



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

097.13 DPWH  
10-21-2016

21 OCT 2016

**DEPARTMENT ORDER** )  
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**NO.** 205 )  
**Series of 2016** MKB 10-21-16 )

**SUBJECT: Guidelines for Initiation, Processing and Approval of Requests for Authority to Procure Consulting Services Above the Limits Set Forth in Department Order No. 156, Series of 2016**

In line with the continuing efforts of the DPWH to improve its infrastructure operations, the following guidelines are hereby prescribed with regard to the initiation, processing and approval of Requests for Authority to procure consulting services by Regional Offices (ROs) and District Engineering Offices (DEOs) which exceed the limits of their procurement authorities set forth in Department Order (DO) No. 156, series of 2016, i.e., from the current Five Million Pesos (Php 5,000,000) to Ten Million Pesos (Php 10,000,000) for DEOs, and from the current Ten Million Pesos (Php 10,000,000) to Twenty Million Pesos (Php 20,000,000) for ROs.

**A. CRITERIA TO EVALUATE THE PROCUREMENT CAPABILITY OF REQUESTING DEO/RO**

The DEO/RO concerned must meet all of the following criteria (A.1 to A.3) on a "pass-or-fail" basis:

- A.1 At least one member of the Bids and Awards Committee (BAC) or the BAC Secretariat/Procurement Unit or the BAC Technical Working Group (TWG) of the DEO/RO must have attended the DPWH Training Course on the DPWH Procurement Manual as of August 2016 or as subsequently updated.
- A.2 The DEO/RO must have undertaken the procurement of a consulting services contract with a cost at least equal to the following amount:

Procuring Entity	DEO	RO
Minimum Amount of Completed Contract	PhP4,000,000	PhP8,000,000

- A.3 The DEO/RO must have attained an Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Rating for the preceding year of at least 2.0 (out of a perfect 3.0), which is submitted to the Central Office and validated by the Government Procurement Policy Board (GPPB).

**B. CRITERIA TO EVALUATE THE PROPOSED CONSULTING SERVICES CONTRACT**

The consulting service contract that the concerned DEO/RO proposes to procure, above the limits of its procurement authority under DO 156, series of 2016, must comply with either of the following criteria (B.1 or B.2):

B.1 The procurement of the consulting service contract by the DEO/RO will enable it to immediately address an emergency case under either of the following circumstances (B.1(a) or B.1(b) or B.1(c)):

(a) In case of imminent danger to life or property during a state of calamity as declared by an appropriate authority provided by law; or

(b) When time is of the essence arising from natural or man-made calamities; or

(c) Either of the following cases (B.1(c)(1) or B.1(c)(2)) where immediate action is necessary:

(1) to prevent damage to or loss of life or property, or

(2) to restore vital public services, infrastructure facilities, and other public utilities, which are critical to the survival, safety and/or convenience of the public as determined by the District Engineer (DE)/Regional Director (RD) concerned - e.g., main road, flood control, and water supply system.

B.2 The DEO/RO concerned intends to cluster small related or adjacent services - e.g., engineering surveys and geotechnical investigations - which it will procure as a single contract package in order to achieve economies of scale and expedite the preparation of Detailed Engineering Design plans.

The DEO/RO concerned shall see to it that the proposed consulting services adhere to the applicable Standard Terms of Reference (TOR) and standards for site investigations of infrastructure projects, e.g., engineering surveys for detailed engineering design of bridges and multi-storey buildings.

#### C. REQUESTING, RECOMMENDING AND APPROVING AUTHORITIES

For proposed consulting services that pass the criteria under A and B above, the following are the authorized requesting, recommending, and approving officials:

<b>Cost of Consulting Services</b>	<b>Requested by:</b>	<b>Recommended by:</b>	<b>Approved by:</b>
Above PhP5M up to PhP10M	District Engineer	Head of the Procuring Unit of RO	Regional Director
Above PhP10M up to PhP20M	Regional Director	Director of the Procurement Service	Undersecretary for Technical Services

In submitting the Request for Authority to procure a consulting services contract above the limits of his authority under DO 156, series of 2016, the DE/RD concerned must submit a statement of compliance with the criteria in items A and B above, including justifications, using the attached form (Annex A).

The approving RDs and Undersecretary concerned shall submit a monthly report to the Secretary, thru the Procurement Service, showing the list of consulting services that they will have approved under this Order.

This Order shall take effect immediately.



**ROMEO S. MOMO, CESO I**

Undersecretary for Luzon Operations  
Officer-In-Charge

12.1.2 FJZD/MCRG/MGNO

Department of Public Works and Highways  
Office of the Secretary



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**ANNEX A**  
**STATEMENT OF COMPLIANCE WITH CRITERIA UNDER D.O. 205, SERIES OF 2016**

**A. CRITERIA TO EVALUATE THE PROCUREMENT CAPABILITY OF REQUESTING DEO/RO**

**A.1**

District Engineering Office (DEO): \_\_\_\_\_

Regional Office (RO): \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Attended the DPWH Training Course on the DPWH Procurement Manual as of Aug. 2016 or its update:

\_\_\_\_Yes      \_\_\_\_No

If Yes, Place of Training Course: \_\_\_\_\_ Date of Training Course: \_\_\_\_\_

**A.2**

Name of Single Largest Completed Contract Procured:

Contract ID No.: \_\_\_\_\_

Contract Cost: \_\_\_\_\_

Date of Award: \_\_\_\_\_

**A.3**

APCPI Rating: \_\_\_\_\_

Year: \_\_\_\_\_

**B. CRITERIA TO EVALUATE THE PROPOSED CONSULTING SERVICES CONTRACT**

Check the appropriate boxes.

Justification	Yes	No
<b>B.1 The procurement of the consulting service contract by the DEO/RO will enable it to immediately address an emergency case under <u>either</u> of the following circumstances (B.1(a) or B.1(b) or B.1(c)):</b>		
(a) In case of imminent danger to life or property during a state of calamity as declared by an appropriate authority provided by law  <i>Indicate details of case and justification:</i> _____ _____		
(b) When time is of the essence arising from natural or man-made calamities.  <i>Indicate details of case and justification:</i> _____ _____		

(c) <u>Either</u> of the following cases (B.1(c)(1) or B.1(c)(2)) where immediate action is necessary:		
(1) to prevent damage to or loss of life or property  <i>Indicate details of case and justification:</i> _____ _____		
(2) to restore vital public services, infrastructure facilities, and other public utilities, which are critical to the survival, safety and/or convenience of the public as determined by the District Engineer (DE)/Regional Director (RD) concerned - e.g., main road, flood control, and water supply system.  <i>Indicate details of case and justification:</i> _____ _____		
<b>B.2 The DEO/RO intends to cluster small related or adjacent services which it will procure as a single contract package in order to achieve economies of scale and expedite the preparation of Detailed Engineering Design plans.</b>  <i>Indicate types of services to be clustered and justification:</i> ____ _____ _____		

Other justifications, if any:

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*If the Request for Authority is from the District Engineering Office:*

Prepared by:

*[Name]*  
District Engineer

Approved:

*[Name]*  
Regional Director

Recommending Approval:

*[Name]*  
Head of the Procuring Unit of RO

*If the Request for Authority is from the Regional Office:*

Prepared by:

Recommending Approval:

[Name]  
Regional Director

[Name]  
Director of the Procurement Service

Approved:

[Name]  
Undersecretary for Technical Services