



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

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DEPARTMENT ORDER)

No. **45**

Series of 1996

SUBJECT: REVISED PROCEDURES ON PREQUALIFICATION OF CONTRACTORS

To facilitate and standardize the evaluation process used in the Prequalification of Contractors (POC), a centralized and computer-based system has been developed by this Department. This system aims to eliminate (a) inconsistency and misrepresentation of contractors' information, and (b) subjectivity and bias in the evaluation of contractors.

Effective May 1, 1996, all contractors' prequalification statements shall be evaluated using the computerized system. In this connection, all concerned Bureau and Project Directors are directed to attend the POC Appreciation Seminar from 9:00 am to 12:00 noon on April 25, 1996 at the AMMS Function Room.

To ensure that all prequalification statements of contractors are evaluated using the computerized system and that all data used in the evaluation are correct, the following activities shall be strictly observed by the all concerned:

<u>ACTIVITY</u>	<u>UNIT CONCERNED</u>
1. Issuance of prequalification forms	) PBAC Technical Working
2. Receipt of prequalification statements	) Group (TWG)
3. Screening and verification of prequalification statements	) Implementing Office
4. Update and maintenance of prequalification records including corresponding contractor database	) Monitoring & Information Service
5. Generation of prequalification evaluation	) PBAC - TWG
6. Validation of the evaluation results	) Implementing Office

All other activities in the preparation of bid documents shall, however, remain with the respective implementing offices.

For compliance.

  
GREGORIO R. VIGILAR  
Secretary