



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

Manila

27 December 1999

097-13 - DPWH
12-27-99



DEPARTMENT ORDER) SUBJECT: **Implementation of Contract Preparation System (CPS)** 131

NO. 242
Series of 1999
99 12/27/99

To expedite and standardize the preparation of contracts for infrastructure projects, the Department shall use the Contract Preparation System (CPS), developed by the Road Information and Management Support System (RIMSS) Project, for selected Implementing Offices of the DPWH. The following rules are hereby issued for the successful implementation of the CPS:

1. Effective 1 March 2000, the CPS shall be used by the following Implementing Offices Project Management Office (PMO) for IBRD-assisted Projects, PMO for ADB-assisted Projects, URPO, PMO-PJHL, Region IV-A and Cavite Engineering District - in the preparation of contracts for implementation by their respective Offices. (The preparation of contracts for other Offices of the Department shall continue to be based on the existing system until further instructions.)
2. To ensure that any new provisions are incorporated in the system before the start of implementation (1 March 2000), all Heads of the said Implementing Offices must see to it that the CPS installed in their respective Offices is reviewed and tested by the concerned staff, and any changes or comments (e.g. new contract provisions/requirements from the lending institution) shall be submitted to the Project Director, RIMSS Project Office, not later than 1 February 2000.
3. Every contract from the said Implementing Offices covered by this Department Order must be accompanied by a certification from the Head of Office that the subject contract has been generated using the CPS before processing and approval of such contract be done.
4. Any changes or modification on the standard contract documentation introduced by the respective lending institution after the effectivity of this Order shall be forwarded to the Project Director, RIMSS Project Office, within five (5) working days from receipt of such changes and modification, for incorporation into the CPS.
5. All reviewers and approving authorities of contracts emanating from the concerned Implementing Offices must see to it that the contracts for review and approval have been generated using the CPS. If not, they shall return the said contracts to the concerned Implementing Offices for proper processing using the CPS.

This Order shall take effect immediately, and all other Department Orders and other issuances inconsistent herewith are hereby modified and/or revoked accordingly.


GREGORIO R. VIGILAR
Secretary