



Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LASANGANG PAMBAYAN**  
**TANGGAPAN NG KALIHIM**  
Maynila

097.13 DPWH  
10-23-2006

OCT 23 2006

**DEPARTMENT ORDER**

No. 53  
Series of 2006 A-22 06

**SUBJECT : RENAMING THE CENTRAL OFFICE BAC-TWG FOR CIVIL WORKS AND AMENDING ITS FUNCTIONS AND RESPONSIBILITIES**

To further improve the delivery of services, processes, access to information and accountability in Department's procurement activities, in consonance with the *Implementing Rules and Regulations of R.A. 9184 – Part A (IRR-A) and the GPPB approved DPWH Procurement Manual and other relevant procurement guidelines*, the following are hereby prescribed:

- A. The Central Office Bids and Awards Committee – Technical Working Group (BAC-TWG) for Civil Works is hereby renamed as the **Procurement Office for Civil Works**.
- B. The Procurement Office for Civil Works shall have the following functions and responsibilities:
  1. Formulate policy recommendations and procedural amendments to improve procurement functions and processes.
  2. Manage and administer the registration and accreditation of civil works contractors.
  3. Conduct electronic eligibility processing
  4. Review, evaluate and consolidate Project Procurement Management Plans (PPMP), prepare Agency Annual Procurement Plan (APP) and recommend its approval.
  5. Act as Secretariat to the Central Office BAC and administer procurement activities and processes for civil works contracts of the Central Office.
  6. Act as members of the Technical Working Group (TWG) to the Central Office BAC for Civil Works in the review of bid documents and reports prepared by the Consultants; prequalification and bid evaluation; postqualification and contract preparation, along with the representatives of BAC members, PMO concerned and its consultants. The consultants for foreign-assisted projects shall continue to prepare all bid documents and reports pertinent to the procurement at hand, and shall provide technical and logistic support.
  7. Monitor compliance and provide guidance to the Regional Offices, District Engineering Offices and other procuring entities of the Department, including participating contractors.
  8. Submits regular and timely report for BAC and management information/action.
  9. Coordinate with other government entities and private sector on matters relating to procurement of civil works contracts.

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10. Perform other duties and functions as may be assigned by the BAC Chairman and DPWH Secretary.

C. The Head of the Procurement Office for Civil Works shall discharge the following duties and authorities:

1. Exercise administrative control over the affairs of the office and technical supervision of all its procurement activities;
2. Approve the results of electronic eligibility evaluation of all locally funded projects until such time that electronic eligibility evaluation is devolved to the Regional Offices.
3. Act as Head of the Technical Working Group for centrally managed projects;
4. Call on any office of this Department for any assistance to ensure timely procurement of civil works in the DPWH ;
5. Perform such other duties and responsibilities as may be assigned or delegated by the Secretary, BAC Chairman, or as may be required by law.

This Order takes effect immediately and supercedes and modifies all issuances inconsistent herewith.

**HERMOGENESE E. ERDANE, JR.**  
Acting Secretary



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