



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

097.13 DPWH
02-21-2011

FEB 21 2011

DEPARTMENT ORDER) SUBJECT: **CONDUCT OF PRE-PROCUREMENT,**
) **PROCUREMENT, AND IMPLEMENTATION**
NO. 09) **ACTIVITIES FOR DPWH FOREIGN-**
Series of 2011 *02-21-11*) **ASSISTED CIVIL WORKS PROJECTS**

In the interest of the service and for check and balance purposes, the conduct of pre-procurement, procurement, and implementation activities for foreign-assisted civil works projects in the Department shall be done in accordance with the guidelines prescribed herein. The corresponding responsibilities and authorities of concerned key offices and officials are hereby spelled out in detail in the attached matrix.

This Order amends pertinent provisions of Department Order No. 24, series of 2007 and supersedes other previous issuances to the contrary and shall take effect immediately.


ROGELIO L. SINGSON
Secretary



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**RESPONSIBILITIES AND AUTHORITIES RELATED TO THE CONDUCT OF
PRE-PROCUREMENT, PROCUREMENT, AND IMPLEMENTATION OF
FOREIGN-ASSISTED CIVIL WORKS PROJECTS**

	PMO	CENTRAL OFFICE
PRE-PROCUREMENT	a. Prepare Plans, Estimates, Programs of Works, ABC	Review (BOD for Plans) Review (BOC for Programs of Works, Estimates, ABC)
		Recommend Approval up to P200 M (Assistant Secretary for Technical Services)
		Approve up to P200 M (Undersecretary for Technical Services)
		Recommend Approval above P200 M (Undersecretary for Technical Services)
		Approve above P200 M (Secretary)
PROCUREMENT	a. Prepare Project Procurement Management Plan (PPMP)	Recommend approval (Head of Implementing Office)
		Certify Funding Availability (Chief, Budget Division, CFMS)
		Certify Funding Strategy (Assistant Secretary for Planning)
		Approve (Chairman, BAC for Civil Works)
	b. Prepare Annual Procurement Plan (APP)	Consolidate/Indorse Annual Procurement Plan (BAC for Civil Works)
		Recommend Approval (Chairman, BAC for Civil Works)
		Approve (Secretary)
	c. Prepare Advertisement/Advertise Project for Bidding	Approve (Chairman, BAC for Civil Works)
	d. Prepare Bidding Documents	Review (BAC for Civil Works)
		Conduct of Bidding (BAC for Civil Works)
	e. Prepare Notice of Pre-qualification/ Pre-disqualification	Sign (Chairman, BAC for Civil Works)
	f. Prepare Notice of Post-disqualification	Sign (Chairman, BAC for Civil Works)
	g. Prepare Resolution of Award/Failure of Bidding	Recommend Approval (BAC for Civil Works)
Approve (Secretary)		
h. Prepare Notice of Award/Notice to Losing Bidders	Sign (Chairman, BAC for Civil Works)	

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	PMO	CENTRAL OFFICE
IMPLEMENTATION	a. Enter into contract up to P50M (Project Director)	Enter into contract above P50M up to P200M (Assistant Secretary for PMO Operations)
		Enter into contract above P200M (no limit) (Undersecretary for PMO Operations)
		Approve Contract up to P200 M (Undersecretary for PMO Operations)
		Approve Contract above P200 M (Secretary)
	b. Prepare Notice to Proceed	Sign/Issue Notice to Proceed (Undersecretary for PMO Operations)
	c. Implement all foreign-assisted projects	Supervise all foreign-assisted projects (Assistant Secretary/Undersecretary for PMO Operations)
	d. Review/Recommend Approval of As-Staked Plans (Project Director)	Review/Recommend (BOD)
		Approve up to P100M (Assistant Secretary for Technical Services)
		Approve above P100M up to P200M (Undersecretary for Technical Services)
		Approve above P200M (Secretary)
	e. Prepare Certificate of Inspection prior to first and final payments	Recommend approval of Certificate of Inspection prior to first and final payments (Assistant Secretary for PMO Operations)
		Sign Certificate of Inspection prior to first and final payments (Undersecretary for PMO Operations)
	f. Recommend Approval of Statements of Work Accomplished (SWA) and Monthly Certificate of Payment (MCP) (Project Director)	Approve SWA and MCP up to P200 M (project cost), except 1st and final payments (Assistant Secretary for PMO Operations)
		Approve SWA and MCP above P200 M (project cost), except 1st and final payments (Undersecretary for PMO Operations)
		Recommend Approval of SWA and MCP for 1st and final payments - regardless of project cost (Undersecretary for PMO Operations)
		Approve SWA and MCP for 1st and final payments - regardless of project cost (Secretary)

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	PMO	CENTRAL OFFICE
IMPLEMENTATION	g. Recommend Approval of Disbursement Vouchers (Project Director)	Approve Disbursement Vouchers up to P200 M (project cost), except advance payments, 1st and final payments (Assistant Secretary for PMO Operations)
		Approve Disbursement Vouchers above P200 M (project cost), except advance payments, 1st and final payments (Undersecretary for PMO Operations)
		Approve Disbursement Vouchers for advance payments, 1st and final payments, regardless of project cost (Secretary)
	h. Prepare Request for Prior Clearance to Issue Variation Order	Review and Recommend Approval (Undersecretary for Technical Services and Undersecretary for PMO Operations)
		Certify Funding Strategy (Assistant Secretary for Planning)
		Approve (Secretary)
	i. Prepare Variation Order (in accordance with prescribed guidelines of the NEDA)	Review/Recommend Approval of Variation Order (Director, BOD/BOC)
		Recommend Approval of Variation Order not to exceed 10% of contract cost (Undersecretary for Technical Services)
		Approve Variation Orders (Secretary)
	j. Recommend Time Extension and Time Suspension/Resumption	Review/Recommend of Time Extension, Time Suspension/ Resumption (BOD/BOC)
		Approve Time Extension and Time Suspension/ Resumption up to 6 months, aggregated (Undersecretary for PMO Operations)
		Approve Time Extension and Time Suspension/ Resumption of more than 6 months, aggregated (Secretary)
	k. Prepare Documents for Liquidated Damages	Recommend Approval of Liquidated Damages (Undersecretary for PMO Operations)
		Approve Liquidated Damages (Secretary)
	l. Request for Rescission/Termination	Review request for Termination /Rescission (BOD/BOC/Legal)
Recommend Rescission/Termination (Assistant Secretary/Undersecretary for PMO Operations)		
Approve Rescission/Termination (Secretary)		
m. Review/Recommend of As-Built Plans	Approve As-Built Plans (Undersecretary for Operations)	

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OTHER SPECIFIC AUTHORITIES:

1. The Secretary shall have the authority to approve the following:
 - a. Deed of Assignment
 - b. Issuance of Final Notice to Contractor for Rescission/Termination
 - c. Blacklisting of Contractors
 - d. Memorandum of Agreement
 - e. Sub-contract Agreement
2. The Undersecretary for PMO Operations shall sign transmittal letters to lending Institution for procurement-related matters, except those involving policy
3. The Heads of the PMO shall approve the following:
 - a. Certificate of Completion
 - b. Certificate of Acceptance