2. Request for Contract Time Extension/Suspension

This applies to all projects, from issuance of Notice to Proceed (NTP) to project completion.

Office/Division:	Port Construction and Maintenance Department
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request (1 original)	Contractor
Supporting Documents	
1.1 For unworkable weather/rough sea conditions:	
- PAGASA Certification (1 original)	PAGASA, PCG
- Coast Guard Certification (1 original)	
- Daily Accomplishment Report (1 photocopy)	Assigned PM/PE
- NAMRIA Report (1 original)	NAMRIA
1.2 For suspension/resumption order (Refer to Sec.10, Paragraphs 10.1-10.3 of IRR of RA 9184):	
- Duly signed letter/ communication regarding suspension/resumption orders. (1 photocopy)	Contractor/PCMD Office
1.3 For port operation problem:	
- Suspension Order for affected items of work, if any (1 photocopy)	Contractor/PCMD Office
- Certification and/or Summary Schedule of Port Operations (1 original)	PMO/TMO
1.4 For quantity overruns, changes/ revisions, and additional works being covered by an approved variation order but have not been given a corresponding time extension:	
- Approved Variation Order/ Tabulated Computation (1 photocopy)	PCMD Office/Contractor
1.5 For destructive typhoons, floods, earthquakes and epidemics,	

shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the contractor. - Certification of Appropriate Government Agencies such as DTI, DOLE, DILG, and DND, among others (1 original) 1.6 Proposed Revised PERT/CPM (1 original)		DILG/PAGASA/PCG/DTI/LGU PCMD		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submit a letter of request addressed to the Department Manager with attached supporting documentation. Note: Supporting documents may be submitted electronically for evaluation, however, the original copy/ies of the documents should still be submitted to PCMD.	1.1 Record receipt of the Contractor's request for Time Extension and forward it to the Department Manager. 1.2 Acknowledge the request and forward it to the concerned Division. 1.3 Assign a Technical Staff to evaluate/ review the request. 1.4 Evaluate the submitted documents/ attachments for completeness and appropriateness, and advise the Contractor about findings/lacking documents (if any) through a letter/phone call/email	None None None None	1 hour 1 day 4 hours 3 days	PCMD Record Officer / Secretary Department Manager Division Manager Project Manager/ Technical Staff

	* If found complete, proceed to evaluation.			
2. To submit/ provide documents, which are lacking or inappropriate.	2.1 Re-evaluate the documents/ attachments for completeness and appropriateness based on the additional documents submitted and submit the evaluation results on the favourable number of days for a contract time extension.	None	13 days	Project Manager/ Technical Staff
	2.2 Endorse the evaluation results for approval of the Department Manager	None	1 day	Division Manager
	2.3 Recommend the approval of the evaluated CTE to AGM-EO/ OGM.	None	1 day	Department Manager
	2.4 Forward the recommendation to the AGM-EO/ OGM.	None	1 hour	Record Officer
	TOTAL:	**None**	**19 days and 6 hours (working days)**	