH, through its central Bids and Awards Committee (BAC)-Technical Working Group (TWG), has installed a computerized National Registry of Contractors for Civil Works Contracts. This provides for a standardized, transparent and efficient screening or processing of the eligibility of contractors that express interest in bidding for specific contracts. It aims to ensure that only legally, technically and financially capable contractors are allowed to submit bids based on their ability to satisfactorily perform specific contracts.


In line with this, the following guidelines for the eligibility screening or processing of contractors for civil works contracts of the DPWH are hereby prescribed:

1. The concerned Implementing Offices (IOs), viz., central, regional, and district offices, through their respective BACs, shall continue to undertake the usual bidding process for specific contracts, which consists of advertisement, receipt from contractors of their applications (expressions of interest) for eligibility, notification to contractors of the results of their eligibility applications, receipt of bids from eligible contractors, evaluation of bids, and resolution of award. The exception at this initial stage, as described below, is the computerized screening/processing of the eligibility applications of contractors, which shall be done by the central BAC-TWG using the database in the said National Registry, but the contractors' applications shall come from the concerned implementing offices. Once the new communications network interlinking the central and field offices is fully installed in 2002, however, even the computerized eligibility screening shall be done by the respective implementing offices using the said database.
2. Only contractors duly registered with the said DPWH National Registry of Contractors and holding valid Contractors' Registration Certificates (CRCs) issued by the central BAC-TWG shall be allowed by the concerned IO to participate in the bidding for a particular contract. The IO shall, therefore, require from each contractor-applicant a copy of his CRC before the IO issues to him an "Expression of Interest for Eligibility Processing Form" (Form NR-003, copy attached) for the contract to be bid.

3. In case of a joint venture, each member of the joint venture must submit a copy of his CRC and a copy of the joint venture agreement.
4. For new contractors, acceptance into the said National Registry will be on a provisional basis. In order to join in the eligibility processing for a specific contract, a new contractor must enter into a joint venture with a duly registered contractor; the joint venture agreement must indicate the percentage participation of each member. The DPWH will accord full registration status to the new contractor only after the joint venture has satisfactorily completed its contract and the contractor has submitted to the DPWH his updated legal, technical, and financial records.
5. For each contract to be bid, the IO shall undertake the following:
  - a. Submit, by fax/mail, to the central BAC-TWG the accomplished "Contract Profile for Eligibility Processing" (Form NR-002, copy attached), together with a copy of the advertisement of the subject contract.
  - b. Receive from each contractor-applicant his accomplished Form NR-003, seeing to it that it is properly filled up and duly notarized.
  - c. Submit, by fax/mail, to the central BAC-TWG Office all accomplished Forms NR-003 from contractors, in one batch, one day after the deadline for the Expression of Interest, as indicated in the advertisement.
6. Updating of contractors' legal, technical, and financial records must be done prior to their submission of the accomplished Expression of Interest Form (NR-003) for the contract which they intend to participate in.
7. The central BAC-TWG shall send, by fax/mail, the results of the eligibility processing directly to the contractors concerned. It shall also send, by fax/mail, directly to the IO concerned a summary of the said eligibility processing results within seven days after receiving the last NR-003 for the subject contract.

This Order shall take effect immediately and supersedes all Orders and other issuances or portions thereof inconsistent herewith.

For compliance by all concerned.

  
**GREGORIO R. VIGILAR**  
Secretary

**Date:**     /     /

[illegible]

Implementing Office Signature: \_\_\_\_\_ Date:    /    /



Department of Public Works and Highways  
Registry of Contractors for Civil Works Projects  
**Expression of Interest for  
Eligibility Processing**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form : NR-003  
Revised November 2000

(To be filled up by the BAC)

Region/District Office : \_\_\_\_\_  
Project/Contract ID : \_\_\_\_\_  
Project/Contract Name : \_\_\_\_\_  
Contract Duration (months) : \_\_\_\_\_  
Cost of Bid Documents : \_\_\_\_\_

Major Categories of Work	Unit of Measure	Dimension	Similar Categories of Work

(To be filled up by the contractor)

Name of Firm/Company: \_\_\_\_\_  
PCAB License/Registry ID Number: \_\_\_\_\_  
Authorized Representative: \_\_\_\_\_

I hereby certify my intent to purchase bid documents for the above project/contract and state that the following statements are true by placing my initials next to the statement:

- ☐ The firm/company I represent has key personnel, such as project manager, project engineer, materials engineer, and foreman that are qualified to undertake the above project/contract.
- ☐ The firm/company I represent owns, and/or has under lease and/or purchase agreements for equipment that is needed to undertake the above project/contract.
- ☐ The firm/company I represent is a registered contractor with the DPWH and all registration information is current and up to date.
- ☐ The firm/company I represent is currently not a blacklisted constructor per CIAP Consolidated Government Level and Industry-Level Blacklisted Constructors

I hereby certify that all information provided herein, is true and correct, and I hold myself liable, criminally or civilly, for any misrepresentation or false statement made herein.

In witness thereof, I have hereunto affixed my signature this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Affiant)