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

Bonifacio Drive, Port Area, Manila

DEPART	MENT ORDER)
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No.	99)
Series	of 2015 7.01	N-

SUBJECT: REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACCEPTANCE FOR 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 Office</u>: one representative each from the Bureau of Construction/Maintenance, Bureau of Design, the Bureau of Quality and Safety, the IO, and the Regional 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 Assurance and Hydrology Division, 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, and the Quality Assurance Section 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/deficiencies detected and the corresponding measures that must be taken by the contractor to correct them. If no defects/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/deficiencies have been satisfactorily corrected, the report is considered as the Final Completion Inspection Report. Otherwise, the process is repeated until the noted defects/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/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/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 Head of the Implementing Office after the one-year defects liability period, after all defects/deficiencies, 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 with 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/deficiencies detected and the corresponding measures that must be taken by the contractor to correct them. If no defects/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/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 ninety (90) days.
- c. Upon receipt of advice from the contractor that the defects/deficiencies 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/deficiencies have been satisfactorily corrected, the report is considered as the Final Acceptance Inspection Report. Otherwise, the process is repeated until the noted defects/deficiencies 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/deficiencies 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 Rule 10, Schedule of Penalties of the Revised Rules on Administrative Cases in the Civil Service dated December 2011.

This Order takes effect immediately and supersedes Department Order 40, Series of 2015.

RØGELIO L. SINGSON

Secretary

Department of Public Works and Highways
Office of the Secretary

4.7.2 JABS/MGNO

ANNEX A
DATE

CERTIFICATE OF COMPLETION

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

ANNE	X B-1

COMPLETION INSPECTION REPORT No._____ (Central Office)

	shows no defects/deficiencies, use the F spection Report form instead of this report fo
ommendation:	
Bureau of Design	Bureau of Construction/Maintenance
Bureau of Quality and Safety	Regional Office
Impieme	enting Office

ANNEX	B-2

COMPLETION INSPECTION REPORT No._____ (Regional Office)

Contract ID No.	:	
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor	•	
Implementing Office	*	
Date of Inspection	:	
Findings	under this Condeficiencies works done Inspection F Report (No.	ompletion Inspection Report. Indicate any defects/observed by the Inspectorate Team and repair by the contractor. Attach the Previous Completion Reports if any. If the First Completion Inspection 1) shows no defects/deficiencies, use the Final Inspection Report form instead of this report form.
Recommendation:		
Construction Div	vision	Planning and Design Division
Maintenance Div	vision	Quality Assurance and Hydrology Division
	Dis	strict Office

ANNEX	B-3

COMPLETION INSPECTION REPORT No._____ (District Office)

Contract ID No.	:					
Project Name and Location	•					
Contract Price (Original/Revised)	:					
Contractor	•					
Implementing Office	•					
Date of Inspection	:		· · · · · · · · · · · · · · · · · · ·			
Findings Recommendation:	under this deficience works do Inspectio Report (1	s Completion les observen ne by the con n Reports if No.1) show	n Inspection d by the Inspector. Att f any. If the s no defects	Inspectorate T Report. Indica spectorate Tea tach the Previo First Complet s/deficiencies, m instead of th	te any defect am and repa ous Completion ion Inspection use the Fin	s/ air on on al
						·
Planning and Design	Section		Con	struction Secti	on	
Maintenance Se	ction		Quality	/ Assurance Se	ection	

ANNEX B-4
DATE

FINAL COMPLETION INSPECTION REPORT (Central Office)

Contract ID No.	•	
Project Name and Location	:	
Contract Price (Original/Revised)	:	
Contractor	:	
Implementing Office	:	
Date of Inspection	:	
above stated project and	findings. Attach the Team's Report(s), indicating defect Inspectorate Team and repart of the First Completion Inspectors/deficiencies, include of the contractor and the Team. Team. Team of the Inspectorate Team, defound the same to the Inspectorate Team.	eport of the Inspectorate Team's Previous Completion Inspection // deficiencies observed by the /
Bureau of Desi	ign Bureau	of Construction/Maintenance
Bureau of Quality an	nd Safety	Regional Office
	Implementing Office	

ANNEX B-5
DATE

FINAL COMPLETION INSPECTION REPORT

(Regional Office)

Contract ID No.	•					
Project Name and Location	•					
Contract Price (Original/Revised)	:		**************************************	····		
Contractor	•				·	
Implementing Office					·	
Date of Inspection	:					
We, the undersigned members above stated project an i	findings. A Report(s), Inspectora If the Firs defects/de of the con Team. ers of the Ind d found	indicate tear tear tear tear tear tear tear t	ame to be	deficiencies works done tion Report re the Tear WH Consu	npletion Insp s observed by the cont t (No.1) sho m's commer altants' Super bint inspection rily comple	by the tractor. by no ndation ervision on of the ted on
Construction Div	rision		Plannii	ng and Desi	ign Division	
Maintenance Div	rision		Quality Assur	rance and F	łydrology Div	 vision
		District (Office	-		

ANNEX	B-6
DATE	:

FINAL COMPLETION INSPECTION REPORT (District Office)

Contract ID No.	:				
Project Name and Location	:				
Contract Price (Original/Revised)	·				
Contractor	:				
Implementing Office	:				
Date of Inspection	•				
We, the undersigned members above stated project ani	findings. Report(s) Inspector If the Findefects/cof the Community Team. ers of the Index found	Attach the), indicating rate Team a irst Complet deficiencies, contractor a Inspectorate the sam	Team's Previous defects/ defec	atisfactorily co	Inspection ved by the contractor.) shows no mmendation Supervision pection of the mpleted on
Planning and Desig	n Section		Cons	truction Section	
Maintenance Se	ection	-	Quality	Assurance Secti	

ANNEX (C
 DATE	

CERTIFICATE OF ACCEPTANCE

Contract ID No.	•
Project Name and Location	
Contract Price (Original/Revised)	:
Contractor	:
Implementing Office	•
Date of Certificate of Completion	•
, at defects/deficiencies which are	otance Inspection Report of the Inspectorate Team dated fter the one-year Defects Liability Period, the project is free from re due to poor workmanship, use of poor quality materials and and Specifications of the Contract.
In view hereof, we hereby o Office) on	ertify that the project is accepted by this (Name Implementing
Implementing Office	•

ANNEX D-1	
DATE	

ACCEPTANCE INSPECTION REPORT No._____ (Central Office)

Contract ID No.	:			
Project Name and Location	:			
Contract Price (Original/Revised)	•			
Contractor				
Implementing Office				
Date of Inspection	:		_	
Findings	findings. Attac Report(s), ind Defects Liabilit and repair w Acceptance	h the Team's cating defects y Period obse orks done by Inspection s, use the Fina	Previous Acceptant/ Previous Acceptant/ /deficiencies after rived by the Insperious (No.1) and Acceptance Insperious.	the one-year rectorate Team If the First shows no
Recommendation:	Menorana .			
Bureau of Design		Bureau	of Construction/Ma	nintenance
Bureau of Quality and Safety			Regional Office	***************************************
-	Impleme	enting Office	advice transmission and an action of the second and action of the second acti	

ANNEX D-2

ACCEPTANCE INSPECTION REPORT No._____ (Regional 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/deficiencies 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.
Recommendation:	
Construction Div	rision Planning and Design Division
Maintenance Div	Quality Assurance and Hydrology Division
	District Office

ANNEX D	-3
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 Percommendation:	: Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies 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.
Recommendation:	
Planning and Design	n Section Construction Section
Maintenance Se	ction Quality Assurance Section

ANNEX D-4	
DATE	

FINAL ACCEPTANCE INSPECTION REPORT (Central Office)

Contract ID No.				
Project Name and Location				
Contract Price (Original/Revised)	•			
Contractor	:			
Implementing Office	:			
Date of Inspection	:			
Date of Certificate of Completion				
Findings	findings. Attach Report(s), indica Liability Period o works done by the	the Team's Prating defects/observed by the ne contractor.	ort of the Inspectorate Terevious Acceptance Inspectories after the De Inspectorate Team and r	ection efects repair
We, the undersigned membe above stated project after the free from any defects/deficion materials and non-compliance	e one-year Defec encies that are d	ts Liability Perious to poor wo	od, and found the project rkmanship, use of poor	t to be
Bureau of Des	ign	Bureau of	Construction/Maintenanc	.— :e
Bureau of Quality ar	nd Safety		Regional Office	
	Implemen	ting Office	-	

ANNEX D-5
 DATE

FINAL ACCEPTANCE INSPECTION REPORT (Regional Office)

Contract ID No.	•			
Project Name and Location	:			
Contract Price (Original/Revised)				
Contractor	:			
Implementing Office				
Date of Inspection	•			
Date of Certificate of Completion	:			
Findings	findings. Report(s), Liability P	here a Narrative Report of the Inspectorate Team's Attach the Team's Previous Acceptance Inspection, indicating defects/deficiencies after the Defects deriod observed by the Inspectorate Team and repair the by the contractor.		
above stated project after the free from any defects/defici	ne one-year encies that	nspectorate Team, conducted a final inspection on the r Defects Liability Period, and found the project to be t are due to poor workmanship, use of poor quality as and Specification of the Contract.		
Construction Division		Planning and Design Division		
Maintenance Div	vision	Quality Assurance and Hydrology Division		
		Dictrict Office		

ANNEX D-6
 DATE

FINAL ACCEPTANCE INSPECTION REPORT (District Office)

Contract ID No.	:				
Project Name and Location	:				
Contract Price (Original/Revised)	•				
Contractor	•				
Implementing Office	•				
Date of Inspection	•				
Date of Certificate of Completion	:				
	findings. Report(s Liability I works do	Attach the properties of the p	ng deformation def	m, conducted a final inspection on	ion cts pair the
	encies tha	it are due	to poo	y Period, and found the project to or workmanship, use of poor qu ion of the Contract.	
Planning and Design	n Section			Construction Section	
Maintenance Se	ction			Quality Assurance Section	



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

Bonifacio Drive, Port Area, Manila

NOTICE OF DEFECTS/DEFICIENCIES

(Date of Issuance)

(Name of the Contractor) (Address of the Contractor) (Fax and Contact Number of the Contractor)

Dear Sir / Madame:

Based on the Inspection Report for the (*Project Name and Location*), you are hereby directed to commence the repair works within seven (7) days and to complete the works within ninety (90) days on the following defects and deficiencies.

- 1. (Defects and Deficiencies)
- 2. (Defects and Deficiencies)
- 3. (Defects and Deficiencies)

Very truly yours,

(Name) (Designation) Head, Implementing Office

Conforme: (Name of Contractor)

Signature over Printed Name