



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

097.13 DPWH
02.24.2021

FEB 09 2021

DEPARTMENT ORDER

NO. 21
SERIES OF 2021 *2/24/2021*

**SUBJECT : AMENDMENT TO DEPARTMENT
ORDER NO. 42, S. 2019 TO
INCLUDE OUTPUT-BASED
CONTRACTS**

In line with the implementation of the output-based consultancy contracts which focuses on deliverables or end results rather than methodologies and has gained traction over the recent years, the Department welcomes this innovation and adopts the same as a form of contract arrangement for consulting services in addition to the traditional time-based contracting.

The adoption of output-based contracting involves changes in the existing documentary requirements at the Document Tracking System (DoTS). To include specific requirements for output-based consultancy contracts, Annexes C1 to C7 of Department Order No. 42, Series of 2019 are hereby amended as attached.

Attached is Form 1 Certification by the Implementing Office to be included as supporting document in Civil Works, Goods and Consultancy Services billings.

This supersedes Department Order No. 55, Series of 1988, amends Department Order No. 42 Series of 2019 and supplements Department Order No. 72 Series of 2019 and Department Order No 130 Series of 2018.

This Order takes effect immediately and covers all ongoing and future output-based consultancy contracts.

MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN1Q46515

DoTS SYSTEM PRESCRIBED TIME FOR CONSULTING SERVICES

Annex A
Page 1 of 4

Resolution Recommending Shortlisted Consultants

Activity	Office	Prescribed Time (wd)
Receive/evaluate PQ documents and deliberate	BAC	23
Prepare and sign resolution and supporting documents	BAC	5
Approve Resolution	Secretary	2
Prepare and Sign letter to Bank (for foreign-assisted projects)	Implementing Office	3
Concur (for foreign-assisted projects)	Bank	15
Notify Consultants	BAC	2
TOTAL		50

Resolution Recommending Ranking of Shortlisted Consultants/Technical Evaluation Report

Activity	Office	Prescribed Time (wd)
Receive Technical & Financial Proposals/Open and Evaluate Technical Proposals/Deliberate	BAC	37
Prepare and Sign Resolution/Technical Evaluation Report	BAC	5
Approve Resolution	Secretary	2
Prepare and Sign letter to Bank (for foreign-assisted projects)	Implementing Office	3
Concur (for foreign-assisted projects)	Bank	15
Notify First Ranked Consultant	BAC	2
TOTAL		64

Resolution Recommending Award of Contract

Activity	Office	Prescribed Time (wd)
Open and Evaluate Financial Proposals/Deliberate	BAC	17
Prepare and Sign Technical and Financial Report (for foreign-assisted projects)	BAC	6
Approve Resolution	Secretary	2
Prepare and Sign letter to Bank (for foreign-assisted projects)	Implementing Office	3
Concur (for foreign-assisted projects)	Bank	15
Notify the Implementing Office	BAC	2
Prepare Notice of Award and Transmit to Consultant	BAC	2
TOTAL		47

DoTS SYSTEM PRESCRIBED TIME FOR CONSULTING SERVICES

Annex A
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Contract for Feasibility Study, Detailed Engineering, Construction Supervision and Quality Control/Research

Activity	Office	Prescribed Time (wd)
Coordinate, Prepare and Endorse document	Implementing Office	14
Issue ALOBS	FS	3
Review and Endorse	BOC	5
Recommend approval	USEC/ASEC Concerned	2
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Consultant	Implementing Office	2
TOTAL		31

Contract for IT Goods and Services

Activity	Office	Prescribed Time (wd)
Coordinate, Prepare and Endorse document	Implementing Office	14
Issue ALOBS	FS	3
Review and Endorse (if Implementing Office is not IMS)	IMS	5
Recommend approval	USEC/ASEC Concerned	2
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Consultant	Implementing Office	2
TOTAL		31

Pre-Clearance (Supplemental Agreement/Realignment)

Activity	Office	Prescribed Time (wd)
Coordinate, Prepare, Review and Endorse document	Implementing Office	10
Recommend approval	USEC/ASEC for Operations	2
Approve	Secretary	5
TOTAL		17

DoTS SYSTEM PRESCRIBED TIME FOR CONSULTING SERVICES

Annex A
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Supplemental Agreement / Realignment for Feasibility Study, Detailed Engineering, Construction Supervision and Quality Control/Research

Activity	Office	Prescribed Time (wd)
Coordinate, Prepare, Review and endorse document	Implementing Office	14
Issue ALOBS	FS	3
Review and Endorse	BOC	5
Review, Endorse and Recommend approval	USEC/ASEC Concerned	2
Approve	Secretary	5
TOTAL		29

Supplemental Agreement / Realignment for IT Goods and Services

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	Implementing Office	14
Issue ALOBS	FS	3
Review and endorse (if Implementing Office is not IMS)	IMS	5
Review, Endorse and Recommend approval	USEC/ASEC Concerned	2
Approve	Secretary	5
TOTAL		29

Performance Bond

Activity	Office	Prescribed Time (wd)
Prepare Request for verification	Implementing Office	2
Verify and Prepare Certification	FS	5
TOTAL		7

Advance Payment

Activity	Office	Prescribed Time (wd)
Review and Prepare Certificate of Payment and DV and Endorse Certificate	Implementing Office	3
Process, Record and Initial	FS	5
Recommend approval	USEC/ASEC for Operations	2
Approve	Secretary	5
Request for NCA release from DBM	FMS	1
TOTAL		16

DoTS SYSTEM PRESCRIBED TIME FOR CONSULTING SERVICES

Annex A
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First Progress Payment

Activity	Office	Prescribed Time (wd)
Review and Prepare Certificate of Monthly Payment and DV and Endorse Certificate including review of adviser, if any	Implementing Office	5
Process, Record & Sign	FS	8
Recommend approval	ASEC for Operations	1
Recommend approval	USEC for Operations	1
Approve	Secretary	5
Request for NCA release from DBM	FS	1
TOTAL		21

Interim Progress Payment

Activity	Office	Prescribed Time (wd)
Review and Prepare Certificate of Monthly Payment and DV and Endorse Certificate including review of adviser, if any	Implementing Office	5
Recommend approval of Certificate	ASEC for Operations	1
Approve Certificate	USEC for Operations	1
Process, Record & Sign DV and Request for NCA release from DBM	FS	9
TOTAL		16

Final Progress Payment

Activity	Office	Prescribed Time (wd)
Review and Prepare Certificate of Monthly Payment and DV and Endorse Certificate including review of adviser, if any	Implementing Office	5
Process, Record & Sign	FS	8
Recommend approval	ASEC for Operations	1
Recommend approval	USEC for Operations	1
Approve	Secretary	5
Request for NCA release from DBM	FS	1
TOTAL		21

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Annex B
Page 1 of 1

Doer	Activity
Consultant	<ol style="list-style-type: none"> 1. Use ear tags for each attached supporting document and should sequentially follow the checklist. 2. Submit DoTS documents/receiving copy to the DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of supporting documents and attachments, except for the first 3 documents (i.e., Resolution Recommending Shortlist of Consultants, Resolution Recommending Ranking of Shortlisted Consultants/Technical Evaluation Report and Resolution Recommending Award of Contract). 4. Return incomplete document to the Consultant immediately within the day. 5. Otherwise, register document into DoTS. 6. Issue a receipt to the Consultant. 7. Print the DoTS Header and attach to the document. 8. Forward the document to the Implementing Office (IO).
Implementing Office	<ol style="list-style-type: none"> 9. Check completeness of documents. 10. Return incomplete document to the Consultant within the day. 11. Otherwise, process document. 12. Assign approving officials. 13. Forward the document to the succeeding office. 14. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office / Approving Official	<ol style="list-style-type: none"> 15. Check for the DoTS Header. For documents with no DoTS Header, return to the implementing office. 16. Return incomplete document to the office concerned within the day. 17. Otherwise, process document. 18. Forward the document to the succeeding office. 19. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Secretary	<ol style="list-style-type: none"> 20. Record documents with no DoTS Header. 21. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.
Implementing Office	<ol style="list-style-type: none"> 22. Close the transaction in the DoTS upon completion of the process.

Annex C -1

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Contract

I. Basic Requirements:

- ☐ 1. Executive Summary
- ☐ 2. Advertisement
- ☐ 3. Certificate of Availability of Funds/Obligation Request (ObR)
- ☐ 4. Certificate from Director, Planning Service, regarding funding requirements (if funds are not sufficient) (for Central Office)
- ☐ 5. Approved BAC Resolution of Shortlisting (for Competitive Bidding)
- ☐ 6. Approved BAC Resolution of Award
- ☐ 7. Concurrence of the Lending Institution on the Rankings/No Objection Letter (NOL) (for Foreign Assisted Projects)
- ☐ 8. Concurrence of the Lending Institution on the Award (for Foreign Assisted Projects)
- ☐ 9. Terms of Reference
- ☐ 10. Summary of Cost of Consulting Services
- ☐ 11. Joint Venture Agreement (if two or more consultants)
- ☐ 12. Performance Bond

II. For Time-based:

- ☐ 13. Manning Schedule/Work Schedule
- ☐ 14. Detailed Breakdown of the Remuneration, Reimbursables (out-of-pocket expense) and other expenses
- ☐ 15. Breakdown of Consultancy Cost for International and Domestic Consultant (Feasibility Study, Detailed Engineering Design, Pre-Construction Supervision and Construction Supervision)

III. For Output-based:

- ☐ 16. Breakdown of Deliverable Outputs and Corresponding Fees (Lump Sum)

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

Annex C - 2

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

S.A./Addendum/Amendments/Extension/Realignment

I. Basic Requirements:

- ☐ 1. Executive Summary
- ☐ 2. Approved Prior Clearance/Authority to Issue S.A./Addendum/Amendments/Extension/Realignment
- ☐ 3. Copy of Original Contract
- ☐ 4. Copy of Approved S.A./Addendum/Amendments/Extension/Realignment (if any)
- ☐ 5. Obligation Request and Status, Certificate of Availability of Funds or Certification from the Director, Planning Service (if applicable)
- ☐ 6. Supplemental Performance Security (if applicable)
- ☐ 7. Summary of Civil Works Contract (for All Civil Works Contract)
- ☐ 8. Breakdown of all Civil Works Contract for International and Domestic Consultant showing the estimated cost and the corresponding percentages of related services aside from Construction Supervision such as Detailed Design, Parcenary Survey etc. (for Civil Works Contract)
- ☐ 9. Revised /Amended Terms of Reference (if there are changes in the scope of services) with Concurrence of the lending Institution (for Civil Works Contract)
- ☐ 10. Justification when amount estimated cost of Civil Works exceeded the ceiling, as follows
 - a. 3% for Feasibility Studies
 - b. 6% for Detailed Engineering
 - c. 8% for Detailed Architectural Design and Engineering Design
 - d. 10% for Construction Supervision
 - e. 50% of the original consultancy contract after adding all the approved supplemental agreement (for contracts approved prior to IRR-RA No. 9184)
- ☐ 11. Technical Justifications for the proposed changes in the Original Contract

II. For Time-based:

- ☐ 12. Revised Summary of Cost and Detailed Estimates
- ☐ 13. Revised Manning Schedule
- ☐ 14. Approved Time Extension (if applicable)
- ☐ 15. Revised Work Schedule
- ☐ 16. Latest Progress Report or other equivalent Report of International Consultant (if applicable)
- ☐ 17. PMO Summary of Contract of International Consultant and all Domestic Consultants

III. For Output-based:

- ☐ 18. Revised Breakdown of Deliverable Outputs and Corresponding Fees (Lump Sum)

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Advance Payment

I. First Release of A/P (7.5%)

A. To be submitted by the Consultant

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Advance Payment Invoice
- ☐ 3. Bank Guarantee for Advance Payment

B. To be submitted by the Implementing Office

- ☐ 1. Obligation Request and Status
- ☐ 2. Certified True Copy of the Notice to Proceed
- ☐ 3. Certified True Copy of Performance Security (Surety Bond/Bank Guarantee/Irrevocable Standby Letter of Credit) duly verified Procurement Service
- ☐ 4. Certified True Copy of the Resolution of Award
- ☐ 5. Certified True Copy of Approved Contract
- ☐ 6. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 7. Certification by the Implementing Office
- ☐ 8. Executive Summary
- ☐ 9. Billing Summary
- ☐ 10. Disbursement Voucher
- ☐ 11. Foreign Portion of the A/P (if applicable)
Special Account Withdrawal Application
FCDU Fund Transfer Slip
Lending Institution Direct Application for Withdrawal

II. Full Release of A/P (15%)

A. To be submitted by the Consultant

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Advance Payment Invoice
- ☐ 3. Bank Guarantee for Advance Payment
- ☐ 4. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 5. Certification of mobilization of Consultant's Personnel
- ☐ 6. List of Personnel and staff mobilized for the implementation of the project
- ☐ 7. Picture of Equipment

B. To be submitted by the Implementing Office

- ☐ 1. Obligation Request and Status
- ☐ 2. Certified True Copy of Performance Security (Surety Bond/Bank Guarantee/Irrevocable Standby Letter of Credit duly verified by Procurement Service
- ☐ 3. Certified True Copy of the Notice to Proceed
- ☐ 4. Certified True Copy of the Resolution of Award
- ☐ 5. Certified True Copy of Approved Contract
- ☐ 6. Summary of Charges
- ☐ 7. Executive Summary
- ☐ 8. Billing Summary
- ☐ 9. Certification by the Implementing Office
- ☐ 10. Disbursement Voucher
- ☐ 11. Foreign Portion of the A/P (if applicable)
Special Account Withdrawal Application
FCDU Fund Transfer Slip
Lending Institution Direct Application for Withdrawal

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

First Progress Billing (Locally-Funded and Foreign-Assisted)

I. To be submitted by the Consultant

A. Basic Requirements:

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Budgeted Balance Summary

B. For Time-based:

- ☐ 5. Supporting Summary for Remuneration/Personnel
- ☐ 6. Supporting Summary for Per Diem/International Travel (as applicable)
- ☐ 7. Supporting Summary for Other Recoverable Cost

C. For Output-based:

- ☐ 8. Breakdown of Deliverable Outputs and Corresponding Fees (Lump Sum)

II. To be submitted by the Implementing Office

- ☐ 1. Obligation Request and Status
- ☐ 2. Summary of Charges
- ☐ 3. Executive Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. Foreign Portion of the billing (if applicable)
- ☐ 6. Certification by the Implementing Office
- ☐ 7. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 8. Certified True Copy of Approved Contract (if no Advance Payment made)

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

Annex C-5

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Interim Progress Billing (Locally-Funded and Foreign-Assisted)

I. To be submitted by the Consultant

A. Basic Requirements:

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Budgeted Balance Summary

B. For Time-based:

- ☐ 5. Supporting Summary for Remuneration-Local Consultants/Project Staff
- ☐ 6. Supporting Summary for International Travel
- ☐ 7. Supporting Summary for Other Recoverable Cost

C. For Output-based:

- ☐ 8. Breakdown of Deliverable Outputs and Corresponding Fees (Lump Sum)

II. To be submitted by the Implementing Office

- ☐ 1. Obligation Request and Status
- ☐ 2. Summary of Charges
- ☐ 3. Executive Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. Foreign Portion of the billing (if applicable)
- ☐ 6. Certification by the Implementing Office

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

Annex C-6

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Final Billing (Locally-Funded and Foreign-Assisted)

I. To be submitted by the Consultant

A. Basic Requirements:

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Budgeted Balance Summary
- ☐ 5. Inventory and Costing of Turned-over Equipments/Memorandum and Acknowledgement Receipt

B. For Time-based:

- ☐ 6. Supporting Summary for Remuneration/Personnel
- ☐ 7. Supporting Summary for Per Diem/International Travel (as applicable)
- ☐ 8. Supporting Summary for Other Recoverable Cost

C. For Output-based:

- ☐ 9. Breakdown of Deliverable Outputs and Corresponding Fees (Lump Sum)

II. To be submitted by the Implementing Office

- ☐ 1. Obligation Request and Status
- ☐ 2. Summary of Charges
- ☐ 3. Executive Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. Certificate of Completion
- ☐ 6. SPMD Clearance Certificate on Property Accountability
- ☐ 7. Certification by the Implementing Office
- ☐ 8. Transmittal of Contract Documents re Final Completion of Consulting Services duly received by COA
- ☐ 9. Implementing Office Certificate of Clearance
- ☐ 10. Foreign Portion of the Billing (if applicable)
 - Special Account
 - FCDU Fund Transfer Slip
 - Direct Application for Withdrawal

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

CERTIFICATION

Date

In connection with the implementation of the (Project Name and Project ID), this is to certify that (Consultant/Firm) has submitted all requirements and supporting papers. These documents have been reviewed for the processing of its Claim/Billing and found to be in order and accepted by the Implementing Office.

(Additional Certification for Deliverable Output)

This is to certify further that the (Consultant/Firm) has submitted the (Deliverable Title) in accordance with their Contract and this deliverable was accepted on (Date of Acceptance).

Recommended:

Implementing Office – Project Manager

Approved:

Implementing Office Director

(Office code with author initial)
Ex: 11.1.1 JPP/MNP