1. Request for Time Extension

In the event that the Consultant encounters delay in obtaining the required support services and facilities under the contract with PPA, it shall promptly notify PPA of such delay and may request an appropriate extension for completion of the services.

An extension of time maybe granted only if it is established that the cause of the delay in the performance of the work is due to the failure of PPA to provide the required services and facilities.

Any extension of contract time for any reason shall not involve additional cost on the part of PPA.

Office/Division:	Port Planning and Design Department (PPDD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Consultancy Services Providers (Consultants)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter requesting for Time Extension (1 Original Copy or 1 Electronic Copy)	Provided by the Consultant

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submits letter of request for time extension addressed to the Assistant General Manager for Engineering (AGME). ***Note:*** *If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.* *The request should be officially sent to the ASD's e-mail address:*	1.1 Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the Consultant's request for a time extension and routes it to the PPDD Manager thereafter.	None	20 minutes	PPDD Secretary
	1.2 The PPDD Manager reviews the request and instructs the concerned Division Manager (PIAD PPD or DED) /PMT to conduct the evaluation of the same and prepare	None	1 day	PPDD Manager

horecords@ppa.com.ph, for transmittal to PPDD.	appropriate recommendation/s thereof with corresponding justification/s, if needed.			
	1.3 The PPDD Secretary routes the letter-request of the Consultant, with the instructions from the PPDD Manager, to the concerned Division Manager/PMT.	None	5 minutes	PPDD Secretary
	1.4 Upon receipt of the letter-request from the PPDD Manager with instructions, the PIAD, PPD or DED Secretary records the Consultant's request for a time extension and routes it to the concerned Division Manager/PMT thereafter.	None	20 minutes	PIAD, PPD or DED Secretary
	1.5 The concerned Division Manager/PMT reviews the request and instructs the Staff to conduct the evaluation of the same and prepare appropriate recommendation/s thereof with corresponding justification/s, if needed.	None	3 hours	PIAD, PPD or DED Manager/Staff

	1.6 The PIAD, PPD or DED Secretary routes the letter-request of the Consultant, with the instructions from the concerned Division Manager/PMT, to the assigned Staff.	None	5 minutes	PIAD, PPD or DED Secretary
	1.7 The PIAD, PPD or DED Staff conducts the evaluation of the request for a time extension, with complete supporting documents, and prepares appropriate recommendations/ documentations. ***Note:*** *Evaluation/s and recommendation/s are based on the existing Terms of Reference (TOR) and Contract.*	None	12 days	PIAD, PPD or DED Staff
	1.8 The PPDD prepares and forwards the results of the evaluation with Executive Brief (EB) to the AGME for his approval/ endorsement of the same to the General Manager (GM), for subsequent approval or disapproval.	None	2 days	PPDD Manager PIAD, PPD or DED Manager/Staff

	1.9 The PPDD Secretary routes the EB to the OAGME. 1.10 The GM approves or disapproves the request for a time extension.	None None	10 minutes 3 days	PPDD Secretary General Manager
2. Receives the result of the evaluation (approved or disapproved)	2. The concerned Division/PMT informs the Consultant whether the request for time extension has been approved or disapproved. ***Note**: Consultant is provided with a copy of approved/disapproved request for time extension.* *If in any case face-to-face transaction is not possible, PPDD shall forward a copy of the approved/disapproved request to the ASD's e-mail address for official transmittal of the same to the Consultant.*	None	1 day and 4 hours	PIAD, PPD or DED Manager/Staff
	TOTAL:	**None**	**20 working days**	