



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

OFF 13 DWH
6-13-91

30 May 1991

(DEPARTMENT ORDER)

(NO. **133** *m*)
(SERIES 1991 *2/13*)

Subject: Guidelines on Procurement, Safekeeping,
and Disposition of Handtools for Labor-
Based Construction

To update the procedures and expedite the procurement, safekeeping and disposition of handtools for projects implemented through Labor Based Construction Methods, all concerned offices of this Department are enjoined to adopt the following guidelines:

1. Standard Specifications

All handtools to be procured for Labor-Based Construction Program shall conform with the attached, Annex A, specifications for Handtools.

2. Procurement Process

Selection of supplier/manufacturer shall be by canvass of at least five (5) supplier/manufacturer for the specific item being purchased. Handtools shall be purchased from the lowest bidder of the individual item.

3. Procurement Offices

For economy of scale, flexibility and control, the procuring offices shall be the District/City LB-CARP, RLB-CARP and the CLB-CARP Offices, established under DO 72, dated 14 March 1990. Procurement procedure shall be in accordance with existing rules and regulations. At least 2%, or as required in the approved Program of Works, of the project cost may be retained by the District/City LB-CARP, RLB-CARP Offices or the CLB-CARP Office for the purchase of handtools.

4. Safekeeping

As soon as the handtools are purchased, they should be distributed to the implementing unit or the District/City LB-CARP Offices, which offices shall be responsible for their safekeeping.

5. Distribution and Final Disposition

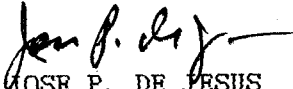
Handtools are considered as semi-expendable item with life of about six months if extensively used. These tools should be issued to the Resident Engineer or construction workers, only with duly approved Memorandum Receipt and shall be returned to the property officer upon completion of the project. One set of used tools in good condition, may be issued with proper Memorandum of Receipt to the Barangay Chairman for upkeep/maintenance of road project completed. The composition of the set of tools to be established and issued by the Resident Engineer, depends on the type and terrain of the road to be maintained but not to exceed the number in Annex B.

6. Repealing Clause

All rules and regulations inconsistent with this memorandum are hereby repealed accordingly.

7. Effectivity

This Memorandum shall take effect immediately.


JOSE P. DE JESUS
Secretary