



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**Compliance to Executive Order No. 423 S. 2005
PROCESS OF ONLINE SUBMISSION**

1. Under EO 423, all covered Government Agencies¹ shall be required to submit the following Government Contracts to NEDA for processing and/or appropriate action:
 - a. **For Contract Review.** Draft Government Contracts, regardless of amount, requiring Presidential Action/Approval (***Section 6 of EO 423***); and
 - b. **For Contract Repository.** Signed/Executed Government Contracts costing at least PhP300 Million (***Section 10 of EO 423***).
2. For Executive Departments or other covered Government Agencies which have Attached Agencies (i.e., DOTr, DPWH, DOH, among others), we request that the contracts of all relevant Attached Agencies be gathered and submitted online by the assigned focal of the concerned Department/Mother Agency for ease of coordination.
3. Each Government Contract to be submitted under EO 423 shall be accompanied with a complete copy of its related agreements, annexes, other approvals and permits, and a detailed summary of the pertinent laws, rules and regulations governing the processing and award of the contract.
4. For reference, below is a guide list of requisite documents for the contract repository mandate of NEDA under EO 423:²

¹ Section 1, EO 423, par.2. *“Government Agency shall refer to the various units of the Government, including a department, bureau, office, instrumentality, government-owned and/or controlled corporation or its subsidiary, or state college or university”*

Section 9, EO 423 *“Transactions of Government Financial Institutions in the ordinary course of business shall not be covered by the provisions of this Executive Order. Such transactions shall instead be subject to applicable provisions of law and to guidelines, rules and regulations issued by the Department of Finance.*

² Other relevant documents considered may include: Obligation Request and Status (ORS); Post-Qualification Report; Technical Proposal Documents; Financial Proposal Documents; Eligibility Documents; Notification to the losing bidder that the project is awarded to the winning bidder; Department’s Reply to Motion of Reconsideration; Notice of Single Calculated Responsive Bid; Notice of Single Calculated Bid; Summary of Agreements (SOA)/BAC Meeting Minutes; and Supplemental Bid Bulletins.





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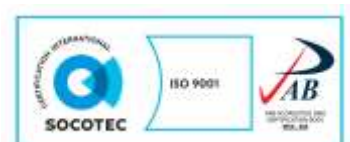
No.	Document	Legal Bases
1.	Certificate that due diligence was undertaken	EO 423 (Section 2)
2.	Signed Contract	GPRA IRR (Section 37.4.1)
3.	Matrix of Activities	GPRA IRR (Section 21.1.d/g/h)
4.	Bid or Tender Documents	GPRA IRR (Section 17.1)
5.	Abstract of Bid	GPRA IRR (Section 32.3/37.1.1.b)
6.	Bid/Proposal Evaluation Report	GPRA IRR (Section 12.7)
7.	Summary of Ratings (<i>for consultancy contracts</i>)	GPRA IRR (Section 33.2.4)
8.	BAC Resolution recommending award of contract	GPRA (Section 12)
9.	Board Resolution approving the award of contract (<i>for GOCCs</i>)	GPRA IRR (Section 37.3)
10.	Certificate of Availability of Funds	GPPB Circular No. 02-2008
11.	Performance Security	GPRA (Section 39)
12.	Notice of Award (NOA)	GPRA (Section 37)
13.	Notice to Proceed (NTP)	GPRA (Section 37)

5. **Online submission/uploading of the contracts shall be made from 8:00 AM to 5:00 PM, Mondays to Thursdays³ at:**

➤ <https://tinyurl.com/CompliancetoEO423>

6. There should be one entry/online submission via *Google Forms* for every Government Contract to be submitted. Each contract and all related documents shall be submitted **preferably in a single file**. The uploaded file must be in **searchable .PDF formats (OCR)** and **must not exceed 100MB**, otherwise, the system will reject the submission.
7. To emphasize, while we recommend that contracts be submitted in single file, the system allows the uploading of up to 10 separate files/ documents.

³ May vary depending on certain circumstances.





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Nonetheless, please kindly ensure that **each file does not exceed** the 100MB file size.

8. In the event that the file size will exceed the limit, and for any other concerns, please send an email to crc-pppgroup@neda.gov.ph to assist in submitting the documents.

Submission of Certifications

9. For each submitted contract, kindly accomplish the attached *Certification Confirming Submission* stating that the documents submitted are complete, true, and correct, and certifying that the review, processing, approval, and awarding of the contract/s submitted to NEDA is compliant with the relevant laws, rules and regulations (**Attachment 1**).
10. Should you have no government contracts covered by EO No. 423, kindly accomplish the attached *Certification of No Contract under EO No. 423* (**Attachment 2**).
11. Submission of Certificates shall also be via the link provided above.

Nothing follows.

- Attachments :**
1. Certificate Confirming Submission
 2. Certificate of No Contract under EO No. 423

