



097.13 DPWH
06-16-2010

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

JUN 16 2010

DEPARTMENT ORDER) SUBJECT: EXPANDING THE SCOPE OF FUNCTIONS
No. 32) **OF THE PROCUREMENT OFFICE FOR**
Series of 2010 06-16-10) **CIVIL WORKS**

Consistent with the provisions of RA 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (IRR) and in line with the "Guidelines on the Establishment of Procurement Units" in all national government agencies in order to facilitate the institutionalization of the procurement function and the professionalization and harmonization of procedures and standards, per provisions of National Budget Circular No. 517, dated December 22, 2008, the scope of functions of the Procurement Office for Civil Works (POCW), as spelled out under Department Order No. 53, series of 2006, is hereby expanded to include the functions of the BAC-Secretariat for Consultancy Services, per Department Order No. 56, series of 2001, and the functions of the BAC-Secretariat for Goods, per Special Order No. 96, series of 2009.

As a result of such expansion, the Procurement Office for Civil Works is hereby renamed as the DPWH Central Procurement Office (CPO) and shall continue to be placed under the supervision and control of the Overall In-Charge of Procurement, per Special Order No. 87, series of 2010.

The CPO shall serve as the main support unit of the various Central Office Bids and Awards Committees (BACs) and as such shall have the following functions and responsibilities:

1. Perform the functions and responsibilities of Central Office BAC Secretariat enumerated under Section 14.1 of the Revised IRR of RA 9184;
2. Provide assistance to all Central Office BACs in the designation of the members of the BACs' Technical Working Groups;
3. Recommend appropriate measures for the professionalization, harmonization and improvement of procurement procedures and standards in the DPWH;
4. Assist the Assistant Secretary/Undersecretary in-charge of CPO in the institutionalization in the DPWH of the Implementing Rules and Regulations, including updates, of R.A. 9184, policies adopted by the Government Procurement Policy Board and the DPWH management, and other procurement-related laws, rules and regulations;
5. Manage and administer the registration and accreditation of Civil Works Contractors, Consultants and Suppliers for Goods;
6. Review, evaluate and consolidate Project Procurement Management Plans (PPMP), and prepare Agency Annual Procurement Plan (APP) of the Central Office and recommend its approval;

7. Maintain procurement databases for all types of procurement;
8. Monitor compliance to procurement processes and guidelines by Regional, District Engineering Offices, and other procuring entities of the Department, including participating contractors, and recommend appropriate action;
9. Evaluate requests for alternative modes of procurement submitted by PMOs, ROs, DEOs and other procuring entities and recommend appropriate action/approval of higher authorities;
10. Evaluate complaints and other forms of protests and recommend appropriate action of higher authorities;
11. Conduct electronic eligibility evaluation of all locally funded civil works projects, regardless of the mode of procurement, until such time that the same is devolved to the Regional Offices, District Engineering Offices and other procuring entities of the Department, including cases wherein Wide Area Network (WAN) is unavailable for whatever reason;
12. Evaluate proposals for reconstitution of BACs of all procuring entities and recommend for approval of appropriate authorities;
13. Coordinate with other government and private entities on matters relating to procurement; and,
14. Perform other duties and responsibilities as may be assigned or delegated by higher authorities.

The Central Procurement Office shall be divided into Civil Works Unit, Consultancy Services Unit and Goods Unit.

The Head of the Procurement Office shall report to the Assistant Secretary/Undersecretary in-charge of CPO relative to procurement matters and shall discharge the following duties and responsibilities:

1. Exercise direct administrative and technical supervision and control over the CPO;
2. Submit reports on the results of electronic eligibility evaluation;
3. Act as the official representative of the Department to the Government Procurement Policy Board (GPPB) Inter-Agency Technical Working Group and all other procurement related fora;
4. Recommend to the Assistant Secretary/Undersecretary in-charge of the CPO measures to improve the absorptive capacity of the CPO, including staff development and deployment of additional personnel on full-time or part-time basis; and,
5. Perform such other duties as may be assigned or delegated by higher authorities.

This Order supersedes previous issuances to the contrary and shall take effect immediately.


VICTOR A. DOMINGO
Acting Secretary



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