



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

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11-03-2004

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DEPARTMENT ORDER )

No. **209** )

Series of 2004 *11-03-04* )

**Guidelines in the Submission of  
Procurement Reports**

In accordance with the principles and provisions of Republic Act No. 9184 and its Implementing Rules and Regulations – Part A (IRR-A), and to support the Executive Information System (ExIS) with up-to-date information on the procurement activities undertaken by this Department, the following guidelines in the submission of reports on awarded contracts and contractors participation are hereby prescribed, to wit:

1. All procuring entities of this Department, Central, Regional, District, Sub-District Engineering Offices and others concerned, shall prepare reports of contracts awarded through public bidding or alternative methods of procurement using the Awarded Contracts Format (Form CW 2.4 attached).
2. Reports shall be submitted on a monthly basis to the Central Bids and Awards Committee – Technical Working Group (BAC-TWG) on or before the 5<sup>th</sup> working day of the succeeding month.
3. A report on all projects bid and awarded since January 2004 utilizing IRR-A as procurement guidelines shall be submitted to the BAC-TWG on or before November 29, 2004.
4. The BAC-TWG shall be responsible in encoding the reported information in the Registry system so as to reflect the awarded and on-going projects of contractors and shall monitor contractors' participation in the procurement activities for civil works contracts and to regularly report such status to the Central Bids and Awards Committee.
5. It shall be the responsibility of the contractors concerned to update the status of their awarded and/or ongoing projects with the Registry so as not to adversely affect their eligibility to bid for other contracts.
6. The Central Bids and Awards Committee shall be responsible in evaluating offenses and violations of contractors and shall recommend to the Secretary the imposition of such administrative sanctions indicated in Section 69 of IRR-A. The imposition of such administrative sanctions shall be in accordance with the Uniform Guidelines For Blacklisting Of Manufacturers, Suppliers, Distributors, Contractors, and Consultants approved by the Government Procurement Policy Board.
7. Administrative sanctions shall be imposed on head of the procuring entity concerned for failure to comply with the provision of this Department Order, warning for the first offense, suspension of six (6) months for the second offense and suspension of one (1) year for the third offense.

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

**FLORANTE SORIQUEZ**  
Acting Secretary