



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila



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May 04/2025

**FOR / TO : Senior Undersecretary**  
**Undersecretaries**  
**Assistant Secretaries**  
**Regional Directors**  
**Bureau Directors**  
**Service Directors**  
**Heads of UPMOs**  
**District Engineers**  
**Heads of Attached Agencies**  
**Others Concerned**  
This Department

For information and guidance, attached is a copy of **GPPB Resolution No. 03-2025** dated May 14, 2025, entitled **"APPROVING THE STANDARD FORMS FOR PROCUREMENT IN ACCORDANCE WITH REPUBLIC ACT NO. 12009 AND ITS IMPLEMENTING RULES AND REGULATIONS"**.

A copy of the said GPPB Resolution may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

  
**ATTY. MICHAEL S. VILAFRANCA, CESO III**  
Assistant Secretary for Support Services

Encl: GPPB Resolution no. 03-2025 dated 14 May 2025

cc: Office of the Secretary

10.1.4 CDP/MRDJ

**APPROVING THE STANDARD FORMS FOR PROCUREMENT IN ACCORDANCE WITH  
REPUBLIC ACT NO. 12009 AND ITS IMPLEMENTING RULES AND REGULATIONS**

**WHEREAS**, Republic Act (RA) No. 12009, otherwise known as the “New Government Procurement Act” (Act), took effect on 13 August 2024;

**WHEREAS**, Section 91 of RA No. 12009 and its Implementing Rules and Regulations (IRR) authorize the Government Procurement Policy Board (GPPB) to formulate public procurement policies, rules, and regulations, and amend the IRR and corresponding standard forms for procurement, whenever necessary;

**WHEREAS**, Section 112 of RA No. 12009 and its IRR provides that for a period of not later than ninety (90) days upon the approval of the IRR,<sup>1</sup> the standard forms for procurement shall be formulated and approved;

**WHEREAS**, Section 113 of RA No. 12009 grants all Heads of Procuring Entity (HoPE) and the Bids and Awards Committees (BAC) affected by the Act with a three (3) year transitory period, commencing upon the approval of the standard forms for procurement, within which to achieve full compliance with the requirements of the Act and its IRR. Pending the effectivity of the IRR, the provisions of RA No. 9184 and its IRR shall remain in full force and effect in order to ensure the continuous implementation of programs, activities, and projects;

**WHEREAS**, Section 6 of RA No. 12009 and its IRR require the standardization of procurement processes and forms, insofar as practicable, to avoid confusion and ensure transparency. Further, the GPPB is mandated to pursue the development of generic procurement manuals and standard bidding forms; the use of which, once issued, shall be mandatory for all PEs, except for specific modifications in major or specialized procurement that are subject to the GPPB approval;

**WHEREAS**, upon initial review<sup>2</sup> of the existing forms prescribed under RA No. 9184 compared to those identified in RA No. 12009, the GPPB-Technical Support Office (TSO) noted that several forms currently used by Procuring Entities (PEs) remain relevant. Accordingly, it is necessary to determine which of these forms should be retained as standard forms under RA No. 12009. Moreover, the GPPB-TSO underscores the imperative to highlight the mandatory use of these standard forms to ensure uniform compliance and promote transparency across all government procurement activities;

**WHEREAS**, to ensure the development of more robust and future-proof standard forms for procurement, the same IRR Technical Working Group<sup>3</sup> was tapped<sup>4</sup> to propose refinements to the draft forms prepared by the GPPB-TSO, focusing on critical aspects, namely: (i) comprehensive review of form content, (ii) alignment with the provisions of RA No. 12009 and its IRR, and (iii) incorporation of best practices and feedback from relevant stakeholders;

<sup>1</sup> GPPB Resolution No. 02-2025 dated 4 February 2025 and published on 10 February 2025.

<sup>2</sup> Conducted from 17 February to 17 March 2025.

<sup>3</sup> Consisting of the GPPB-TSO, Department of Budget and Management (DBM), Procurement Service-DBM, and Bangko Sentral ng Pilipinas.

<sup>4</sup> Via coordination meetings scheduled for 24-26, 31 March 2025; 22-23, 25 April 2025; and 05-08 May 2025.

**WHEREAS**, during the 3<sup>rd</sup> GPPB Meeting on 14 May 2025, the GPPB-TSO determined the list of forms identified in RA No. 12009 and its IRR, particularly:

- a. **Strategic Planning Forms:** documents designed to ensure proper and sufficient planning and preparation for sound procurement decisions. These cover the gathering of relevant market information, identification of requirements of procurement projects, and a comprehensive listing of all procurement activities for the fiscal year. These forms serve as the basis for budgeting, procurement and implementation, as well as compliance and performance monitoring. These include the following:
  1. **Annual Procurement Plan (APP):** a consolidated document listing all procurement requirements of a government entity for a given fiscal year, which are necessary for the efficient performance of its functions and consistent with fiscal discipline measures. The APP is derived from the Project Procurement Management Plans submitted by End-User or Implementing Unit and serves as the primary basis for procurement planning, budgeting, and execution in support of the government entity's budget proposal.<sup>5</sup> It bears noting that no government procurement shall be conducted unless it conforms to the approved Indicative or Final APP of the PE, as applicable;<sup>6</sup>
  2. **Project Procurement Management Plan (PPMP):** a document prepared by the End-User or Implementing Unit that identifies the specific procurement requirements necessary for the implementation of their programs, activities, and projects and serves as a reference for the Indicative APP in support of the agency's budget proposal;<sup>7</sup> and
  3. **Mandatory Market Scoping Form:** a document used by the PE, through the End-User or Implementing Unit, to systematically gather and analyze pertinent market information, as a preliminary step in preparing the PPMP. This form covers cost estimation, project design and specifications, technical and selection criteria, delivery schedules, storage or warehousing requirements, industry practices, and other relevant factors necessary for the accurate and strategic formulation of the PPMP;<sup>8</sup>
- b. **Philippine Bidding Documents (PBD):** standard bidding documents prescribed for the procurement of Goods, Infrastructure Projects, and Consulting Services undertaken through competitive modalities such as competitive bidding, limited source bidding, competitive dialogue, and unsolicited offer with bid matching.

The draft PBD for Goods, Infrastructure Projects, and Consulting Services are based on the 5<sup>th</sup> Edition under RA No. 9184, which served as the foundation for the drafting process. These PBD have been enhanced by incorporating new provisions introduced under RA No. 12009, including updated requirements, revised processes, and additional award criteria under the said Act. This approach ensures that the PBD reflect both established best practices and the latest legal and procedural requirements of RA No. 12009;

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<sup>5</sup> Section 7.7.1 of the IRR of RA No. 12009.

<sup>6</sup> Section 7.8 of the IRR of RA No. 12009.

<sup>7</sup> Section 7.7.1 of the IRR of RA No. 12009.

<sup>8</sup> Section 10.1 of the IRR of RA No. 12009.

- c. PBD Related Forms: collective term pertaining to all necessary documents to be attached to the PBD, which comprise the following:

1. PBD for Goods, Infrastructure Projects, and Consulting Services

- (i) Contract Form signifies the agreement between the winning Bidder and PE to enter into a contract;
- (ii) Omnibus Sworn Statement attests to the truthfulness of the bidder's eligibility documents, compliance with existing labor laws, and absence of corrupt practices, among others;
- (iii) Bid Securing Declaration binds the Bidder, in lieu of a bid security, to comply with all bidding requirements and conditions and acknowledge administrative sanctions in specific and identified cases; and
- (iv) Performance Securing Declaration is submitted in lieu of a Performance Security and serves as a commitment that the supplier or contractor will faithfully perform all its obligations under the contract. This shall be applicable to Goods, Infrastructure Projects, and Consulting Services;

2. PBD for Goods and Infrastructure Projects

- (i) Bid Form indicates the total bid price, applicable taxes, and discounts offered and their application;

3. PBD for Goods

- (i) Price Schedule details unit prices, total costs, quantities, and works or services offered which form the basis for the financial evaluation of bids and the contract award. The PE is given the option to choose the details required for this form, as long as the aforesaid information provided is sufficient to ensure transparency, facilitate accurate bid evaluation, and support proper contract implementation;

4. PBD for Consulting Services

- (i) Technical Proposal Forms indicate the experience of the firm, the general approach and methodology, and the work and staffing schedule the bidder is to undertake in relation to the execution of the contract; and
- (ii) Financial Proposal Forms contain the detailed breakdown of costs associated with the performance of the contract;<sup>9</sup>

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<sup>9</sup> These forms are subject to the comments of the Department of Economy, Planning and Development (DEPDev). A letter requesting its inputs was transmitted by the GPBB-TSO on 8 May 2025.

- d. Other forms: documents used to support or document procurement processes, serving as supplementary records. These include reports generated after procurement activities, such as the Procurement Monitoring Report (as specified in Section 42.1(k) of the IRR), the Observers Report (as required under Section 43.4 of the IRR), and reports related to Capacity Development (as stated in Section 109 of the IRR). The purpose of these forms is to ensure transparency, accountability, and compliance with regulatory requirements throughout the procurement cycle;

**WHEREAS**, the GPPB-TSO proceeded with the presentation of the following key points for the GPPB's discussion:

- a. Standard Forms are prescribed forms that incorporate the provisions of RA No. 12009 and its IRR, and upon issuance of the GPPB, the use of which shall be mandatory for all PEs. These shall include the Strategic Planning Forms, PBD, and PBD Related Forms;
- b. Recommended Forms are templates issued by the GPPB to guide the Procuring Entities. While these are not classified as Standard Forms, they serve as references to promote consistency and good practice in procurement. These include the other forms<sup>10</sup> which will be presented, together with their corresponding guidelines, to the members of the GPPB for further review and approval at a later date;
- c. Recommended changes on the Standard Forms include both (i) common revisions applicable across all Standard Forms and (ii) form-specific revisions tailored to particular Standard Forms;
- d. Recommended changes on the Standard Forms that require policy direction from the GPPB were identified; and
- e. Relevant timelines and implications were raised regarding (i) the effectivity of the use of the Standard Forms (ii) the reckoning point of the three-year transitory period, and (iii) the applicability of RA No. 9184 *vis-à-vis* RA No. 12009 within the said transitory period;

**WHEREAS**, the GPPB-TSO discussed the following proposed revisions applicable across all Standard Forms:

- a. Allow Standard Forms to be accomplished either manually or through online platforms, as may be authorized by the GPPB;
- b. Consolidate all similar Standard Forms used for Goods, Infrastructure Projects, and Consulting Services into a single form with a uniform heading to avoid confusion. PEs simply select the options applicable to their specific project;
- c. Include instructions in italics and guides to direct PEs and bidders to supply requested information responsive to the needs of the project and the PE;

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<sup>10</sup> The initial list includes: Request for Quotation/Request for Expression of Interest; Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded but not yet Started; Single Largest Completed Contract; Supplemental Bid Bulletin Form; Notice Renewal Contract Form; Request for Certification for Agency-to-Agency; Notice of Extension of Contract; Notice to Terminate with Show Cause; Notice of Post Qualification with Additional Requirements; Abstract of Bids; Notice of Award; Offeror Form for Submission of Unsolicited Offer; Conferment of Original Offeror Status; Rejection Template for Unsolicited Offer; Memorandum of Agreement (MOA) for Procurement Agent; MOA for Pooled Procurement; Procurement Monitoring Report Form; Suspension Order; Blacklisting Order; Early Procurement Activity Compliance Form; Observer's Report; Capacity Development Report Form.

- d. Include in the PBD dedicated Sections for Acronyms and Definition of Terms;
- e. Define in the PBD what constitutes "online submission" with reference to the electronic bidding facility of the Philippine Government Electronic Procurement System (PhilGEPS);
- f. Integrate the PBD clauses relating to Alternative Bids under the Instructions to Bidders Clause on Submission and Opening of Bids;
- g. Exclude the specific provisions on Framework Agreement from the PBD, as this is now a procurement strategy that is subject to separate guidelines to be developed not only for Goods, but also for Infrastructure Projects and Consulting Services;
- h. Allow PEs to select and accept one or more forms of Performance Security, Warranty Security, and Advance Payment Security, as provided in the PBD;
- i. Incorporate built-in "Guide to Fill Out" in the Strategic Planning Forms with example entries per project to aid the user in completing the forms; and
- j. Include standardized headers in Strategic Planning Forms, featuring a tick-box option for PEs to indicate the type of document to be submitted, and require a comprehensive record of all projects for the calendar year to be provided in the case of and updated APP. Any added or revised project shall be indicated in bold letters;

**WHEREAS**, the GPPB-TSO also discussed the form-specific revisions of all Standard Forms, as well as raised for policy direction of the GPPB those with identified issues to address the need for standardization, compliance with relevant provisions of RA No. 12009, and to ensure greater clarity and uniformity in the preparation of these documents, as follows:

**a. PBD for Infrastructure Projects**

- 1. Remove the twenty percent (20%) threshold to allow the PE to determine the appropriate percentage threshold for the first progress payment, to be specified in the Special Conditions of Contract (SCC), subject to the validation of GPPB-TSO with the Department of Public Works and Highways (DPWH) on the most appropriate basis or criteria for setting such threshold;
- 2. Clarify that the one (1) year period for the warranty security shall apply to both structural and non-structural defects. Further, in cases of structural defects, warranties beyond the one (1) year period shall be subject to applicable laws, rules and regulations, such as the New Civil Code of the Philippines. This shall be subject to further consultation by the GPPB-TSO with the appropriate agencies, as deemed necessary;
- 3. Include Contractor's All Risk Insurance for Infrastructure (CARI) Projects, except for Simple Infrastructure Projects which shall be defined by the GPPB-TSO based on its consultations with agencies implementing Infrastructure Projects. The adoption of CARI is intended to provide comprehensive coverage for property damage and third-party injury or damage claims during construction, thereby protecting both the PE and the contractor from financial losses due to unforeseen events and ensuring project continuity;

4. Replace the term "certificate" with "schedule" to avoid tying the adjustment in the correction of any overpayment of liquidated damages to a single document and allow the PE to implement corrections through its applicable payment processing mechanism; This shall be subject to further consultation by the GPPB-TSO with the appropriate agencies, such as the Commission on Audit, as deemed necessary;
5. Replace the terms "purchased and funded" with "paid" when referring to all materials on the Site, Plant, Works, including Equipment, which shall be deemed the property of the PE if the Contract is terminated due to the Contractor's default. This shall be subject to further consultation by the GPPB-TSO with the appropriate agencies, as deemed necessary;
6. Include clauses which allow for termination due to force majeure. Although not expressly provided in the IRR, this provision is necessary to address situations where unforeseen events beyond the control of the parties, such as natural disasters, war, or other extraordinary circumstances, render contract performance impossible or impractical for a prolonged period;
7. Delete "the cost of suspension and demobilization" as a ground in adjusting payment under SCC Clause 22, subject to confirmation of DPWH that no other scenarios are applicable under this provision;
8. Delete the clauses on "Acceleration and Delays Ordered by the Procuring Entity" as the same is deemed to be covered by the clauses on Variation Orders;
9. Adopt the eighty-four (84) day period as used in Fédération Internationale des Ingénieurs - Conseils contracts and previous editions of the PBD, unless the DPWH provides justification for a different period;
10. Reflect the process for addressing repairs as follows: (i) the contractor shall bear all costs for correcting any defects; (ii) if the contractor fails to make the necessary repairs within the specified period, the PE shall utilize the retention money to cover the cost of repairs; and (iii) should the retention money be insufficient, the PE may forfeit on the performance security, which may ultimately lead to contract termination;

As to the timeline for repairs, it was noted that no specific period is currently set; thus, a GPPB member<sup>11</sup> suggested establishing a definite period for the contractor to complete repairs. However, the DPWH noted in its practice that Project Engineers issue immediate site instructions, making a fixed period less relevant. The GPPB-TSO shall further validate this proposal with the DPWH on whether specifying a particular period for repairs is necessary or if the current practice of not adding a defined period remains acceptable;

11. Delete the provision allowing Procuring Entities to request the Contractor to submit a quotation for the corresponding reduction in the contract price should they determine that the correction of a defect is not essential, considering that this is contrary to RA No. 12009, as the contractor is responsible for the defect and must bear the cost of the correction; and

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<sup>11</sup> Department of Education;

12. Retain the ninety (90) day period for the correction of defects during the Defects Liability Period in accordance with RA No. 12009 and its IRR, subject to further confirmation by DPWH;

b. PBD for Consulting Services

1. Indicate that any adjustments to scope and cost shall be made in writing, with an allowable increase of up to 20% on contract price increase to provide clearer procedural guidance and contractual flexibility in line with the IRR;
2. Specify the allowable grounds for suspension to avoid ambiguity and ensure legal clarity, while reflecting best practices in consultancy contract administration;
3. Include a clause addressing adjustment or extension of contract time to ensure fairness in adjusting timelines where suspensions are beyond the consultant's control and to promote consistency in contract implementation;
4. Delete the provisions on advance payment due to lack of legal basis at this time and to avoid exposing the PE to audit findings, subject to consultation by the GPPB-TSO with development partners;
5. Revise the clause on liquidated damages to explicitly state the consequences upon reaching the ten percent (10%) threshold, including the forfeiture of performance security and option for re-award through negotiated procurement, to ensure consistency with the IRR;
6. Add further clarification and emphasis on the need for an Errors and Omissions (E&O) insurance policy as part of the Consultant's professional accountability, subject to the review by GPPB-TSO on global practice, applicability, and relevant laws;<sup>12</sup>
7. Delete provisions referring to subcontracting arrangements, subject to consultation of GPPB-TSO with development partners regarding the rationale for their inclusion in the previous editions of the PBD on Consulting Services;
8. Limit the reference period in evaluating recent and relevant experience of prospective bidders to ten (10) years, subject to consultation by the GPPB-TSO with development partners; and
9. Revise the term "Eligibility Data Sheet and Eligibility Documents" to "Shortlisting Data Sheet and Short-listing Documents" to clearly reflect that these documents are required under Part I of the PBD for Consulting Services, which pertains specifically to the short-listing of consultants, as opposed to the requirements under Part II, which covers the actual submission of eligibility documents and evaluation of bids;

**WHEREAS**, after thorough discussion of the GPPB-TSO's recommendations, including their explanation of the Standard Forms' alignment with RA No. 12009 and incorporation of stakeholder feedback, the GPPB deliberated and concurred with the GPPB-TSO's proposal on all matters relative to the Standard Forms, subject to further review within five (5) working days by the GPPB members of their contents. If no substantial comments are received, this Resolution, including all the Standard Forms, shall be endorsed to the GPPB for signing;

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<sup>12</sup> E.g. RA No. 10607, entitled: An Act Strengthening the Insurance Industry, Further Amending PD No. 612), otherwise known as the Insurance Code.



**WHEREAS**, the GPPB likewise recognized that there is a need to address concerns of PE pertaining to (i) when the mandatory use of the Standard Forms begins, (ii) the starting point for the three-year transition period for full compliance, and (iii) which law, whether RA No. 9184 or RA No. 12009, applies to procurement activities during this transition period; thus, the GPPB unanimously determined the following:

- a. The Standard Forms shall be effective ninety (90) days from the date of their publication to allow sufficient time for training and ensure their effective implementation;
- b. The three-year transitory period for full adherence to RA No. 12009 shall be reckoned from the date of GPPB's approval of the Standard Forms, as expressly provided in Section 113 of RA No. 12009; and
- c. A subsequent GPPB issuance shall be released to provide further guidance on the application of RA No. 9184 and RA No. 12009. This will provide PEs and bidders with clear direction on the legislative intent of Section 113 of RA No. 12009 regarding the applicability of both laws during the transitory period, while considering specific requirements, operational needs, and time needed to adapt to the new law;

**WHEREAS**, the GPPB, after deliberation and consideration of the comments and suggestions of its members, approved in principle the recommendations of the GPPB-TSO on the following matters:

- a. The Standard Forms as presented shall be adopted, subject to further review by the members of the Board of its contents;
- b. The effectivity date for the use of the Standard Forms shall be ninety (90) days from the date of their publication, to allow sufficient time for training and ensure effective implementation. The publication of the Standard Forms is targeted by the end of June 2025;
- c. The three-year transitory period for full compliance with RA No. 12009 shall be reckoned from the date of approval of the Standard Forms by the GPPB;
- d. The GPPB-TSO was directed to further study clauses in the PBD for Infrastructure Projects needing clarification and coordinate with the DPWH for verification and alignment with current practices and relevant department issuances; and
- e. The GPPB shall issue policy guidance regarding the reckoning of the three-year transitory period and the applicability of RA No. 9184 in relation to RA No. 12009 during this period.

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US** by law and other executive issuances, hereby **RESOLVE** to confirm, adopt, and approve, as **WE** hereby confirm, adopt, and approve the following:

- a. **ADOPT** the Standard Forms as presented, subject to further review by the members of the GPPB of their contents;
- b. **SET** the effectivity date for the use of the Standard Forms at ninety (90) days from the date of their publication to allow sufficient time for training and effective implementation;

- c. **RECKON** the three-year transitory period for full compliance with RA No. 12009 from the date of approval of the Standard Forms by the GPPB;
- d. **DIRECT** the GPPB-TSO to further study clauses in the PBD for Infrastructure Projects needing clarification and to coordinate with the DPWH for verification and alignment with current practices and relevant issuances; and
- e. **ISSUE** policy guidance regarding the reckoning of the three-year transitory period and the applicability of RA No. 9184 in relation to RA No. 12009 during this period.

This Resolution shall take effect immediately following the publication in the Official Gazette or any newspaper of general nationwide circulation. On the other hand, the Standard Forms herein shall be used for procurement of projects under RA No. 12009 ninety (90) days from their publication, in accordance with Sections 112 and 113 of RA No. 12009 and its IRR, which govern the transition and compliance requirements under the same Act.

**APPROVED** this 14<sup>th</sup> day of May 2025 at Quezon City, Philippines.

SGD  
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*GPPB, Chairperson*  
**DEPARTMENT OF BUDGET AND MANAGEMENT**

SGD _____ <b>DEPARTMENT OF ECONOMY, PLANNING, AND DEVELOPMENT</b>	SGD _____ <b>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</b>
SGD _____ <b>DEPARTMENT OF NATIONAL DEFENSE</b>	SGD _____ <b>DEPARTMENT OF EDUCATION</b>
SGD _____ <b>DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT</b>	SGD _____ <b>DEPARTMENT OF TRANSPORTATION</b>
SGD _____ <b>PROCUREMENT SERVICE - DBM</b>	SGD _____ <b>PRIVATE SECTOR REPRESENTATIVE</b>