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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

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DEPARTMENT ORDER NO. 167 Series of 2022 7/29/2022

SUBJECT: GUIDELINES ON THE PROCUREMENT, TURN-OVER, INSPECTION, DISPOSAL, and INVENTORY of INFORMATION and COMMUNICATIONS TECHNOLOGY (ICT) RESOURCES

To ensure efficiency of the existing policy in improving productivity and effectiveness, revised guidelines is hereby adopted to rationalize the acquisition, turn-over, disposal, and inventory of Information and Communications Technology (ICT) goods and services in the Department of Public Works and Highways (DPWH).

Section 1. Objectives - Specifically, it is the objective of the DPWH to:

1.1. ensure that the utilization of all available ICT resources of the DPWH are optimized before any new procurement can be made;

1.2. maintain compatibility of all ICT resources to the DPWH IT architecture and infrastructure;

1.3. ensure compatibility of packaged software and software applications to the DPWH IT Architecture;

1.4. optimize software development cost;

1.5. ensure that established ICT standards are met;

1.6. allow authorized sharing/transfer/exchange of common data/files by various DPWH offices;

1.7. ensure that the inventory of all ICT resources (hardware and software) is updated at any given time;

1.8. ensure the compliance of the DPWH to the Intellectual Property Rights (IPR) Law, the Data Privacy Act of 2012 (Republic Act 10173); and,

1.9. minimize hardware downtime losses by making available common spare parts/peripherals;

Section 2. Definition of Terms – For purposes of this Department Order, ICT goods and services shall refer to:

2.1. Computer Supplies and Consumables – refers to readily useable and depletable computer supplies such as, but not limited to, hard disks, printer head, motherboards, soundcards, memory card, flash drives, optical drives, LAN cards, ink/toner, ink cartridges, RJ45/RJ11 Connectors, network wiring and cables, etc.;

2.2. Head of Office – refers to the highest ranking official in the office, i.e. Bureau Director, Service Director, Regional Director, Cluster/Project Director, District Engineer.

2.3. ICT Resources – all hardware and software owned, licensed or by agreement, leased or managed by DPWH, data/files, telephone, intranet, internet, email and applications systems.

2.4. Information and Communication Technology (ICT) – refers to the convergence of media technology that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), as well as necessary enterprise software, middleware, storage, audio-visual, video-conferencing, social networking, and other media applications and services enabling users to access, retrieve, store, transmit, and manipulate information in a digital form.

2.5. ICT Equipment – a group of equipment which include devices that have a primary function related to the collection, transfer, storage, or processing of data such as, but not limited to:

a. Computer – a machine or device that performs processes, calculations and operations based on instructions provided by a software or hardware program such as, but not limited to, servers, workstations/desktop computers, laptop computers, kiosks/interactive display, smartphones and tablets, etc.;

b. Network Devices – physical devices that are required for communication and interaction between hardware on a computer network such as Network-switches, Routers, Wireless Access Points (WAP), Private Automatic Branch Exchange (PABX), Internet Protocol (IP) Phones, Network-Attached Storage (NAS), etc.;

c. Computer peripherals or peripheral devices – any external device that provides input and output for the computer (also known as I/O devices), such as follows:

i. Output Devices – multifunction printers, scanners, plotters, projectors, monitors, and the like;
ii. Input Devices – biometrics, keyboard, mouse, webcams, etc.;
iii. Storage Devices – external hard drives, flash drives, external memory, etc.

Note: 1) *Storage devices and input devices (except biometrics) are considered computer supplies. No longer requires standard specifications from IMS nor be included in the ICT inventory;*
2) *Uninterruptible Power Supply (UPS) requires standard specifications from IMS;*
3) *Single-function copier is not considered as an IT equipment.*

2.6. ICT Services - services relating to ICT or where the use of ICT equipment is a principal component, such as management consultancy, computer programming, systems design/analysis, subscription for telephone lines (direct, trunk and leased), subscription services from Internet Service Providers, ICT Training, and maintenance services of application systems and ICT Equipment;

2.7. IT Architecture - a series of principles or rules used by an organization to direct the process of acquiring, building, and maintaining its ICT resources. It acts as a

framework within which the IT infrastructure can be established, and should support the applications, data and technology which are required by the organization to support its business needs;

2.8. IT Support Officer (ITSO) – refers to the Regional IT Support Officer in the Regional Office (RO) and District IT Support Officer in the District Engineering Office (DEO), the official representative/counterpart of IMS in the ROs and DEOs;

2.9. Obsolete - refers to outdated computer hardware, software, technology, services or practices that are no longer used, even if they are in working condition. Obsolescence may be due to the following reasons:

a. *Functional obsolescence* - hardware requirements, or other software changes to the system obsolete the functionality of the software.

b. *Technological Obsolescence* - sales and/or support or upgrades terminates:

i. The manufacturer no longer sells the software as new; End-of-Life (EOL)
ii. The inability to expand or renew licensing agreements (legally unprocurable)
iii. Software maintenance terminates - the original supplier and/or third parties no longer support the software (End-of-Support)

c. *Logistical Obsolescence* - digital media obsolescence, formatting, or degradation limits or terminates access to software; a necessary part is no longer available in the market or could no longer be procured.

2.10. OpenOffice - a freeware or an open-source office software suite for word processing, spreadsheets, presentations, graphics, databases, etc.

2.11. Software – all programs involved in the operation of a computer system, including, but not limited to, Operating System (OS), productivity tools, multimedia and graphic design applications, project management applications, database management systems and applications software, data communications software, development tools, security and anti-virus tools, and the like;

2.12. Software packages – set of ready-to-use computer programs bundled in an ICT equipment and/or other software applications;

2.13. Supply and Property Management (SPM) Office – refers to the Supply and Property Management Division, Human Resource Administrative Service (SPMD-HRAS) in the Central Office, Supply and Property Management Section in the RO and Administrative Section in the DEO.

Section 3. Scope

These guidelines for the acquisition of ICT goods and services cover all acquisitions regardless of funding source and whether such acquisition and accountability are made on a purchase, rental, or lease/purchase basis **except** for Computer Supplies and Consumables and/or the replacement of defective peripherals/parts.

Further, it shall apply to all offices of the DPWH, i.e., the Office of the Secretary, Bureaus, Services, Regional Offices, District Engineering Offices, Project Management Offices and its field offices, Special Committees, and other offices of the DPWH including the ICT procurement of Contractors/Consultants under DPWH project/contract.

Section 4. General Guidelines

In order to achieve the objectives described in this issuance, all offices in the Central Office and the Regional/District Offices are hereby directed to observe the following guidelines and responsibilities:

4.1 Procurement:

4.1.1 In preparing the Annual Procurement Plan (APP), the end-user units of the procuring entity shall submit the Project Procurement Management Plan (PPMP) and the Itemized List of Goods (ILG) for ICT equipment and related software to the Information Management Service (IMS) for review, evaluation and approval before submission to the Budget Office of the procuring entity for evaluation and inclusion in the procuring entity's budget proposal in accordance with D.O. 100 series of 2018 *"Guidelines for the Review and Consolidation of the Procurement of Specific Goods and Services"* and its related amendments;

4.1.2 Only the latest technical specifications issued by IMS shall be used in the procurement of ICT equipment and related software, including those procured by Consultants/ Contractors;

4.1.3 All Contract, Detailed Unit Price Analysis (DUPA) and Purchase Request (PR) with an ICT equipment and related software should be coursed through the IMS (Central Office) and ITSO (RO/DEO) for review, evaluation and/or issuance of technical specifications;

4.1.4 All software bought by Consultants/Contractors under projects shall be licensed to and in behalf of DPWH who will handle its maintenance upon turned-over and completion of the project; and,

4.1.5 Procurement of ICT related specialized software applications must be reviewed by the Reform Institutionalization and Management Support System (RIMSS) Steering Committee for assessment of needs, identification of scope, setting of standards, and determination of appropriate implementation mechanism.

4.2 Turn-Over

4.2.1 All ICT equipment and software acquired through project/consultancy, including all licenses with physical and/or media-less installers or activation keys, manuals and related documentation, shall be turned-over to IMS (Central Office) or ITSO (RO/DEO) upon completion of the project/contract for inventory updating and safe-keeping.

4.3 Inspection

4.3.1 All newly procured ICT equipment and related software including those acquired through project/contract shall undergo Inspection by IMS (Central Office) or ITSO (RO/DEO); and,

4.3.2 Inspection shall commence upon receipt of request letter from SPM Office together with the required copies of supporting documents such as, but not limited to:

a. Newly procured – Contract/Purchase Order (PO), Delivery Receipt (DR) or Sales Invoice;
b. Turn-over – Contract (to which an ICT equipment or related software is indicated) and the standard specifications issued by IMS.

4.4 Disposal

4.4.1 All ICT equipment and related software assumed by the End-user as "unserviceable" or "unusable" shall undergo Inspection by IMS (Central Office) or ITSO (RO/DEO) for assessment and evaluation prior to disposal;

4.4.2 All software licensed to and in behalf of the Department that were installed/embedded in the unserviceable computers shall be removed and/or deactivated prior to disposal; and,

4.4.3 All files stored on the unserviceable device or unusable storage media should be deleted/wiped-out prior to disposal. The end-user should confirm that all important files has been backed-up and/or retrieved prior to Inspection.

4.5 Inventory

4.5.1 All ICT equipment and software acquired through procurement, donation/received from other source, turned-over from Projects/Consultants/Contractors, shall be recorded/ accounted in the ICT inventory reports;

4.5.2 All records of ICT equipment with disposed status should be consolidated in a separate report and excel sheet (effective immediately upon issuance of this Department Order);

4.5.3 ICT equipment and software inventories should be up-to-date in any given time; and,

4.5.4 Inventory Reports shall be submitted by the RITSO/Alternate RITSO in electronic format and uploaded to the Document Page of the RITSO-IMS Collaboration SharePoint Site (https://dpwhgovph.sharepoint.com/sites/RITSO-IMSCollaboration) every 3rd working day of the month (ICT equipment) and 1st working day of every quarter (software).

4.6 Safekeeping

4.6.1 All original software installers stored in any type/form of media as well as, media-less activation keys, paper licenses or license certificates, shall be endorsed to IMS (Central Office) and ITSO (RO/DEO) for safekeeping. The IMS and ITSO are responsible and accountable for safekeeping and safeguarding of these software from illegal or unauthorized use.

4.6 Return-to-Stock

4.6.1 Software licenses that were installed/embedded in the serviceable computers shall be removed and/or deactivated prior to return-to-stock.

4.7 Donation

4.7.1 Perpetual and transferrable software licenses (licensed to and in behalf of the Department) which were installed/embedded in the serviceable computers intended for donation shall be removed and/or deactivated. *(In lieu of this, freeware OpenOffice may be installed for utilization of the recipient)*

All requisitioning offices/end users in the Central Office and the Regional/District Offices shall adhere to these guidelines.

Section 5. Sanctions

Pursuant to the expressed provisions of section 22 c), Rule XIV, Book V of Executive Order No. 292, series of 1987, the corresponding penalties for violation of reasonable office rules and regulations are as follows:

a. 1st offense – Reprimand
a. 2nd offense – Suspension for one (1) to thirty (30) days
b. 3rd offense – Dismissal

The Duties and Responsibilities for the Central Office, Regional and District Engineering Offices in the Procurement, Turn-over, Inspection, Disposal and Inventory of ICT Resources is attached as Annex A with this issuance.

This Order supersedes Department Order No. 10 series of 2015, and shall take effect immediately.

MANUEL M. BONOAN
Secretary

11.1.4 FGB/RBC

Department of Public Works and Highways
Office of the Secretary
WIN2Q47387

Annex A - Duties and Responsibilities of the Central Office, Regional and District Engineering Offices in the Procurement, Turn-over, Inspection, Disposal and Inventory of Information and Communications Technology (ICT) Resources

The following are the respective duties and responsibilities of the Head of Office, Requisitioning Office or End-User, the Information Management Service (IMS), the Regional/District IT Support Officers (ITSO) and the Supply and Property Management (SPM) Officers in the Procurement, Turn-over, Inspection, Disposal and Inventory of ICT Resources:

1. Head of Office

1.1 Ensure that the ITSO (RO/DEO) shall attend the procurement activities (relating to all ICT goods and services) such as, but not limited to, Pre-bid Conference and Bid Technical Evaluation to ensure compliance to the Terms of Reference (TOR) or Bidding documents;

1.2 Ensure that the ITSO (RO/DEO) is a member or part of the Inspection and Inventory Team concerning all ICT equipment and related software.

2. Requisitioning Office or End-user

2.1 Procurement

2.1.1 Define the need and the procurement requirements including the purpose, function, quantity and intended end-users of the ICT resources and services to be procured;

2.1.2 Coordinate with the IMS (Central Office) or ITSO (RO/DEO) all proposal for ICT resources acquisition, demonstration of ICT-related products and/or contract with indicated ICT resources which requires further technical assessment;

2.1.3 Ensure that adequate funds are available to cover the said procurement;

2.1.4 Prepare the PPMP for ICT equipment, related software and services including the Itemized List of Goods and submit to IMS for review and approval;

2.1.5 Coordinate with the IMS (Central Office) or ITSO (RO/DEO) all ICT equipment and related software to be procured as part of Contract/Program of Works (POW) and Detailed Unit Price Analysis (DUPA);

2.1.6 Ensure that the required documents such as the Department's standard technical specifications and certification are issued by IMS prior to procurement of ICT equipment and related software;

2.1.7 Ensure that all requests for technical specifications for submission to IMS have the corresponding supporting documents such as, but not limited to, approved PPMP and ILG or POW/DUPA with Contract ID (if under projects);

2.2 Inspection

2.2.1 Ensure that all requests for Inspection for newly procured and/or turned-over ICT equipment and related software shall be coursed through the SPM Office.

2.3 Disposal

2.3.1 Ensure that the ICT resources intended for disposal underwent inspection and assessment by IMS (Central Office) or ITSO (RO/DEO) prior to disposal;

2.3.2 Ensure that all important files stored on the unserviceable device and storage media are backed-up and/or retrieved prior to inspection and disposal (IMS and ITSO shall not be held liable for any loss of data/files during the disposal); and,

2.3.3 The ITSO should be furnished with the copies of the Property Return Slip (PRS).

2.4 Return-to-Stock

2.4.1 Ensure that the software licenses installed/embedded in serviceable computer was removed/deactivated by IMS (Central Office) or ITSO (RO/DEO) prior to return-to-stock;

3. Information Management Service (IMS)

3.1 Procurement

A. *Department-wide*

3.1.1 Review, evaluate and approve the PPMP and Itemized List of Goods of the requisitioning office or end-user;

3.1.2 Ensure that technical specifications are up-to-date and compatible with the Technology Architecture and Application Architecture of DPWH;

3.1.3 Maintain the Department-wide standards for ICT resources and services;

3.1.4 Recommend approval for new procurement and issue certification for ICT equipment and related software consistent with this Department Order and other related policies and guidelines; and,

B. *Central Office (CO) only*

3.1.5 Convene the RIMSS Steering Committee to define the ICT requirements of the DPWH;

3.1.6 Prepare and/or update the Information Systems Strategic Plan (ISSP) of the Department;

3.1.7 Review the necessity of the ICT Procurement not included in the ISSP of the requisitioning office by taking into consideration the following:

a. that there is no existing surplus capacity of existing ICT resources;
b. that the procurement is economically and technically capable of satisfying the application requirements of the office; and,
c. that the procurement serves the best interest of DPWH.

3.1.8 Provide technical assistance to end-users as required in all phases of the acquisition process;

3.1.9 Conduct market survey and prepare Approved Budget for the Contract (ABC) for ICT resources (goods) and services for procurement under competitive bidding; and,

3.1.10 Attend together with the Provisional Member in the procurement activities concerning all ICT resources (goods) and services such as, but not limited to, Pre-bid Conference and Bid Technical Evaluation to ensure compliance to the Terms of Reference (TOR) or Bidding documents.

3.2 Inspection

3.2.1 Conduct inspection on the newly procured/delivered ICT equipment and related software, and/or turned-over from Projects/Consultants/Contractors; and,

3.2.2 Prepare inspection report.

3.3 Disposal

3.3.1 Assess and evaluate all non-serviceable ICT equipment and its peripherals prior to disposal, and maintain copies of Property Return Slip (PRS);

3.3.2 Ensure that all confidential/sensitive information and licensed software are removed prior to disposal of ICT equipment; and,

3.3.3 Prepare assessment report.

3.4 Inventory

3.4.1 Maintain copies of documents furnished by the SPMD-HRAS for all ICT equipment and software turned-over by the Consultants/Contractors;

3.4.2 Collate and consolidate the list of all ICT equipment and software procured by/for the Department (including those submitted by the Regional and District Engineering Office) which shall form part of the ICT Inventory Reports.

3.5 Return-to-Stock

3.5.1 Uninstall/remove/deactivate software licenses that were installed/embedded in the serviceable computer prior to return-to-stock.

3.6 Donation

3.6.1 Assess and evaluate the serviceability of ICT equipment and its peripherals intended for donation and keep copies of necessary documents;

3.6.2 Ensure that all confidential/sensitive information and licensed software are removed prior to donation of ICT equipment; and,

3.6.3 Ensure that all perpetual and transferrable licenses are removed and/or deactivated. *(In lieu of this, freeware OpenOffice may be installed for utilization of the recipient)*

4. Regional/District IT Support Officers (ITSO)

4.1 Procurement

4.1.1 Submit to IMS the ICT requirements of the Regional/District Engineering Offices.

4.1.2 Review the necessity of the ICT Procurement of the requisitioning office by taking into consideration the following:

a. that there is no existing surplus capacity of existing ICT resources;
b. that the procurement is economically and technically capable of satisfying the application requirements of the office; and,
c. that the procurement serves the best interest of the DPWH;

4.1.3 Ensure that the latest standard specifications issued by IMS are used in the procurement of ICT equipment and related software;

4.1.4 Provide technical assistance to the requesting office or end-users in all phases of the acquisition process;

4.1.5 Conduct market survey and prepare Approved Budget for the Contract (ABC) for ICT resources (goods) and services for procurement under competitive bidding; and,

4.1.6 Attend together with the Provisional Member in the procurement activities concerning ICT resources (goods) and services such as, but not limited to, Pre-bid Conference and Bid Technical Evaluation to ensure compliance to the Terms of Reference (TOR) or Bidding documents.

4.1.7 Recommend new procurement of ICT equipment and related software consistent with this Department Order and other related policies and guidelines; and,

4.2 Inspection

4.2.1 Conduct inspection of the newly procured/delivered ICT equipment and related software, and/or turned-over from Projects/Consultants/Contractors; and,

4.2.2 Prepare inspection report.

4.3 Disposal

4.3.1 Assess and evaluate all non-serviceable ICT equipment and its peripherals prior to disposal and keep copies of PRS;

4.3.2 Ensure that all confidential/sensitive information and licensed software are removed prior to disposal of ICT equipment; and,

4.3.3 Prepare assessment report.

4.4 Inventory

4.4.1 Conduct inventory of all ICT equipment and software;

4.4.2 Maintain copies of all documents furnished by the SPM Office pertaining to ICT equipment and software including those turned-over from Projects/Consultants/ Contractors after project completion;

4.4.3 Update and maintain the Inventory of all ICT equipment and software acquired through procurement, donation and/or turned-over from projects/consultants/ Contractors; and,

4.4.4 DITSO shall submit the latest/updated Inventory Reports (including the excel file) through the Regional Office while the RITSO/Alternate RITSO shall collate and save it to the shared RO-DEO Reports (\\co-file-02) **not later than** the scheduled day.

4.5 Return-to-Stock

4.5.1 Uninstall/remove/deactivate software licenses that were installed/embedded in the serviceable computer prior to return-to-stock.

4.6 Donation

4.6.1 Assess and evaluate the serviceability of ICT equipment and its peripherals intended for donation and keep copies of necessary documents;

4.6.2 Ensure that all confidential/sensitive information and licensed software are removed prior to donation of ICT equipment; and,

4.6.3 Ensure that all perpetual and transferrable licenses are removed and/or deactivated. *(In lieu of this, freeware OpenOffice may be installed for utilization of the recipient)*

5. Supply and Property Management (SPM) Officer

5.1 Procurement (in the Regional and District Offices)

5.1.1 Consolidate all Purchase Requests (PRs) for ICT equipment and software, determine the appropriate mode of procurement based on the approved ABC, and ensure that the said procurement is included in the approved Annual Procurement Plan (APP);

5.1.2 Ensure that the distribution list and/or the list of intended end-users/recipients of ICT equipment and related software are verified as basis for preparation of Property Acknowledgement Receipt (PAR) and for configuration of ICT equipment purposes;

5.1.3 Furnish the ITSO (RO/DEO) with the verified list of end-users/recipients.

5.2 Inspection

5.2.1 Both for newly procured and turned-over ICT equipment and related software, SPM Office shall prepare the letter of Request for Inspection/Joint Inspection addressed to the IMS (Central Office) or ITSO (RO/DEO) enclosed with the copies of supporting documents such as, but not limited to:

a. Newly procured – Contract/Purchase Order (PO), Delivery Receipt (DR) or Sales Invoice;
b. Turn-over – Contract (to which an ICT equipment is indicated) and the standard specifications issued by IMS.

5.3 Disposal

5.3.1 Ensure that all ICT equipment declared as "unserviceable" have been inspected by IMS (Central Office) or ITSO (RO/DEO);

5.3.2 Ensure that the end-user have been relieved of the accountability of the unserviceable equipment upon disposal;

5.3.3 Furnish the IMS (Central Office) or ITSO (RO/DEO) with the copies of the Property Return Slip (PRS).

5.4 Inventory

5.4.1 Ensure that the corresponding Property Number is properly and correctly tagged on the ICT equipment once the inspection is completed; and,

5.4.2 Furnish the IMS (Central Office) or ITSO (RO/DEO) with the copies of Property Acknowledgement Receipt (PAR).

5.5 Return-to-Stock

5.5.1 Ensure that the serviceable computer for return-to-stock have an assessment report from the IMS (Central Office) or ITSO (RO/DEO) indicating that all software licenses are removed/deactivated.

5.6 Donation

5.6.1 Ensure that all ICT equipment intended for donation underwent inspection and have the corresponding inspection/assessment report from the IMS (Central Office) or ITSO (RO/DEO);

5.6.2 Safe-keep all necessary documents in lined with COA requirements and related policies and guidelines.