

[DPWH DEPARTMENT ORDER NO. 119, May 06, 1991]

GUIDELINES ON HOLDING OF SIMULTANEOUS BIDDING FOR INFRASTRUCTURE PROJECTS

**1.0
Purpose**

1.1 To provide policy and procedural guidance for the effective holding of simultaneous bidding for Infrastructure Projects, consistent with the provisions of Department Order No. 24, s. 1989 and Department Order No. 100, s. 1991.

**2.0
Procedural Guidelines**

2.1. For projects costing more than P10,000,000.00 and to be bid out in the Central Office and Regional Office concerned.

2.1.1. Advertisement

- a. The Central Office shall cause all the advertisement of the Invitation to Bids at least three (3) times within a period of two (2) weeks in two (2) newspapers of national circulation.
- b. The advertisement shall contain every necessary information to be disseminated, particularly the approximate cost of the project so as to guide the prospective bidders in the determination of the amount of bank commitment which they will secure, and the approximate period within which the project could be finished. The construction schedule must be indicated. It should also include the information that prequalified contractors can submit bids only in the Office which prequalified them.
- c. Upon advertisement, the Central Office shall immediately send at least five (5) sets of bid documents (i.e. plans, specifications, proposal booklets, etc.) of the projects to be bid to the Regional Office concerned, not later than the deadline set for the submission of PQ documents.

2.1.2 Prequalification

- a. Prequalification documents may be secured by prospective bidders either in the Regional PBAC or in the Central Office PBAC Secretariat. However, applying for prequalification in both offices is not allowed.
- b. The evaluation of prequalification documents shall be done simultaneously by the PBACs concerned. The criteria for prequalification of contractors shall be the same for both Regional and Central Offices and shall be in accordance with

P.D. 1594. (Please see attached guidelines in the prequalification of contractors).

- c. The Regional Office shall immediately transmit to the Central Office via Fax machines the approved copy of the Resolution for prequalification, in the same manner that the Central Office shall furnish the same information to the Regional Office.

2.1.3 Pre-bid Conferences

- a. Pre-bid conferences shall also be conducted by both PBACs concerned, regardless of the project cost.
- b. The PBACs shall disseminate any substantial information arising from the pre-bid conference to the contractors concerned. Minutes of the meeting not necessarily containing the attendance list shall be furnished to the Central Office and vice versa.

2.1.4 Submission of Bids

- a. Bids of the prequalified contractors shall be submitted only to the Office where the contractor is prequalified.
- b. The Approved Agency Estimate (AAE) shall be transmitted by the Central Office to the Regional Office, immediately after the deadline set for the reception of bids thru Fax machine or telephone (for those without office Fax machines) and shall be read simultaneously.
- c. The Regional PBAC shall immediately transmit via Fax machine the result of the bidding (Abstract of Bids) on the same day of the bidding to the Central Office PBAC.
- d. All bid documents received by Regional Office PBAC shall be transmitted either by courier or by air cargo, after the bidding, to the Central PBAC who shall evaluate them and prepare a common Resolution of Award for approval.

2.1.5 Evaluation of Bids

- a. The evaluation by the PBAC of the bids should not only consider the mathematical computation of each bids. Efforts should be made to determine the integrity of the bid by close examination for any signs of collusion or irregularity.
- b. Post evaluation of the contractor must be made, particularly on equipment requirements.
- c. Evaluation of bids shall be completed by PBAC within the maximum period of two (2) weeks. Award of contracts shall be within one to two weeks from the complete evaluation of bids.

2.2 For projects costing more than P3,000,000.00 but not more than P10,000,000.00 and to be bid out in the Central Office and Regional Office concerned.