
 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL</p>	<p>Class Code: D</p>
		<p>Reference Code: OM-CMD-3.0A</p> <p>Revision Number: 00</p> <p>Date: Effective Nov. 20, 2018</p> <p>Page 1 of 7</p>
	<p>Chapter 3A: Project Implementation (Thru Sub-Contracting)</p>	

A. Roles and Responsibilities


<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
CMD Head/Pres.& CEO	<ol style="list-style-type: none"> 1. Receives Notice of Award (NOA), Notice to Proceed (NTP) and Project Agreement (PA) from LBP Procurement Department with the following documents: <ol style="list-style-type: none"> a. Seven (7) sets of plans and specifications and other documents related to application of building permits b. Two (2) sets of construction plan for office and field/project use c. Approved Breakdown of Works and the Corresponding Value of the Contract Amount 2. Assigns the project to Team Leader 3. Schedules pre-construction meeting with PMED and the end-users. 4. Conducts pre-construction meeting with PMED, end-users and Project Team Leader.
Team Leader	<ol style="list-style-type: none"> 5. Prepares Procurement Request Form (PRF) indicating scope of works with estimated amount of specialty work items. 6. Forwards PRF to Cost Engineer for review and approval
Cost Engineer	<ol style="list-style-type: none"> 7. Reviews the Procurement Request Form with the scope of works and forwards same to Construction Management Department Head/President and CEO for approval
CMD Head/ Pres. & CEO	<ol style="list-style-type: none"> 8. Reviews and signs the Procurement Request Form
Team Leader	<ol style="list-style-type: none"> 9. Endorses the approved Procurement Request Form to Purchasing Unit/BAC Secretariat
Purchasing Unit/ BAC Secretariat	<ol style="list-style-type: none"> 10. Determines/recommend the type of procurement depending on the amount. If the amount is below Php500,000.00, process thru alternative method of procurement.

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code: OM-CMD-3.0A
	Revision Number: 00	
	Date: Effective Nov. 20, 2018	
	Page 2 of 7	
	Chapter 3A: Project Implementation (Thru Sub-Contracting)	

**Units/Person
Responsible**

**ROLES AND RESPONSIBILITIES
(PROCESS)**


		If the estimated amount in the Procurement Memo is Php500,000.00 and above, posts in the PhilGEPS and schedules the bidding.
BAC Secretariat	11	Issues Notice of Pre-Bid Conference
Team Leader/ Cost Engineer	12	Participates and assists BAC Secretariat in the Pre-Bid Conference
LBRDC BAC	13	Approves the Abstract of Bid and Bid Analysis, forwards the bid documents to Construction Management Department (CMD) for evaluation.
CMD Head/ Pres. & CEO	14.	Endorses bid documents to Team Leader for the preparation of Breakdown of Works and Corresponding Value of the Contract Amount (BOWCVOTCA)
Team Leader	15.	Evaluates the Abstract of Bids and Bid Analysis together with the bid documents of bidders
	16.	Prepares BOWCVOTCA of winning bidder's Scope of Works
Team Leader	17.	Endorses BOWCVOTCA to CMD Head/P&CEO for approval
CMD Head/ Pres. & CEO	18.	Approves BOWCVOTCA and forwards same to BAC Secretariat.
	19.	Informs/advices the BAC Secretariat/Purchasing Unit the date the sub-contractor should mobilize.
Purchasing Unit/ BAC Secretariat	20.	Prepares and issues Notice of Award (NOA), Contract Agreement (CA) and Notice to Proceed (NTP) to winning bidder/subcontractor
Team Leader/ Project Engineer	21.	Checks the resources to be used by the sub-contractor in the implementation of specialty works.
Sub-contractor	22.	Once resources to be used are checked, proceeds with the implementation

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		Reference Code: OM-CMD-3.0A
	Chapter 3A: Project Implementation (Thru Sub-Contracting)	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 3 of 7

**Units/Person
Responsible**

**ROLES AND RESPONSIBILITIES
(PROCESS)**

	23. Submits billing statement for progress billings.
Project Engineer	24. Prepares Statement of Work Accomplishment (SOWA) to be signed by both parties (i.e. Project Engineer and Subcontractor)
Project Engineer	25. Forwards SOWA with photos to Team Leader
Team Leader	26. Signs SOWA and forwards to CMD Head/President and CEO for approval
CMD Head/ Pres. & CEO	27. Approves SOWA and recommends/forwards billing statement and SOWA to Purchasing Unit for payment of progress billing
Project Engineer/ Team Leader	28. Evaluates the work accomplishment and quality of work done by the subcontractor. 29. Prepares Project Inspection and Update Report (PIUR) containing punch list works/items to be rectified by the subcontractor within the given time frame
Sub-contractor	30. Corrects and rectifies punch list works
Project Engineer/ Team Leader	31. Checks the punch list works/items if rectified/completed 32. Once punch list items are rectified/completed prepares Certificate of Punch list Completed with photos and forwards same to CMD Head and President and CEO
CMD Head/ Pres. & CEO	33. Signs the Certificate of Punch list Completed;
Project Engineer/ Team Leader	34. Endorses same to Branch Manager for confirmation

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		Reference Code: OM-CMD-3.0A
	Chapter 3A: Project Implementation (Thru Sub-Contracting)	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 4 of 7

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Responsible**

**ROLES AND RESPONSIBILITIES
(PROCESS)**

Project Completion and Acceptance


Project Engineer/ Team Leader	35.	Prepares and endorses Certificate of Completion and Project Acceptance to CMD Head/President and CEO for approval
CMD Head/ Pres. & CEO	36.	Approves the Certificate of Completion and Project Acceptance and issues same to sub-contractor

Release of 10% Retention Fee

Sub-contractor	37.	Prepares letter request for the release of 10% retention fee
CMD Head/ Pres.& CEO	38.	Endorses the request for the release of 10% retention fee with supporting documents to the Purchasing Unit thru the Project Engineer/Team Leader
Project Engineer/ Team Leader	39.	Checks the details of the documents and signs in the recommendation for the release of 10% retention fee
CMD Head/ Pres. & CEO	40.	Approves and recommends release of 10% retention fee.

Change Orders and Contract Time Extension

Sub-Contractor	41.	Requests Change Order
CMD Head/ Pres. & CEO	42.	Receives request for Change order from the sub-contractor and forwards same to Cost Engineer/Team Leader
Team Leader	43.	Evaluates and prepares recommendation, including quantity take-off and transmit the same to Cost Engineer
Cost Engineer	44.	Receives request for quotation of change order/additional works
	45.	Checks and prepares detailed cost estimates

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code: OM-CMD-3.0A
	Chapter 3A: Project Implementation (Thru Sub-Contracting)	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 5 of 7

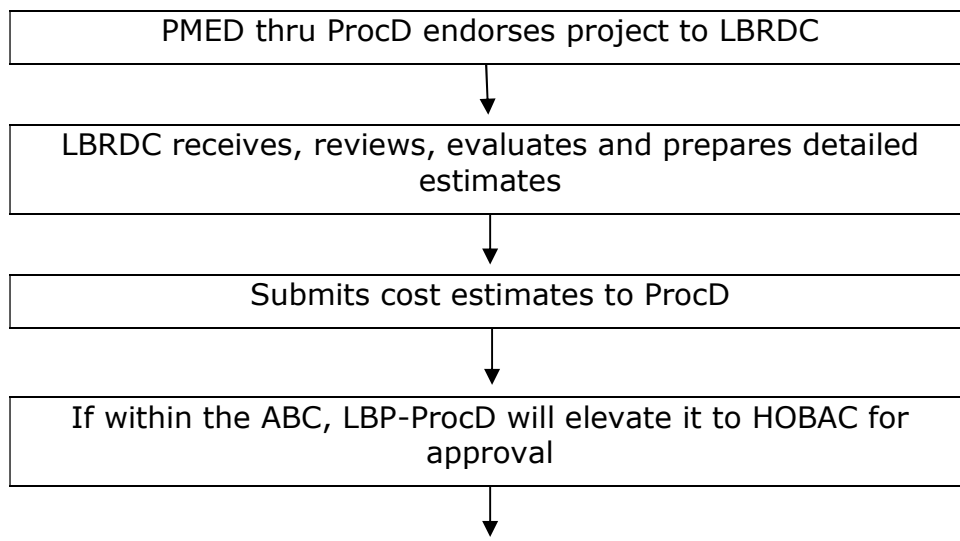
Units/Person Responsible


ROLES AND RESPONSIBILITIES (PROCESS)

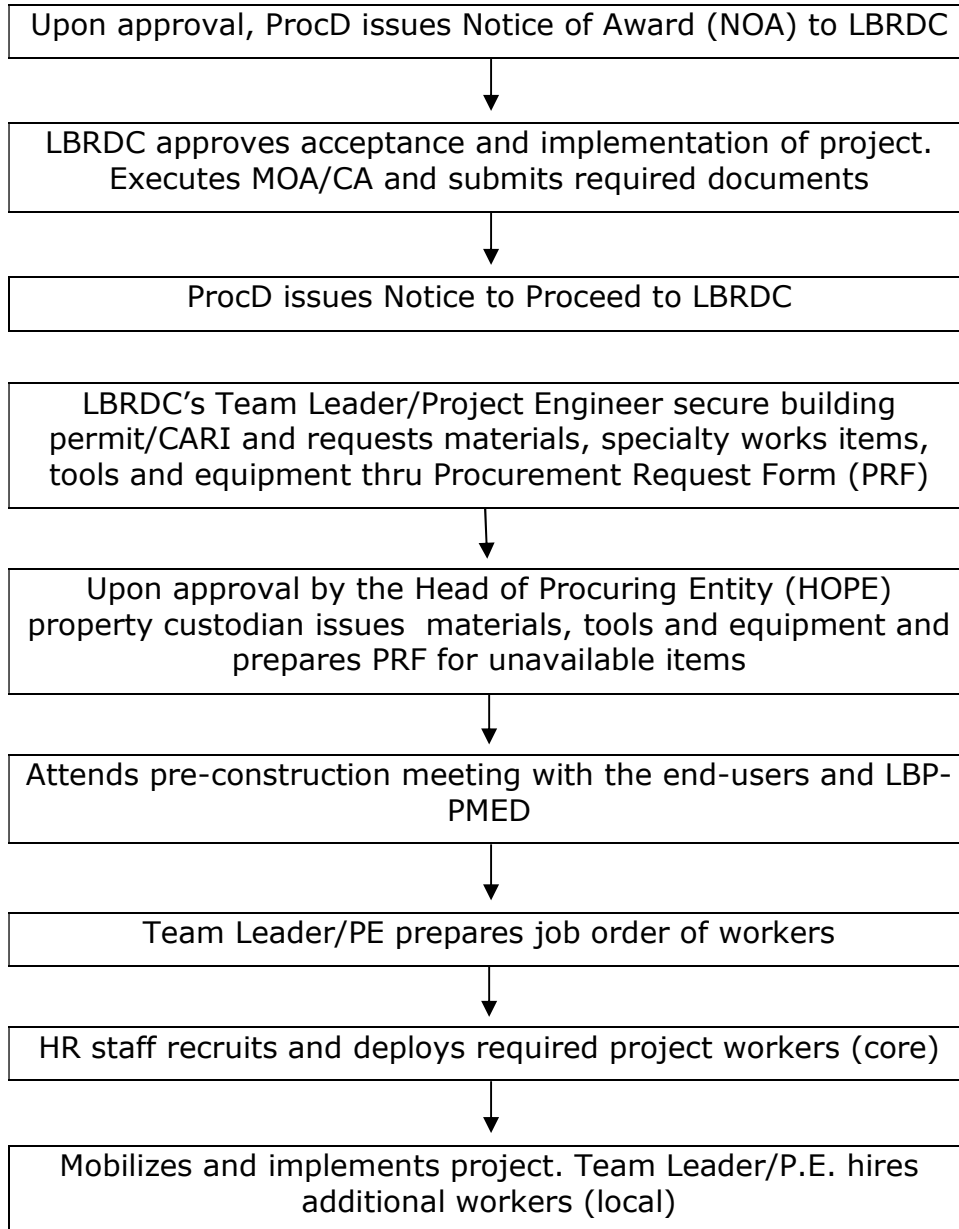
Team Leader/ Cost Engineer	46. Conducts joint validation/verification of cost estimate with sub-contractor.
	47. Prepares Construction Bulletin Work Authorization Order (CB-WAO) and forwards same together with the detailed cost estimates to CMD Head/President and CEO.
CMD Head/ Pres. & CEO	48. Approves CB-WAO;
Team Leader	49. Upon receipt of the approved CB-WAO, issues change order to sub-contractor.
CMD Head/ Pres. & CEO	50. Receives request for contract time extension. Forwards to concerned Team Leader for evaluation.
Team Leader	51. Evaluates request and prepares request for approval of contract time extension.
CMD Head/ Pres. & CEO	52. Approves the request and issues to sub-contractor.


B. Process Flow

• **AWARDING OF PROJECT PRE-CONSTRUCTION PHASE**



 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code:
		OM-CMD-3.0A
		Revision Number:
		00
		Date: Effective
	Nov. 20, 2018	Page 6 of 7
	Chapter 3A: Project Implementation (Thru Sub-Contracting)	



 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D	
		Reference Code: OM-CMD-3.0A	
	Revision Number: 00		
	Date: Effective Nov. 20, 2018		
	Chapter 3A: Project Implementation (Thru Sub-Contracting)		Page 7 of 7

• **CONSTRUCTION PHASE**

