



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

097-13 DPWH  
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Department Order No. **24**  
Series of 1987

TO : ALL HEADS OF OFFICES  
This Department

SUBJECT : PROCEDURAL GUIDELINES FOR THE PROCUREMENT AND  
ACQUISITION OF EDP GOODS

The scarcity of resources and the spiralling costs associated with the use of computers has led to the adoption of a policy rationalizing the procurement and utilization of EDP Goods in the DPWH. Specifically, it is intended to:

- a. insure that all available EDP resources of the DPWH are utilized before any new procurement can be made;
- b. maintain compatibility of all EDP hardware;
- c. allow sharing/exchange of common data/files by various DPWH Offices;
- d. optimize software development costs;
- e. minimize hardware downtime losses (by making available common spare parts);
- f. allow sharing of common knowledge and understanding of hardware and software technology among DPWH personnel.

In view of the above, all Offices of the DPWH are hereby directed to observe the following:

1. All new procurement for EDP Goods, whether directly by the DPWH or indirectly through Consultants/Contractors, shall be coursed through the Infrastructure Computer Center (ICC) for review and evaluation, and the Undersecretary concerned for approval.

2. As a general rule, public bidding shall be strictly observed in the procurement and acquisition of EDP Goods. Where bidding is not applicable, canvass of prices can be resorted to subject to the approval of the Secretary.
3. Exempted from this Department Order are acquisitions of EDP Goods where, as of June 30, 1987:
  - a) a public bidding has already been conducted; and/or,
  - b) a PBAC resolution/contract for the delivery and installation of EDP Goods exists.

Section 1. Definition of Terms - for purposes of this Department Order, EDP Goods shall refer to:

- a) computers - whether original or compatible microcomputers, minicomputers or mainframes.
- b) auxiliary equipment - data entry equipment, computer output to microfilm units, terminals plotters, digitizers, data communications equipment, and character readers.
- c) peripherals - keyboards, monitors, diskette drives, hard disk drives, tape drives, and printers.
- d) software packages - ready to use computer programs such as DBASE III, WORDSTAR, FRAMEWORK, LOTUS 123, and the like.
- e) services - management consultancy relating to EDP or where the use of EDP equipment is a principal component, computer programming services, systems design/analysis services, and maintenance services of EDP Equipment.

Section 2. Scope - the guidelines for the procurement of EDP Goods cover all acquisitions irregardless of funding source and whether such acquisition is made on a purchase, rental, or lease/purchase basis. Further, it shall apply to all Offices of the DPWH, i.e., Regional/District Offices, Bureaus, Project Management Offices, Services, Regional Equipment Offices, Area Base Shops, and Special Committees.

Section 3. Duties and Responsibilities - the following are the respective duties and responsibilities of the requisitioning or user office, and the Infrastructure Computer Center in the procurement of EDP Goods.

- a) Requisitioning or User Office
  1. To define the procurement requirements including the intended purpose and function of the EDP Goods to be procured.

2. To justify the procurement by way of a complete technical and economic feasibility study; and,
3. To ensure that adequate funds are available to cover the procurement.

b) Infrastructure Computer Center

1. To determine and approve the validity and necessity of the procurement plan of the requisitioning office by taking into consideration the following: that there is no existing surplus capacity of existing DPWH EDP resources; that the procurement is economically and technically capable of satisfying the application requirements of the Office; and that the procurement serves the best interest of the DPWH.
2. To recommend approval of new procurement of EDP equipment and services consistent with this Department Order.
3. To provide technical assistance to users as required in all phases of the acquisition process.

Section 4. Implementing Guidelines - for purposes of determining the suitability of requests for acquisition of EDP Goods, the ICC shall, within thirty (30) days after signing of this Order, prepare for approval of the Under-secretary concerned a set of implementing guidelines.

This Order shall take effect immediately.

  
VICENTE R. JAYME  
Secretary 