



097-13 - DPWH
1-2-03

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

Maynila

JAN 02 2003

DEPARTMENT ORDER

SUBJECT: PAYMENT OF CONTRACTOR'S
CLAIMS FOR CIVIL WORKS
PROJECTS

NO. 2
Series of 2003 Jan 12 2003

In line with the current reform efforts of the DPWH in streamlining and strengthening of policies and procedures, and as required under Department Order No. 207 series 2000, the following procedures shall be strictly followed for all claims from contractors:

1. The Manual containing the "Guidelines to Implementing Offices for Processing Claims for Payment – Civil Works Projects" developed by the Road Information and Management Support System (RIMSS) Project shall be used by all DPWH Implementing Offices, including all Project Management Offices, for verification and checking the completeness of billing documents submitted by contractors and in the preparation of necessary supporting documents required. All supporting documents required to be included in these claims identified in these guidelines must be added to the claim by the Implementing Office, including all Project Management Offices, before submitting the claim for processing.
2. The Manual containing the "Guidelines to Contractors For Preparing Claims for Payment - Civil Works Projects" developed by the RIMSS Project, which covers advanced payments, partial payment of materials on site, monthly progress payments, final payment and release of retention shall be used by the contractors in the preparation of billings to ensure that the documents are prepared accurately and properly, prior to submission for payment of claims to the Department.
3. The Implementing Office shall ensure that a certified true copy of the approved contract is provided to the DPWH Resident Auditor of the Commission on Audit (COA) within five (5) working days of the contract approval. The letter transmitting the contract to COA shall include a checklist of the contract documents following the example provided as Annex A to this Department Order. The Implementing Office shall obtain a signed receiving copy from COA of the letter and checklist of the contract provided. The Implementing Office shall include a certified true copy of the COA receiving copy of the letter and checklist in the contractors billing for advance payments and the first progress billing.
4. The Implementing Office has primary responsibility for ensuring these guidelines are followed. Any claims that have been found not to have followed these guidelines by the Implementing Office are to be returned to

the contractor for correction and re-submittal, and they are not to process any claim that does not meet the requirements of these guidelines.

5. The Comptrollership and Financial Management Service in the Central Office, Comptrollership and Financial Management Division in Regional Offices, or the Comptrollership and Financial Management Section in District Offices shall review the claims. Any claims that have been found not to have followed these guidelines by the Comptrollership and Financial Management Service in the Central Office, Comptrollership and Financial Management Division in Regional Offices, or the Comptrollership and Financial Management Section in District Offices, are to be returned to the Implementing Office concerned for correction and re-submittal, and they are not to process any claim that does not meet the requirements of these guidelines.
6. Any violation of these policies and procedures shall subject the erring employee or official to immediate sanctions that shall include relief, suspension and/or dismissal in accordance with the Civil Service rules and regulations and other pertinent laws and regulations.

This Order shall take effect immediately and supersedes Department Order No. 207 series 2000, and all other previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.


SIMEON A. DATUMANONG
Secretary

Annex A

Checklist of Civil Works Contract Documents to be provided to the Commission on Audit (COA)

Contract Document	Provided to COA	Comments
Contract Agreement	X	
Invitation to Bid	X	
Eligibility Screening and Post-Qualification Statements	X	
Conditions of Contract	X	
Special Specifications	X	
Drawings / Plans	X	
Instructions to Bidders	X	
Detailed Estimates of Bidders	X	
Tender	X	
Appendix to Tender	X	
Certificate of Cash Deposit for Operating Expenses	X	
Post-Tender Correspondence	X	
Bid Evaluation Report	X	
Approval of Resolution of Award	X	
Approval Authority for Negotiated Contract	N/A	
Authority of Signing Official	X	
Certificate of Availability of Funds	X	
Approved Agency Estimate	X	
Cash Flow and Payment Schedule	X	
Construction Schedule	X	
Construction Methods	X	
Manpower Schedule	X	
Equipment Utilization Schedule	X	
Project Organizational Chart	X	
Affidavit/Certificate of Site Inspection	X	
Notice of Award	X	
Joint Venture Agreement (if applicable)	N/A	
Performance Bond	X	
Other pertinent documents that may be required by DPWH		These should be detailed out in the checklist

Please note that actual contract documents may vary for a particular contract and this checklist shall reflect the actual contract documents provided to COA.