

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p><b>CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL</b></p>	<p><b>Class Code: D</b></p>
	<p><b>Chapter 2: Contract Documents</b></p>	<p>Reference Code: <b>OM-CMD-2.0</b></p>
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**A. Contract Documents**

Construction Contracts should be supported by the following documents:

1. Memorandum of Agreement (MOA);
2. Project Agreement;
3. Notice of Award (NOA);
4. Purchase Order (PO); and
5. Notice to Proceed (NTP)

The Memorandum of Agreement (MOA) shall be supplemented by Project Agreements documenting the specific works to be handled by LBRDC pursuant to its engagement by the Procuring Agency for the construction, renovation and repair of Bank facilities with special reference to the MOA. The Project Agreements shall contain pertinent documents that shall form part of every Project Agreement and the MOA, to wit:

- a. Drawing/Plans;
- b. Technical Specifications with Scope of Works;
- c. Bar Chart/CPM Schedule/S-Curve (project timetable schedule);
- d. LBRDC PCAB License;
- e. Cost Benefit Analysis;
- f. Financial Proposal and Payment Schedule;
- g. Performance Security Bond (if required);
- h. Purchase Order;
- i. Terms of Reference;
- j. Certificate of compliance of the Implementing Guidelines on Agency-to-Agency of IRR-A of 9184.

In addition, other documents that may be required by existing laws and/or the Procuring Agency that is mutually agreed upon and signed by the parties hereto, whether said documents were prepared before or after the date hereof, shall form part of the Contract Documents.