

#### Republic of the Philippines

#### DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE SECRETARY

Bonifacio Drive, Port Area, Manila

SUBJECT: REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACCEPTANCE FOR INEPASTRUCTURE CONTRACTS

INFRASTRUCTURE CONTRACTS

To ensure compliance by contractors with the prescribed plans and specifications under their infrastructure contracts with the DPWH, the following actions related to the issuance of the Certificate of Completion and the Certificate of Acceptance for the contracts shall be undertaken:

#### I. CERTIFICATE OF COMPLETION

The Certificate of Completion shall be issued by the Head of the Implementing Office (IO) – i.e., Head of the Project Management Cluster in the case of projects implemented by the Central Unified Project Management Office (UPMO), or Regional Director in the case of projects implemented by the Regional Office, or District Engineer in the case of projects implemented by the District Office - upon the request of the Contractor, the recommendation of the Project Engineer, and submission of the Final Inspection Report of the Inspectorate Team stating that the project has been found to be satisfactorily completed in accordance with the Plans and Specifications of the Contract.

The Inspectorate Team shall have the following composition:

- a. <u>For projects undertaken by the Central UPMO</u>: one representative each from the Bureau of Construction, Bureau of Design, the Bureau of Quality and Safety, the IO, the Regional Office, and the District Office where the project is located.
- b. <u>For projects undertaken by the Regional Offices</u>: one representative each from the Planning and Design Division, the Construction Division, the Maintenance Division, the Quality Control Division, the Implementing Unit of the Regional Office, and the District Office where the project is located.
- c. <u>For projects undertaken by the District Offices</u>: one representative each from the Planning and Design Section, the Construction Section, the Maintenance Section, the Quality Control Section, and the Implementing Unit of the District Office.

The defects liability period shall be one year from project completion up to the final acceptance as prescribed under Section 62.2.1 of R.A. 9184.

The standard formats for the Certificate of Completion and the Final Completion Inspection Report shown in Annexes "A" and "B", respectively, shall be adopted.

#### Procedure for Issuance of Certificate of Completion

a. Upon receipt of notice from the contractor that the project is completed, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within fifteen (15) days, indicating any construction defects and deficiencies detected and the corresponding measures

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that must be taken by the contractor to correct them. If no defects and deficiencies are detected, the report is considered as the Final Completion Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Deficiencies and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within thirty (30) days.
- c. Upon receipt of advice from the contractor that the defects and deficiencies indicated in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within seven (7) days. If the report shows that the defects and deficiencies have been satisfactorily corrected, the report is considered as the Final Completion Inspection Report. Otherwise, the process is repeated until the noted defects and deficiencies have been satisfactorily corrected.
- d. Upon the receipt of the Final Completion Inspection Report from the Inspectorate Team, the Head of the IO shall issue the Certificate of Completion of the project, certifying that the Project has been satisfactorily completed as of the date indicated in the Final Inspection Report.
- e. If no defects and deficiencies are noted by the Inspectorate Team upon the first inspection, the Team shall duly note this in the Final Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

Defects and deficiencies noted by the Quality Assurance Unit (QAU) during project implementation shall immediately be repaired by the contractor and be completed within thirty (30) days after receipt of notice thereof from the Head of the IO.

#### II. CERTIFICATE OF ACCEPTANCE

The Certificate of Acceptance shall be issued by the District Engineer of the District where the project is located after the one-year defects liability period, after all defects and failures, if any, shall have been repaired by the Contractor to the satisfaction of the same Inspectorate Team as mentioned above and upon submission of the Warranty Certificate by the Contractor in accordance the provisions of Sections 62.2.3.3 and 62.2.3.4.

The standard formats for the Certificate of Acceptance and the Final Acceptance Inspection Report shown in Annexes "C" and "D", respectively, shall be adopted.

#### Procedure for Issuance of Certificate of Acceptance

a. Upon receipt of notice from the contractor that the project is ready for inspection after the one-year Defects Liability Period from the issuance of the Certificate of Completion, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Inspection Report within fifteen (15) days, indicating any construction defects and failures detected and the corresponding measures that must be taken by the contractor to correct them. If no defects and

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deficiencies are detected, the report is considered as the Final Acceptance Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Failures and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within ninety (90) days.
- c. Upon receipt of advice from the contractor that the defects and failures in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Acceptance Inspection Report within seven (7) days. If the report shows that the defects and failures have been satisfactorily corrected, the report is considered as the Final Acceptance Inspection Report. Otherwise, the process is repeated until the noted defects and failures have been satisfactorily corrected.
- d. Upon the receipt of the Final Acceptance Report, the Head of the IO shall issue the Certificate of Acceptance.
- e. If no defects and failures are noted by the Inspectorate Team upon the first inspection prior to the issuance of the Certificate of Acceptance, the Team shall duly note this in the Final Acceptance Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

The concerned Head of the Implementing Office shall see to it that this Order is strictly enforced. Failure to do so shall, after due process, make him and other officials/employees involved liable to the penalties prescribed for violation of reasonable office rules and regulations in Section 52, C(3) of Civil Service Resolution No. 991936 dated August 31, 1999, otherwise known as the Uniform Rules on Administrative Cases in the Civil Service – i.e.: 1st offense – Reprimand; 2nd offense - Suspension for 1-30 days; and 3rd offense – Dismissal.

This Order takes effect immediately and supersedes Department Order 101, Series of 2005.

RØGELIO<sup>0</sup>L. SINGSON

Secretary

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Department of Public Works and Highways Office of the Secretary

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ANNEX A
 DATE

#### **CERTIFICATE OF COMPLETION**

Contract ID No.	•
Project Name and Location	
Contract Price (Original/Revised)	:
Contractor	
Implementing Office	:
• • • • • • • • • • • • • • • • • • • •	above stated project has been satisfactorily completed on in accordance with the Plans and
	act based on the Final Completion Inspection Report of the
undertaking repair works on during the one-year Defects	relieve the Contractor of his obligations and responsibilities in any defect or failure that may occur in any section of the project Liability Period starting from the date of completion as herein of his obligations and responsibilities pursuant to the provisions
Head Implementing Office	
Conforme:	
Contractor	

ANNEX B-1	
	-
DATE	-

## FINAL COMPLETION INSPECTION REPORT (Central UPMO)

Contract ID No.	•	····			
Project Name and Location	ject Name and Location :				
Contract Price (Original/Revised)	:				
Contractor	:				
Implementing Office	:				
Date of Inspection	:	<del></del>			
above stated project an	findings. Attach the Report(s), indicating Inspectorate Team If the First Completed defects/deficiencies of the contractor Team.  Team.  Ters of the Inspectorated found the same are served.	rrative Report of the Inspectorate Team's Team's Previous Completion Inspection g defects/ deficiencies observed by the and repair works done by the contractor. Stion Inspection Report (No.1) shows no include here the Team's commendation and the DPWH Consultants' Supervision of the to be satisfactorily completed of the Plans and Specifications of the Contract.			
Bureau of Design		Bureau of Construction			
Bureau of Quality ar	nd Safety	Regional Office			
		Implementing Office			

AN	NEX	B-2

DATE

### FINAL COMPLETION INSPECTION REPORT (Regional Office)

Contract ID No.	•	
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor	•	
Implementing Office	:	
Date of Inspection		
Findings	findings. Attach to Report(s), indicate Inspectorate Team If the First Computer defects/deficiencies for the contractor	larrative Report of the Inspectorate Team's ne Team's Previous Completion Inspectioning defects/ deficiencies observed by the nand repair works done by the contractor letion Inspection Report (No.1) shows not include here the Team's commendation and the DPWH Construction Supervision emplary performance.
Recommendations:		
Construction Division		Planning and Design Division
Maintenance Division		Quality Control Division
Implementing Unit of Re	egional Office	District Office

ANNEX B-3
DATE

## FINAL COMPLETION INSPECTION REPORT (District Office)

Contract ID No.	:		
Project Name and Location	•		
Contract Price (Original/Revised)	:		
Contractor	:		
Implementing Office	:		
Date of Inspection	:	<del></del>	
Findings	: Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation for the contractor and the DPWH Construction Supervision Team for their exemplary performance.		
Recommendations:			
Planning and Design Section		Construction Section	
Maintenance Section		Quality Control Section	
	Implementing Unit of D	District Office	

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# COMPLETION INSPECTION REPORT No.\_\_\_\_\_ (Central UPMO)

Contract ID No.	•	
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor		
Implementing Office	:	
Date of Inspection	•	
above stated project and repaired/corrected by the o	under this Completed deficiencies obseto works done by the Inspection Report (No.1) she Completion Inspector of the Inspector noted the follocontractor in order	Narrative of the Inspectorate Team's findings etion Inspection Report. Indicate any defects/rved by the Inspectorate Team and repair e contractor. Attach the Previous Completion ts if any. If the First Completion Inspection lows no defects/deficiencies, use the Final ction Report form instead of this report form. The Team, conducted a joint inspection of the twing defects/deficiencies which must be to comply with the approved Plans and
Specifications of the Contract	t:	
Bureau of Construction		Bureau of Design
Bureau of Quality ar	nd Safety	Regional Office
District Office	<del></del> e	Implementing Office

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DATE

# COMPLETION INSPECTION REPORT No.\_\_\_\_\_(Regional Office)

Contract ID No.	•		
Project Name and Location	:		_
Contract Price (Original/Revised)	t		
Contractor	:		
Implementing Office	•		
Date of Inspection	:		
Findings	under this Comple deficiencies obser works done by the Inspection Report Report (No.1) sh	larrative of the Inspectorate Team's finding tion Inspection Report. Indicate any defects wed by the Inspectorate Team and repair contractor. Attach the Previous Completion is if any. If the First Completion Inspection ows no defects/deficiencies, use the Finaction Report form instead of this report form	
Recommendations:			
			_
Construction Div	vision	Planning and Design Division	
Maintenance Di	vision	Quality Control Division	
Implementing Unit of Regional Office		District Office	

ANNEX B-6
 DATE

## COMPLETION INSPECTION REPORT No.\_\_\_\_\_ (District Office)

Contract ID No.	•					
Project Name and Location	*					
Contract Price (Original/Revised)						
Contractor	:					
Implementing Office	•				<del></del>	
Date of Inspection	:					
Findings	under this deficiencies works done Inspection Report (Ne	Completions observed by the concept Reports if 0.1) show	rative of the in Inspection of by the Inspection. Attractor. Attractor of the sound	Report. Indic spectorate T tach the Prev First Comples/deficiencies	cate any c Feam and vious Com letion Ins s, use th	defects/ d repair apletion spection de Final
Recommendations:						<del></del>
Planning and Design	Section		Con	struction Se	ction	
Maintenance Section			Quali	ity Control S	ection	-
	Implementi	na Unit of	District Office	 e		
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ANNEX C
DATE

#### **CERTIFICATE OF ACCEPTANCE**

Contract ID No.	•
Project Name and Location	
Contract Price (Original/Revised)	•
Contractor	
Implementing Office	:
, at defects and failures which are	otance Inspection Report of the Inspectorate Team dated fter the one-year Defects Liability Period. The project is free from re traceable to poor workmanship, use of poor quality materials re Plans and Specifications of the Contract.
In this thereof, we hereby cer on	tify that the project is accepted by this District Engineering Office
District Engineer District Engineering Office (w	where the project is located)

ANNEX D-1
DATE

### FINAL ACCEPTANCE INSPECTION REPORT (Central UPMO)

Contract ID No.	·	The state of the s
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor	*	
Implementing Office	:	
Date of Inspection	:	
above stated project after th	Narrative Report of the Inspectorate Team's the Team's Previous Acceptance Inspection ting defects/failures after the Defects Liability by the Inspectorate Team and repair works tractor.  Prate Team, conducted a final inspection on the ts Liability Period, and found the project to be eable to poor workmanship, use of poor quality Specification of the Contract.	
Bureau of Des	ign	Bureau of Construction
Bureau of Quality ar	nd Safety	Regional Office
District Office	 e	Implementing Office

ANNEX D-2
DATE

#### FINAL ACCEPTANCE INSPECTION REPORT (Regional Office)

Contract ID No.	•	Market and the state of the sta
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor	•	
Implementing Office	•	
Date of Inspection	:	<del> </del>
Findings	findings. Attach t Report(s), indicat	Narrative Report of the Inspectorate Team's the Team's Previous Acceptance Inspectioning defects/failures after the Defects Liability by the Inspectorate Team and repair works factor.
Recommendations:		
Construction Div	vision	Planning and Design Division
Maintenance Division		Quality Control Division
Implementing Unit of Re	egional Office	District Office

ANNEX D-3
DATE

### FINAL ACCEPTANCE INSPECTION REPORT (District Office)

Contract ID No.	•			
Project Name and Location	oject Name and Location :			
Contract Price (Original/Revised) :				
Contractor	. •			
Implementing Office	•			
Date of Inspection	•			
Findings : Provide here a Narrative Report of the Inspectorate findings. Attach the Team's Previous Acceptance Ins Report(s), indicating defects/failures after the Defects Period observed by the Inspectorate Team and repair done by the contractor.				
Recommendations:				
Planning and Design	n Section	Construction Section		
Maintenance Section		Quality Control Section		
	Implementing Unit	of District Office		

ANNEX D-4				
DATE				

# ACCEPTANCE INSPECTION REPORT No.\_\_\_\_\_ (Central UPMO)

Contract ID No.	:	
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor	•	
Implementing Office	*	
Date of Inspection		
above stated project after	findings. Attach to Report(s), indicate Defects Liability I and repair work Acceptance Instantial defects/failures, to form instead of the the one-year Defects repaired/correct	ate Team, conducted a joint inspection of the cts Liability Period and noted the followined by the contractor in order to comply with
Bureau of Constr	uction	Bureau of Design
Bureau of Quality ar	nd Safety	Regional Office
District Office	e	Implementing Office

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DATE

# ACCEPTANCE INSPECTION REPORT No.\_\_\_\_\_ (Regional Office)

Contract ID No.	:	
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor		
Implementing Office	:	
Date of Inspection	•	
Findings	findings. Attach Report(s), indic Defects Liability and repair wor Acceptance In	Narrative Report of the Inspectorate Team's the Team's Previous Acceptance Inspection ating defects/failures after the one-year Period observed by the Inspectorate Team's done by the contractor. If the First spection Report (No.1) shows no use the Final Acceptance Inspection Report his report form.
Recommendations:		
Construction Division		Planning and Design Division
Maintenance Division		Quality Control Division
Implementing Unit of Re	raional Office	District Office
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ANNEX D-6	
 DATE	

### ACCEPTANCE INSPECTION REPORT No.\_\_\_\_\_ (District Office)

Contract ID No.	
Project Name and Location	:
Contract Price (Original/Revised)	:
Contractor	:
Implementing Office	•
Date of Inspection	:
Findings	: Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.
above stated project after	rs of the Inspectorate Team, conducted a joint inspection of the the one-year Defects Liability Period and noted the following perepaired/corrected by the contractor in order to comply with ifications of the Contract:
Planning and Design	Section Construction Section
Maintenance Se	ction Quality Control Section
	Implementing Unit of District Office