



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

097.13 DPWH  
 DG-SR-2018

27 JUN 2018

**DEPARTMENT ORDER** )

**SUBJECT: Guidelines for the Review and Consolidation of the Procurement of Specific Goods and Services**

**No. 100**  
**Series 2018**

To provide greater efficiency and ensure uniform/standard quality of goods to be used by the Department, the following guidelines shall be observed in the procurement of items needed by two or more end-users in the Central/Regional/District Offices:

1. End-user offices of the below-stated categories are hereby required to course their purchase requests (PRs) and obtain the **review and approval of the technical specification, delivery schedule and work/job orders** thereof of the following specialized Offices:

Goods/Services to be Procured	Procuring Office	Specialized Offices
1. Heavy/Light Equipment, Dredging Equipment, Motor Vehicles, Motor Vehicle Spare parts and Accessories, Motor Fuels, Oils and Lubricants	<ul style="list-style-type: none"> <li>Central Office</li> <li>Regional Office</li> <li>District Engineering Office</li> </ul>	<ul style="list-style-type: none"> <li>Bureau of Equipment</li> <li>Equipment Management Division</li> <li>Maintenance Section (Equipment Services Unit)</li> </ul>
2. Surveying and Design Equipment	<ul style="list-style-type: none"> <li>All Offices</li> </ul>	<ul style="list-style-type: none"> <li>Bureau of Design</li> </ul>
3. Laboratory/Testing Equipment	<ul style="list-style-type: none"> <li>All Offices</li> </ul>	<ul style="list-style-type: none"> <li>Bureau of Research and Standards</li> </ul>
4. Information Technology Equipment and Related Software	<ul style="list-style-type: none"> <li>All Offices</li> </ul>	<ul style="list-style-type: none"> <li>Information Management Service</li> </ul>
5. Office Furniture/ Fixtures, Airconditioning Units, Copying Machines, Customized Binders, Newspaper & Magazine Subscription, Fire Extinguishers and Office Construction Supplies	<ul style="list-style-type: none"> <li>Central Office</li> <li>Regional Office</li> <li>District Engineering Office</li> </ul>	<ul style="list-style-type: none"> <li>Human Resource and Administrative Services through Supply &amp; Property Management Division/Facilities &amp; Maintenance Division/Records Management Division</li> <li>Administrative Division</li> <li>Administrative Section</li> </ul>

6. Janitorial, Security and Food Catering Services	<ul style="list-style-type: none"> <li>• Central Office</li> <li>• Regional Office</li> <li>• District Engineering Office</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resource and Administrative Services through Facilities &amp; Maintenance Division/Capacity Development Division</li> <li>• Administrative Division</li> <li>• Administrative Section</li> </ul>
7. Audio Video Photographic Equipment (DSLR and action cameras)	<ul style="list-style-type: none"> <li>• All Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders Relations Service</li> </ul>
8. Common Used Supplies Not Included in the PS-DBM Catalogue	<ul style="list-style-type: none"> <li>• Central Office</li> <li>• Regional Office/District Engineering Office</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement Service</li> <li>• Supply and Property Management Section</li> </ul>

2. End-users are required to secure a Certification (sample, copy attached) from the Specialized Office for the purpose stated in Item No. 1, and submit it to the concerned procuring office of the Central/Regional/District Office together with their PRs.

In its review and approval, Specialized Offices shall issue the said Certification within five (5) days upon receipt of the request and shall make sure that the technical specifications, delivery schedules and work/job orders of the goods subject of the end-user's request are in accordance with the standard of the Department and other laws, rules and regulations relating to the goods subject of procurement;

Specialized Offices in the Central Office are mandated within fifteen (15) days hereof to review, re-evaluate, and submit to the Procurement Service a uniform set of standards for the goods mentioned in item 1 for reference/guidance of the Regional and/or District Offices;

3. For the procurement in the Central Office:
  - a. The Procurement Service (PrS) shall consolidate all PRs for goods and services referred in Item No. 1 submitted by the End-User Offices on or before the first Tuesday of every quarter, and shall determine the appropriate mode of procurement based on the total ABC thereof and if included in the Annual Procurement Plan;
  - b. The PrS shall forward the consolidated PRs to the Specialized Offices for the preparation of the Bidding Documents (Competitive Bidding)/Request for Quotations (Shopping/Small Value Procurement) as the case may be.
  - c. In all cases, the Head (Director) of the concerned Specialized Office shall represent all End-Users Offices of the consolidated procurement as the Provisional Member of the Bids and Awards Committee for Goods and Services;
  - d. All PRs which were not submitted at the schedule provided in item no. 3-a shall be included in the succeeding quarter. Whereas, all procurement intended for the said quarter where no PRs are made shall be cancelled and no longer be procured;

- e. After the issuance of the Resolution of Award, contracts/agreements pertaining to the above-mentioned procurements shall be prepared, executed and entered into separately by the Undersecretaries of the concerned End-User Offices and witnessed by the appropriate Specialized Office.
4. For the Procurement in Regional Office:
- a. The Supply and Property Management Section (SPMS) shall consolidate all PRs for goods and services by the end-user Offices on or before the first Tuesday of every quarter and shall determine the appropriate mode of procurement based on the total ABC thereof and if included in the Annual Procurement Plan;
  - b. In all cases, the Chief, Administrative Division shall represent all End-user Offices of the consolidated procurement as the Provisional Member of the Bids and Awards Committee for Goods and Services;
  - c. All PRs which were not submitted at the schedule provided shall be cancelled and no longer be procured;
  - d. The same procedure shall be adopted by the respective District Engineering Offices through their concerned Section/Office;
5. Upon receipt of the goods from the supplier, End-User Offices shall secure the involvement and concurrence of the Specialized Offices in the Final Inspection and Acceptance of the delivered goods

This Order supersedes Department Order No. 30, series 2015 and shall take effect immediately.



**MARK A. VILLAR**  
Secretary

12.1.3. KSSR/OBL/MVSG

Department of Public Works and Highways  
Office of the Secretary



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Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Bonifacio Drive, Port Area, Manila

## CERTIFICATION

This is to certify that the goods stated below have been evaluated and passed the requirement for technical specification, delivery schedule and work/job orders of the End-User's request and are in accordance with the standard of the Department, to wit:

Item Description	Quantity	Remarks
1.		
2.		
3.		
4.		

Issued on \_\_\_\_\_, 2018, upon request of the End-User for procurement purposes.

\_\_\_\_\_  
(Name & Signature)

Head of Specialized Office