



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

097.13 DPWH  
01-08-2015

JAN 05 2015

DEPARTMENT ORDER )  
NO. **03** )  
Series of 2015 *Dr. 08-N* )

**SUBJECT: Prescribing the Minimum  
Period for the Submission of  
Legal, Technical and  
Financial Documents to the  
DPWH-Civil Works Registry**

Section 23.4 of Rule VIII of the Revised Implementing Rules and Regulations of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act (GPRA), provides that *"to facilitate determination of eligibility, the BAC of a particular entity may maintain a registry system using the PhilGEPS or its own manual or electronic system that allows submission and/or recording/entry of eligibility requirements simultaneously with registration"*.

Section 23.4.1 of the same Rule states, that *"The registry system shall contain the foregoing Class "A" documents which should be maintained current and updated by the bidder concerned at least once a year or more frequently when needed"*.

Presently, the Procurement Service office (PrS), tasked to administer and maintain the registry of Civil Works Contractors, is incurring an alarming backlog of requests for updating of contractors' records in the Civil Works Registry (CWR) which the office could hardly meet, which was aggravated by the implementation of the new rules on non-acceptance of Credit Line Commitment as an alternative to NFCC and the mandatory filing and payment of income tax returns through Electronic Filing and Payment System (eFPS), not to mention the fact that PrS is presently undermanned. Consequently, it is besieged with requests for reconsideration from bidders who were found ineligible due to the inability of the CWR to update the contractors' records because of time constraint.

In view thereof, and in order to afford sufficient time to update contractors' records in the CWR, all Regional and District BACs are directed to incorporate in the Invitation to Bid (ITB) for all projects the submission of Class "A" documents and Financial Statements at least seven (7) calendar days and the Technical Documents (completed/on-going projects) at least fifteen (15) calendar days before the deadline for the submission or opening of bids to the DPWH-Civil Works Registry.

This directive shall be made an integral part of the Invitation to Bid (ITB) of all contract projects and shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

4.7.1 JVT/EDY/NEP

Department of Public Works and Highways  
Office of the Secretary



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