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3-23-98

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



MARCH 23, 1998

DEPARTMENT ORDER) SUBJECT: REVISED POLICIES, GUIDELINES, RULES AND
No. 56) REGULATIONS FOR THE PROCUREMENT OF
Series of 1998) GOODS/SUPPLIES BY THE NATIONAL
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X) GOVERNMENT AS PER PROVISIONS OF
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X) EXECUTIVE ORDER NO. 302, S. 1996 AND ITS
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X) IMPLEMENTING RULES AND REGULATIONS

In accordance with the provisions of Executive Order No. 302, series of 1996 and its Implementing Rules and Regulations (IRR), the following guidelines and policies are hereby prescribed for immediate implementation, to wit:

1. Creation/Reconstitution of Prequalification, Bidding and Award Committees for the Procurement of Supplies, Materials, Equipment and Non-Personal Services

1.1 Pursuant to Section 2.1 of the IRR of Executive Order No. 302, series of 1996, a Prequalification, Bidding and Award Committee (PBAC) for the Procurement of Supplies, Materials, Equipment and Non-Personal Services is hereby created/reconstituted in the DPWH Implementing Field Offices, as follows :

PBAC Composition	Regional Offices	District Offices	Regional Equipment Services (RES)
Chairman (Regular)	Asst. Regional Director	Asst. District Engineer	Engineer IV (Acting as Asst. REE)
Executive Officer & Secretary (Regular)	Legal Officer	Admin. Officer	Admin. Officer
Member (Regular)	Admin. Officer	Supply Officer	Supply Officer
Member (Provisional)	End-User	End-User	End-User
Member (Provisional)	(To be designated by the Head of Office concerned)		
Members (Observers) from the Private Sector	Representatives from Phillippine Chamber of Commerce and Industry and Private End-User's Group or Non-Government Organization to be designated by the Head of Office concerned.		

1.2 The Legal/Administrative/Supply Officer mentioned above refers to the one who presently holds the highest position title in the said position classification within the office concerned.

1.3 The designation of the Chairman and regular members of each of the PBAC in accordance with Section 1.1 above shall be subject to the approval of the Regional Director concerned, furnishing a copy to the Legal Service, Central Office.

1.4 The Head of Office concerned (i.e., Regional Director, District Engineer, or Regional Equipment Engineer) shall designate at least two (2) provisional members, on a project to project basis, with knowledge and/or experience in the type of the project or

requisitioned item(s) to be procured, one of the two representatives shall be from the requisitioning end-user's office.

- 1.5 The Sub-PBACs previously created in the DPWH Regional/District Offices and RES are hereby renamed as PBACs for the Procurement of Supplies, Materials, Equipment and Non-Personal Services with the composition indicated under Section 1.1 above.

2. Levels of Authority

The levels of authority previously prescribed under Section 3 of Department Order No. 33, series of 1988, are hereby amended accordingly in conformity with the provisions of Section 3.3 of the IRR of Executive Order No. 302, s. 1996, as follows:

2.1 In the Central Office:

- 2.1.1 The PBAC for Office Supplies, Materials, Equipment and Services shall have jurisdiction over the conduct of public biddings for requisitions costing **above P500,000.00 per requisition.**
- 2.1.2 The Sub-PBAC may conduct simplified public bidding/sealed canvass for requisitions costing **over P50,000.00 up to P500,000.00 per requisition.**
- 2.1.3 The Supply and Property Management Division Canvass Teams may conduct simplified public bidding or canvass for requisitions costing **up to P50,000.00 per requisition.**

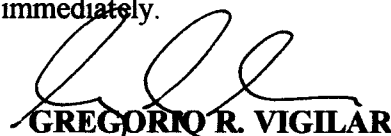
2.2 In the DPWH Implementing Field Offices:

- 2.2.1 The PBACs in the Regional/District Offices and Regional Equipment Services (as per Sec. 1.5 above) may conduct simplified public bidding/sealed canvass for requisitions costing **not more than P500,000.00 per requisition.**
- 2.2.2 The said PBACs shall conduct open competitive public bidding for those costing **more than P500,000.00 per requisition.**

- 2.3 The levels of authority prescribed under Department Order No. 138, series of 1994, in the approval of requisitions for supplies or equipment (RSEs) shall, likewise, be adopted in the approval of supply contracts or Purchase/Work Orders, provided contracts involving amounts exceeding P2 million shall be recommended by two (2) Undersecretaries and shall be approved by the Secretary, as per provisions of Executive Order No. 301, series of 1987.

All previous Department issuances inconsistent herewith are hereby deemed modified or superseded accordingly.

This Department Order shall take effect immediately.


GREGORIO R. VIGILAR
Secretary