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|  <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 Revision Number: 00 Effective Date: Nov. 20, 2018 Page 53 of 93</p> |
| | <p>CHAPTER 4A: PROJECT IMPLEMENTATION (THRU SUBCONTRACTING)</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. |

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| | CHAPTER 4A: PROJECT IMPLEMENTATION (THRU SUBCONTRACTING) | Reference Code: OM-CMD Revision Number: 00 Effective Date: Nov. 20, 2018 Page 54 of 93 |

Units/Person Responsible

ROLES AND RESPONSIBILITIES (PROCESS)


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| | | 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 | |
| | Revision Number: | |
| | 00 | |
| | Effective Date: | |
| | Nov. 20, 2018 | |
| | Page 55 of 93 | |
| CHAPTER 4A: PROJECT IMPLEMENTATION (THRU SUBCONTRACTING) | | |

Units/Person Responsible

ROLES AND RESPONSIBILITIES (PROCESS)

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| | 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 Revision Number: 00 Effective Date: Nov. 20, 2018 Page 56 of 93 |
| | CHAPTER 4A: PROJECT IMPLEMENTATION (THRU SUBCONTRACTING) | |

**Units/Person
Responsible**

ROLES AND RESPONSIBILITIES

(PROCESS)

Project Completion and Acceptance


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|----------------------------------|-----|---|
| 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

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| 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

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| 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 |

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| | | Nov. 20, 2018 |
| CHAPTER 4A: PROJECT IMPLEMENTATION (THRU SUBCONTRACTING) | | Page 57 of 93 |

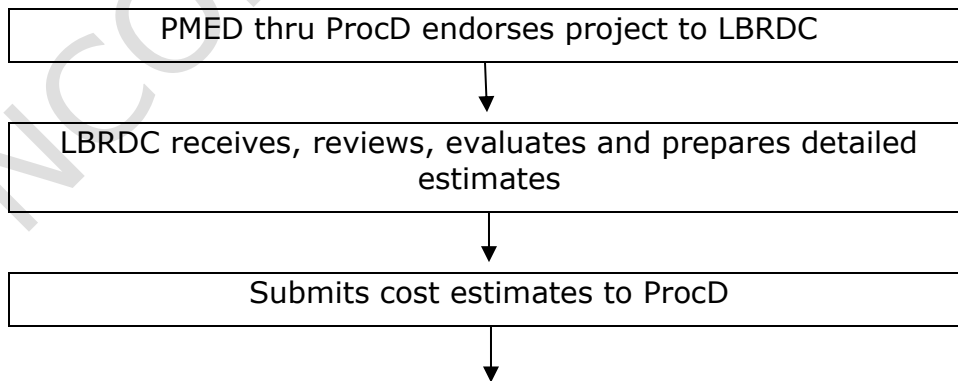
Units/Person Responsible

ROLES AND RESPONSIBILITIES (PROCESS)

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| 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**





**LBP RESOURCES
AND DEVELOPMENT
CORPORATION**

24TH Floor LBP Plaza 1598 M.H
Del Pilar cor. Dr. J. Quintos St.
Malate Manila

**CONSTRUCTION
MANAGEMENT DEPARTMENT
MANUAL**

**CHAPTER 4A: PROJECT
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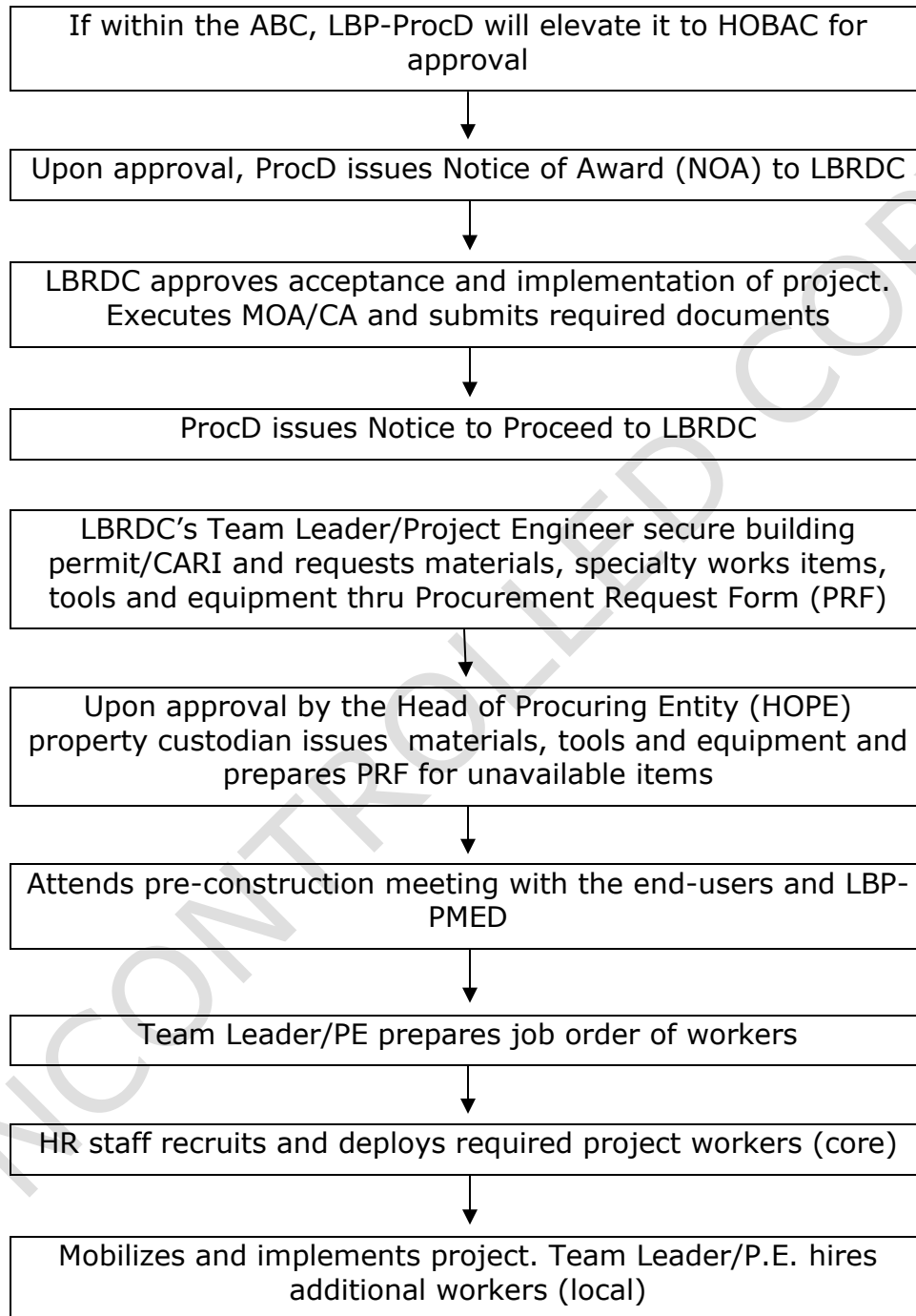
Revision
Number:


00

Effective Date:

Nov. 20, 2018

Page 58 of 93



| | | |
|--|--|---|
|  <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> |
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• **CONSTRUCTION PHASE**

