897.13 DPWH
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DEPARTMENT ORDER)	**SUBJECT: GUIDELINES on the PROCUREMENT, TURN-OVER, DISPOSAL, and INVENTORY of INFORMATION and COMMUNICATIONS TECHNOLOGY (ICT) RESOURCES (Amendment to D.O. 12 s 2012)**
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NO. 10)	
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Series of 2015 01.27.N	

The use of computer systems is a vital means in improving productivity, effectiveness and efficiency. These systems, however, should be cost-effective. There is a need, therefore, to adopt a policy and corresponding guidelines rationalizing the acquisition, turn-over and disposal of Information Technology (IT) goods and services in the DPWH.

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

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

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

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

d. ensure that established ICT standards are met;

e. ensure the compliance of the DPWH to the Intellectual Property Rights (IPR) Law;

f. optimize software development cost;

g. minimize hardware downtime losses by making available common spare parts;

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

i. ensure that the inventory of all ICT resources is updated at any given time.

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

a. application systems - systems and processes or solutions to which a computer program or software is applied, such as the Civil Works Registry, Contract Preparation System and the like;

b. auxiliary equipment - optional accessory components of computer systems such as microfilm units, plotters, digitizers, voice and data communications equipment, routers and the like;

c. computer hardware - equipment such as, but not limited to, servers, PC workstations, printers, scanners, keyboard, mouse, automatic voltage regulator, uninterruptible power supply, network wiring and cables, modems, and other peripherals;

d. computer programs - set of instructions that tell a computer how to perform a function or series of functions, such as the generation of Payroll Report and processing of contractor's eligibility;

e. database management system - a software for managing data and coordinates data sharing and transfer, such as Sybase, Oracle, Informix, and Progress;

f. IT services - services relating to IT or where the use of IT 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, IT Training, and maintenance services of application systems and IT Equipment;

g. IT Architecture - a series of principles or rules used by an organization to direct the process of acquiring, building, and maintaining its IT 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;

h. software packages – ready-to-use computer programs such as MS Office, AutoCAD and the like; programming tools such as PowerBuilder, Jaguar, C++, Visual Basic, Java and the like;

i. IT consumables – IT supplies, either devices or peripherals, like flash drives, hard disks, LAN cards, RJ45/RJ11 Connectors, Floppy drives, CD ROM drives, printer ink etc.

Section 3. Scope - The guidelines for the acquisition of IT goods and services cover all acquisitions regardless of funding source and whether such acquisition and accountability is made on a purchase, rental, or lease/purchase basis except for consumable computer supplies and/or replacements for defective peripherals/parts such as diskettes, compact discs, flash drive, hard disks, LAN card, RJ45/RJ11, CD ROM, floppy drive, keyboards, monitor, mouse, printer ink, cartridges, printer head, tabulating stock forms, etc. Further, it shall apply to all offices of the DPWH, i.e., the Office of the Secretary, Services, Bureaus, 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. 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
      b. 2nd offense -   Suspension for one (1) to thirty (30) days
      c. 3rd offense -   Dismissal

The Guidelines and Responsibilities for the Central Office, Regional and District Engineering Offices in the Procurement, Inventory, and Turn-over of IT Goods and Services are attached as Annex A and annex B respectively with this issuance.

This Order supersedes Department Order No. 12, Series of 2012, and shall take effect immediately.

ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary

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4.5 IMS

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

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:

General Guidelines

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 for IT equipment and 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;

2. All procurement of IT equipment, software and services, including those procured by Consultants/Contractors, shall be submitted to the IMS for review and evaluation based on the approved DPWH Technology Architecture and Information Systems Strategic Plan (ISSP);

3. Only the latest technical specifications provided by IMS shall be used in the procurement of IT equipment/software, including those procured by Consultants/Contractors;

4. All specialized software procurement must be reviewed by the Institutional Capacity Development (ICD) Steering Committee for assessment of needs, identification of scope, setting of standards, and determination of appropriate implementation mechanism;

5. The following shall be coursed through the IMS (for Central Office) and the Regional/District IT Support Officers (for the Regional/District Office) to ensure compliance and compatibility with the DPWH Technology Architecture and for proper documentation and inventory:

    a) All contracts, if procurement of hardware and/or software is part of the project

    b) All Purchase Request (PR) for IT equipment and software

6. All software bought by Consultants/Contractors shall be licensed to and in behalf of DPWH who will handle its maintenance after the said items are turned-over upon project completion;

7. All original installers whether in CDs, DVDs, or USBs used in the Central Office shall be endorsed to IMS for safekeeping, while those used in the Regional/District Office to the Regional/District IT Support Officers, who shall be responsible and accountable in safeguarding these from illegal or unauthorized use;

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

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

Duties and Responsibilities - The following are the respective duties and responsibilities of the requisitioning office or end-user, the IMS and the Regional/District IT Support Officers in the procurement, turn-over, disposal and inventory of IT equipment and software.

a. Requisitioning Office or End-User

1. Define the need and the procurement requirements including intended purpose and function of the IT goods to be procured;

2. Prepare the PPMP for IT equipment, software and services including the Itemized List of Goods and submit to IMS for review and approval;

3. Ensure that adequate funds are available to cover procurement;

4. Coordinate with the Regional/District IT Support Officers - if in the Regional/District Engineering Office - all acquisitions of computer hardware and software (which include demonstration units for evaluation purposes) as well as products acquired for ongoing use or products acquired by other entities as part of their contracts;

5. Prepare justification for all IT procurement outside of the approved IT Procurement Plan;

6. Furnish Regional/District IT Support Officers with Acknowledgement Receipt for Equipment (ARE). (Note: The IMS will assume that procurement has been consummated and will be reflected in the inventory, unless the end-user submits a disclaimer for such request);

7. Ensure that distribution schedule defined in the approved IT Procurement Plan is strictly followed; and

8. Ensure that Consultants/Contractors turn-over to the concerned office all IT equipment and software licenses after the completion/acceptance of the project with proper documentation.

b. IMS

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

2. Convene the Institutional Capacity Development (ICD) Steering Committee to define the ICT requirements of the DPWH;

3. Prepare and/or update the Information Systems Strategic Plan (ISSP) of the Department and disseminate to concerned offices;

4. Establish the IT Procurement Plan of the Department;

5. Review the necessity of the IT Procurement not included in the ISSP of the requisitioning office by taking into consideration the following:

   i. that there is no existing surplus capacity of existing ICT resources;

   ii. that the procurement is economically and technically capable of satisfying the application requirements of the office; and,

   ii. that the procurement serves the best interest of DPWH.

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

7. Maintain the Department-wide standards for IT goods;

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

9. Recommend approval of new procurement of IT equipment and services consistent with this Department Order;

10. Perform bid evaluation on IT procurement;

11. Maintain copies of documents furnished by Supply and Property Management Division – Human Resource and Administrative Service (SPMD-HRAS) of all IT equipment and software turned-over by the Consultants/Contractors after the acceptance of the project;

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

13. Collate and consolidate the list of all IT equipment and software procured including those submitted by the Regional and District Engineering Office and which shall form part of the Information and Communication Technology (ICT) Inventory Report.

c. Regional/District IT Support Officers

1. Submit to IMS the IT requirements of the Regional/District Engineering Offices;

2. Review the necessity of the IT Procurement not included in the ISSP of the requisitioning office by taking into consideration the following:

    i.   that there is no existing surplus capacity of existing ICT resources;

    ii. that the procurement is economically and technically capable of satisfying the application requirements of the office; and,

    iii. that the procurement serves the best interest of the DPWH;

3. Ensure that the latest specifications prescribed by IMS are used in the procurement of IT equipment and software;

4. Maintain copies of all IT goods turned-over by the Consultants/Contractors after the acceptance of the project;

5. Provide technical assistance to end-users as required in all phases of the acquisition process; and,

6. Recommend approval of new procurement of IT equipment and services consistent with this Department Order;

7. Assess and evaluate all non-serviceable IT equipment and its peripherals prior to disposal and keep copies of PRS;

8. Maintain list of all IT equipment procured, delivered and accepted including copies of corresponding ARE for inventory update; and

9. Submit to IMS a copy of all IT equipment procured, turned-over, and disposed including copies of the PRS.