

CIAP DOCUMENT 102

UNIFORM GENERAL CONDITIONS OF CONTRACT
FOR PRIVATE CONSTRUCTION



Construction Industry Authority of the Philippines

FOREWORD

One of the cornerstones of sound and harmonious business dealings is a fair contract which balances risks-sharing and clearly defines the rights and obligations of the contracting parties. Fair contract terms and conditions are of vital importance to an industry such as construction because of the huge investments involved and the high risks faced by contractors and project owners alike. Inequitable contractual relationships in the industry have, more often than not, resulted in abandonment of projects, huge losses, and even bankruptcy, hence, posing a threat to the long-term viability of the construction sector.

To address the problem, and in line with its mandate to recommend and encourage the adoption of equitable and realistic contract conditions for construction and to reflect usages of the trade and generally accepted construction industry standards, the Construction Industry Authority of the Philippines (CIAP) joined hands with the private sector to draft CIAP Document 102 and promote its adoption as the general conditions of contract for private construction in the Philippines.

Work on this document started in May 1990 by a committee composed of representatives from the Philippine Constructors Association (PCA); the United Architects of the Philippines (UAP); the Philippine Institute of Civil Engineers (PICE); the Philippine Chamber of Commerce & Industry (PCCI); and the Confederation of Filipino Consulting Organizations (COFILCO). With UAP Document 301 as the frame of reference, an interim draft was completed in December 1990 and adopted for use by UAP; PCA; PCCI; PICE; and CIAP. Refinements to the interim CIAP Document 102 were completed in February 1997 by the same committee which has since expanded its membership to include the Chamber of Real Estate & Builders Association (CREBA); the Construction Project Managers Association of the Philippines (CPMAP); and the Philippine Institute of Construction Arbitrators (PICA now the Philippine Institute of Construction Arbitrators and Mediators or PICAM). A Memorandum of Agreement (MOA) on the adoption of the final draft was signed on August 14, 1997 by the PCA; PCCI; CREBA; PICE; CPMAP; PICA; and CIAP.

In line with the Construction Industry Strategic Plan for the 21st Century (CI21), the Committee reconvened in May 2002 to discuss and draft amendments to the document to incorporate prevailing best practices in the industry and attune the same to the needs of the changing times. The amendments were subjected to consultations with and among the professional organizations in the industry. In its 43rd Regular Meeting held on June 29, 2004, the CIAP Board approved the amendments to CIAP Document 102 under CIAP Board Resolution No. 15, series of 2004. Subsequently, a MOA was signed on October 4, 2004 by the PCA; UAP; PICE; PCCI; COFILCO; CREBA; CPMAP; PICA (now PICAM); and Society of Philippine Accredited Consultants (SPAC), signifying their commitment to adopt CIAP Document 102 for use as a standard and integral part of their construction Contracts.

On March 30, 2005, the CIAP Board issued a resolution, CIAP Board Resolution No. 1, series of 2005, prescribing the use and application of the provisions of CIAP Document 102 to serve as the procedures, guidelines and criteria to be used by the contracting parties, more specifically in the adjudication and settlement of claims and disputes in contract implementation, and in the following instances:

- a) where the parties had failed to incorporate into their construction contract the general conditions of contract; or
- b) where the conditions of contract agreed upon are incomplete, in which case, CIAP Document 102 shall fill the omission of stipulations; or
- c) where certain provisions of the conditions of contract agreed upon are ambiguous, in which case, reference may be made to CIAP Document 102 to explain the ambiguity.

In 2017, the Committee, composed of PCA; PICAM; CPMAP; PICE; PCCI; UAP COFILCO; CECOPHIL; SHDA together with CIAP; PDCB; CIAC; and the DTI-Bureau of Philippine Standards (BPS), was again reconvened to assess the document if it's still relevant to the needs of the industry or if there is a need to update/improve it.

In consultation with stakeholders, the Committee affirmed that CIAP Document 102 is still relevant but needs to be updated/improved.

The CIAP Board, in its 79th Regular Meeting held on 18 February 2019, issued CIAP Board Resolution No. 2, Series of 2019, creating the Technical Working Group (TWG) tasked to review CIAP Document 102 and to make the necessary updates/amendments to make it relevant to the needs of the industry.

The TWG, after due deliberations, submitted to the PDCB its proposed amendments to CIAP Document 102 which consist of minor changes in the format, use of gender-fair language in compliance with the directive of the Civil Service Commission (CSC) (CSC Memo Circular No. 12-2005), and few minor updates and improvement on certain provisions (see Appendix A).

The PDCB, through PDCB Board Resolution No. 01, Series of 2022, endorsed to the CIAP Board the aforesaid TWG recommended revisions to CIAP Document 102, with its new feature--the *Annotations with Case Synopses and Jurisprudence*, which the CIAP Board approved in its 90th Regular Meeting held on 30 September 2022, through CIAP Board Resolution No. 07, Series of 2022.

ACKNOWLEDGEMENT

The CIAP would like to express its sincere gratitude to the various professional organizations which gave full and invaluable support to this endeavor of providing the construction industry with an equitable and realistic contract conditions reflecting the usages of the trade and generally accepted construction industry standards.

CIAP Document 102 would not have been possible without the support of the presidents and representatives of the various professional organizations, and the patience, diligence, and selfless dedication of the members of the Committee who religiously participated in the deliberations and drafting work:

1st Edition that was published in 1997:

Messrs. Rogelio M. Nurga and Jaime H. Pajara (PCA); Mr. Joven B. Joaquin (PICA, now PICAM); Messrs. Gregorio G. Sta. Maria, Sr. and Claudio B. Altura (CPMAP); Messrs. Vicente B. Lopez and Felipe F. Cruz (PICE); Messrs. Charlie Gorayeb and Jerry M. Navarrete (CREBA); Mr. Federico C. Pascual (PCCI); and Messrs. Nestor S. Mangio and Emmanuel P. Cuntapay (UAP).

The members of the Committee: Archt. Ramon L. Abiera (UAP); Engr. Fedrico Carandang (CREBA); Engr. Enrique P. Inciong and Mr. Joven B. Joaquin (PICA, now PICAM); Engr. Potenciano A. Leoncio, Jr. (PICE); Engr. Manuel Limgenco and Engr. Alfredo P. Montecillo (PCA); Mr. Manolito Madrasto (PCCI); Archt. Felicitas A. Pio Roda (CPMAP); Atty. Custodio O. Parlade (CIAP Consultant); and Ms. Alicia A. Tiongson (CIAP).

The Committee was ably assisted by the following staff of the Construction Industry Arbitration Commission (CIAC): Kathryn Josephine T. Dela Cruz, Emily P. Morillos, and Roger G. Antonio.

2004 Revised version:

Mr. Emilio Lolito J. Tumbocon (PCA); Engr. Eliseo I. Evangelista (PICA, now PICAM); Archt. Felicitas A. Pio Roda (CPMAP); Mr. Peter N. Aventajado (PICE); Ms. Purita L. Soliven (CREBA); Ms. Noemi L. Saludo (PCCI); Mr. Enrique O. Olonan (UAP); Dr. Leandro A. Vilorio (SPAC); and Ms. Elvira Ablaza (COFILCO).

The members of the Committee: Mr. Florentino S. Dulalia, Jr. (CREBA); Archt. Prosperidad Luis (UAP); Mr. Joven B. Joaquin and Engr. Joel J. Marciano (PICA, now PICAM); Dr. Ernesto S. De Castro (PICE); Messrs. Justo E. Manalo, Alfredo Montecillo, and Manolito Madrasto (PCA); Messrs. Sergio Ortiz-Luis, Jr. and Manuel J. Colayco, Jr. (PCCI); Archt. Felicitas A. Pio Roda (CPMAP); Engr. Guadalupe O. Mansueto (SPAC); Engr. Ricardo Basa (COFILCO); Archt. Geronimo V. Manahan (PDCB); Atty. Custodio O. Parlade; and Ms. Kathryn Josephine T. Dela Cruz (CIAP)

The Committee was ably assisted by the following staff of the Construction Industry Arbitration Commission (CIAC): Roger G. Antonio, Emily P. Morillos, Delia B. Perlada, Jocelyn C. Carrasco, and Jose L. Pring, Jr.

2022 Revised version:

Presidents of the following organizations: PCA; PICAM; PICE; UAP; PCCI; CPMAP; COFILCO; CECOPHIL; NACAP; SHDA; IIEE; PSPE; PSVARE; SPECS; ASEP; and SOPI.

The Technical Working Group (TWG): Atty. Ma. Elena G. Francisco (PCA); Atty. Jesusito G. Morillos and Archt. Felicitas A. Pio Roda (PICAM & CPMAP); Dr.

Ernesto S. De Castro (CECOPHIL/COFILCO); Engr. Isaac S. David and Engr. Gil Talingdan II (PICE); Mr. Renato S. Tan and Mr. Santiago Ducay (SHDA); Engr. Huillio B. Belleza (NACAP); Archt. Ramon L. Abiera (CIAP); Engr. Liberito V. Espiritu (PDCB); Atty. Custodio O. Parlade (Legal Adviser); and Ms. Kathryn Josephine T. Dela Cruz (CIAC).

Other contributors: Archt. Philip H. Recto; Engr. Salvador P. Castro Jr.; Engr. Rodolfo R. Peñalosa; Engr. Rogelio M. Avenido; Mr. Joven B. Joaquin; Engr. Jerico T. Borja; Mr. Paolo Wenceslao; Archt. Carlo Marudo; Atty. Michael Macapagal; Atty. Donemark Calimon; Engr. Anna Encarnacion; Ms. Elvira Roseph Castelo; Ms. May Rodriguez; Ms. Rosie Tsai; Ms. Karen Cristi; Mr. Alberto Molina; Mr. Norman Bautista; and the Standards Development Division (SDD) of the DTI—Bureau of Philippine Standards (BPS).

The TWG was ably assisted by the PDCB Secretariat: Executive Director Doris U. Gacho, Engr. Jocelyn C. Carrasco, and Ms. Dana Lorraine C. Faurillo.

Sincere appreciation for the support extended to CIAP by DTI Undersecretary Ruth B. Castelo for the Bureau of Philippine Standards (BPS) during the review of CIAP Document 102.

CIAP BOARD RESOLUTION NO. 7
Series of 2022

APPROVAL OF THE REVISIONS FOR CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES (CIAP) DOCUMENT 102 AND RECOMMENDING THE USE OF CIAP DOCUMENT 102 AS GENERAL CONDITIONS IN THE PRIVATE CONTRACTS IN THE IMPLEMENTATION OF CONSTRUCTION PROJECTS

WHEREAS, under Section 2 (a) of PD 1746, the Construction Industry Authority of the Philippines (CIAP), is tasked to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals;

WHEREAS, the same law also provides that CIAP is tasked to recommend and encourage the adoption of equitable and realistic contract conditions for construction;

WHEREAS, in 1997, CIAP in line with its mandate, created a Committee composed of various professional groups in the industry to formulate the Uniform General Conditions of Contract for Private Construction otherwise known as CIAP Document 102. The first and latest revised editions were then published by the CIAP thru Philippine Domestic Construction Board (PDCB) in 1997 and 2004, respectively.

WHEREAS, during the 101st Philippine Domestic Construction Board (PDCB) Meeting held on 20 July 2016, the Board recommends the formulation of annotations in CIAP Doc. 102 so that the public will be able to understand its provisions and appreciate its importance in the proper implementation of construction projects.

WHEREAS, after series of PDCB Board Meetings on this, on 17 September 2018, a Committee on CIAP Document 102 was reactivated to assess the relevance of the use of CIAP Document 102 as general conditions in the private contracts in the implementation of construction projects. For this purpose, the Committee on CIAP Document 102 thru the PDCB likewise conducted Consultative and Briefing sessions with the industry stakeholders on 28 September and 20 November 2018, respectively;

WHEREAS, As a result thereof, the Committee finds the existing CIAP Document 102 is still relevant but needs to be revised to incorporate best practices in the industry and update the documents considering the last revision was made in 2004;

WHEREAS, the Committee on CIAP Document 102, after due deliberations, recommended revisions, among others:

- New provisions to define the scope and coverage of CIAP Document 102;
- Inserted new definitions such as advance payment and as-built drawings as other Requirements before Final Payment; and
- Deleted, modified, rephrased, and added words, provisions, and phrases.


WHEREAS, the Board agreed that a copy of the CIAP Document 102 shall be submitted to the Office of the National Administrative Register (ONAR) of the University of the Philippines.





CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES


An Attached Agency of the Department of Trade and Industry

5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines

 www.ciap.dti.gov.ph

 ciap@dti.gov.ph / ciapdti@yahoo.com

 (+632) 8.897.9336

 (+632) 8 895.6826 / 8 895.4424

NOW, THEREFORE, the Construction Industry Authority of the Philippines, in 90th CIAP Regular Board Meeting held on 30 September 2022, **RESOLVES**, as it is **HEREBY RESOLVED**, to approve the revisions to CIAP Document 102 and recommend the use of CIAP Document 102 as general conditions in the private contracts in the implementation of construction projects as well as the submission of a copy at the Office of the National Administrative Register (ONAR) of the University of the Philippines. Hereto attached, are the proposed revisions and the CIAP Doc. 102 copy, as Annexes A and B respectively, made as integral parts of this Resolution.

MAJORITY APPROVED.

30 September 2022

FOR THE CIAP BOARD




IRENEO V. VIZMONTE
DTI Undersecretary and
Alternate Chairman

(Representing DTI Secretary and CIAP Chairman **ALFREDO E. PASCUAL**)

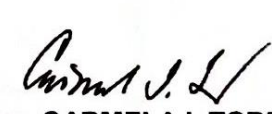
JAIME J. BAUTISTA

Secretary

Department of Transportation (DOTr)



U/Sec. **ROBERTO R. BERNARDO**
Department of Public Works and Highways
(Representing Secretary **MANUEL M. BONOAN**)




U/Sec. **CARMELA I. TORRES**
Department of Labor and Employment
(Representing Secretary **BIENVENIDO LAGUESMA**)




ENGR. MICHAEL ROBERTO A. REYES
(Representing Chairman **ISIDRO A. CONSUNJI** Philippine Overseas
Construction
Board (POCB)




Dr. PERICLES P. DAKAY
Chairman, Philippine Contractors
Accreditation Board (PCAB)


Engr. **RONALDO R. ELEPAÑO, JR**
(Representing Chairman **LIBERITO V. ESPIRITU** Philippine Domestic
Construction Board (PDCB)


Mr. **AGUSTO F. MANALO**
Chairman, Construction Manpower
Development Foundation (CMDf)


Engr. **RAMON F. ALLADO**
Private Sector Representative


Engr. **WILFREDO L. DECENA**
President, Philippine Constructors
Association, Inc. (PCA)

Attested by:


DORIS U. GACHO
CIAP Executive Director-Charge
Board Secretary

Republic of the Philippines)
City of Makati)ss.

NOV 22 2022

Subscribed and sworn to before me, this ____ day of _____ affiant **DORIS U. GACHO** Board Secretary exhibiting her DTI ID No. _____ issued on _____.

NOTARY PUBLIC

Doc. No. 11
Page No. 11
Book No. 393
Series of 2022



ATTY. GEORGE DAVID D. SITON
NOTARY PUBLIC FOR MAKATI CITY
APP. NO. M-052- UNTIL DEC. 31, 2023
ROLL NO. 61402 / ANCH COMPLIANCE NO. VII-0010136/2-15-2022
IBP FOR STATES PROHIBITION MEMBER MAY 5, 2017
PTR NO. 1557058 JAN 08, 2022-10 MAKATI CITY
EXECUTIVE BLDG. CENTER MAKATI AVE., COR. JUPITER ST., MAKATI CITY

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SCOPE

This document specifies general conditions of contract between a private Owner and Contractor applicable for the construction of any type of structure or works as contemplated in the Republic Act No. 4566 otherwise known as Contractors' License Law.

Section I Definitions and Documents

Article 1 Definitions

For the purposes of this document, the following definitions apply:

1.01 act of God or force majeure

shall mean any event beyond the reasonable control of the Owner or the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:

- (a) war, hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, civil war;
- (b) rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, terrorist acts;
- (c) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler or any other act or failure to act of any local or state or national government authority;
- (d) strike, sabotage, lock-out, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, plague;
- (e) earthquake, landslide, volcanic activity, fire, flood, inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;
- (f) shortage of labor, materials or utilities where caused by circumstances that are themselves force majeure.

1.02 advance payment/ down payment

the money given by the Owner to the Contractor to help the latter underwrite significant start up or procurement costs that may have to be incurred before construction begins

1.03 Agreement

the term used to describe the agreement signed by the Owner and the Contractor excluding the Contract Documents which are attached thereto

1.04 As-Built Drawings

drawings showing the structure as actually constructed including system and actual locations of outlets, fixtures, services and equipment that were installed

1.05 bid

the tender, proposal, quotation, or offer of a bidder to perform the Work described in the Contract which in form and substance complies with the Instruction to Bidders

1.06 bid bond

any acceptable form of bond accompanying the Bid submitted by the bidder as a guarantee that the bidder will enter into the Contract with the Owner for the construction of the Work, if the Contract is awarded to him

1.07 Bid Bulletin

a document containing additional information on Bid Documents issued to bidders before date of bidding

1.08 Bid Documents

collectively refer to all documents provided or made available to prospective bidders which include the Invitation to Bid, drawings and technical specifications and a copy of the Contract which the winning bidders would be required to sign with the Owner

1.09 Breakdown of Work and Corresponding Value

a listing of the different parts of the Work indicating each part and its corresponding value

1.10 change order

a written order to the Contractor issued by the Owner after the execution of the Contract, authorizing a change or variation in the Work or an adjustment in the Contract Price or Contract Time

1.11 Completion time limit

period of time allowed by the Contract for the completion of the project or any stipulated portions thereof

1.12 Contract

the term used to describe the Agreement and the Contract Documents

1.13 Contract Documents

documents attached to the Agreement identified therein as Contract Documents, including all additions, deletions and modifications incorporated therein. These generally include the following documents which shall form part of this Contract and constitute integral parts hereof:

- (a) Special Provisions or Conditions;
- (b) General Conditions;
- (c) Specifications;
- (d) Drawings;
- (e) Contractor's Performance and Payment Bonds contemplated in Clause 31.04 hereof;
- (f) Contractor's Guarantee Bond contemplated in Clause 31.05 hereof; and
- (g) other Bid Documents

1.14 Contractor

the person or firm duly registered and licensed by the Philippine Contractors Accreditation Board whose proposal has been accepted and to whom the Contract to execute the Work was awarded

1.15 Contract Price

the amount in money, or other consideration, to be paid by the Owner to the Contractor for the execution of the Work in accordance with the Contract

1.16 cost

all expenditures properly incurred or to be incurred, whether on or off the site, including overhead and other charges properly allocable thereto but does not include any allowance for profit

1.17 Drawings

graphical presentations of the Work that include all supplementary details and shop drawings

1.18 Final payment

the payment of the final progress billing and all approved claims including but not limited to variations in the work, Contract Price adjustments and/or escalation, acceleration of work, and others.

NOTE: final payment does not include the retention money

1.19 Guarantee Bond

approved form of security furnished by the Contractor and its Surety as a guarantee of the quality of the materials provided, the equipment installed, and the workmanship performed by the Contractor

1.20 Instruction to Bidders

the list of instructions regarding the manner bids are to be prepared and the conditions for the award of the Contract

1.21 Invitation to Bid

the notice or advertisement published by the Owner or the invitation issued to prospective bidders, giving information as to the nature of the proposed project, conditions for the issuance of Contract documents, date of bidding, and information that would give the Contractor a general idea of the magnitude and extent of the project

1.22 last known address of a party

refers to the address in the Philippines given by a party in the Contract

1.23 Laws

all laws, ordinances and other governmental rules and regulations applicable to the project and to its execution

1.24 Owner

person or entity, or authorized representative thereof, who signed the Contract as Owner

1.25 Owner's Representative

the person or entity commissioned by the Owner, or authorized in writing by the Owner, to act on its behalf

1.26 Payment Bond

approved form of security furnished by the Contractor and its Surety as a guarantee of good faith on the part of the Contractor to faithfully comply with the Contract in respect of its obligations arising therefrom to its workers, Sub-Contractors, and suppliers

1.27 Performance Bond

approved form of security furnished by the Contractor and its Surety as a guarantee of good faith on the part of the Contractor to execute the Work in accordance with the Contract

1.28 retention

sum of money, usually 10% or less of every progress payment to a Contractor which the Owner retains to underwrite future costs of completing the Contractor's work and/or remedying the defects therein

1.29 Schedule of Materials and Finishes

an outline specification enumerating the type or brand names of materials required to be used by the Contractor for the Work

1.30 Special Provisions or Conditions

instructions issued prior to bidding to supplement and/or modify the Drawings, Specifications and/or General Conditions of the Contract

1.31 Specifications

written or printed description of the Work to be done describing qualities of the material to be used, the equipment to be installed and the mode of construction

1.32 Sub-Contractor

a Contractor duly registered and licensed by the Philippine Contractors Accreditation Board having a direct contract with the Contractor and who acts for or in behalf of the Contractor in executing any part of the Contract

NOTE: one who furnishes materials without labor is a supplier and not a Sub-Contractor

1.33 Supplementary Specifications

additional information which may be issued as an addition to or amendment of the provisions of the Specifications

1.34 Surety

person, firm, or corporation which issues the bond required of the Contractor

1.35 Work

shall refer to all the Contractor-provided labor or materials or both, as well as equipment transportation or other facilities necessary to commence and complete the construction and to fulfill all its obligations which are called for in the Contract

1.36 written notice

information, advice, or notification pertinent to the project delivered in person or sent by registered mail to an individual, firm or corporation at the latter's last known business address

Article 2 Execution, Correlation, Meaning of Terms, and Intent of Documents

2.01 Intent of Contract

The intent of the Contract is to include all labor and materials, equipment, and transportation necessary for the proper execution of the Work.

2.02 Standard of Conduct

Each party to the Contract acknowledges that, in the exercise of each party's rights and in the performance of his duties, each must act with justice, give the other party its due, and observe honesty and good faith.

2. 03 Interpretation of Contract

(a) In case of conflict between the provisions of the Agreement or of any Contract Document, or between the provisions of one of the Contract Documents and the provisions of another Contract Document, or in case of discrepancy, defective description, error or omission in the Contract, the following rules shall be followed:

RULE 1: The Agreement and the Contract Documents shall be taken as mutually explanatory of one another. The various provisions of the Contract shall be interpreted together, attributing to the doubtful ones that sense which may result from all of them taken jointly.

RULE 2: The provisions of the Civil Code of the Philippines on the interpretation of contracts and of the Rules of Court on the Interpretation of Documents shall be applied.

RULE 3: Where the conflict between or among the provisions of the Agreement and/or the Contract Documents cannot be resolved by Rules 1 and 2, it shall be understood that:

- (a) the Detailed Drawings shall prevail over the General Drawings;
- (b) words and figures shall prevail over the Drawings;
- (c) words shall prevail over figures in Contract Documents; and
- (d) written dimensions shall prevail over measured dimensions.

RULE 4: Where the conflict cannot be resolved by applying Rule 3 or where Rule 3 does not apply, the conflict shall be resolved by giving precedence to the Agreement or to provisions of a Contract Document higher in order of priority among the various documents which comprise the Contract. The order of priority among these documents shall be as follows:

- (a) Agreement as modified by Notice of Award of Contract, if such be the case, and the Contractor's conformity thereto;
- (b) Instruction to Bidders and any amendment thereto;
- (c) Addenda to Bid Documents;
- (d) Specifications;
- (e) Special Conditions of Contract;
- (f) General Conditions of Contract;
- (g) Drawings;
- (h) Contractor's Performance and Payment Bonds contemplated in Clause 31.04 hereof;
- (i) Contractor's Guarantee Bond contemplated in Clause 31.05 hereof;
- (j) Other Contract Documents; and

- (k) Other documents forming part of the Contract attached thereto or incorporated therein by reference.

Where the order of precedence is modified in the Agreement, such modified order of precedence shall be followed; however, the mere listing of Contract Documents in the Agreement or any Contract Document shall not be interpreted as establishing an order of precedence among them.

RULE 5: Where there is discrepancy, defective description, error or omission in any Contract Document, the Contract Documents shall be interpreted as being complementary to each other. Thus, what is called for in one Contract Document, although not mentioned in another Contract Document where it should have been mentioned, shall be deemed to be called for by the Contract.

RULE 6: The apparent silence of the Drawings, Specifications or any other Contract Document as to any detail, or the lack of detailed description concerning any part of the work, shall be understood to mean that good and accepted construction practice in accordance with the usage or custom of the place shall be followed.

RULE 7: Rules 1 to 6 shall yield to specific rules of interpretation in this document or in the Contract.

- (b) The Owner shall resolve the conflict, or interpret or explain such discrepancy, defective description, error or omission with due regard to Article 2.04.
- (c) The interpretation of or explanation by the Owner shall be issued in the form of instructions to the Contractor. Where the Owner fails to issue the instructions in writing, the execution of that part of work affected by the interpretation or explanation without a timely objection or protest of the Owner shall be deemed to have been executed in accordance with the Owner's explanation or interpretation.
- (d) In all cases where a device, item, or part of equipment is referred to in the singular number, it is intended that such reference shall apply to as many such devices, items, or parts as are required to complete the work.

2.04 Conformity to the Contract

The Work shall be executed in accordance with the Contract.

- (a) If there be a variance between the Drawings and the Specifications, the provisions of the Specifications shall prevail. In case of conflict between the General Conditions or any modification thereof and the detailed specification requirements, the detailed specification requirements shall prevail.
- (b) Any discrepancy found between the Drawings and Specifications and site conditions or any error or omission in the Drawings or Specifications shall be immediately reported to the Owner, who shall promptly correct such discrepancy, error, or omission. Any work involving such discrepancies shall be estimated by the Contractor and unit prices or lump sum amounts shall be agreed upon by the parties whenever possible before the work is done. Any work done by the Contractor involving discrepancies found by the Contractor and not reported to and without the knowledge of the Owner shall be considered as having been done at the Contractor's risk.
- (c) The Owner shall be fully responsible for adequacy of the design and for sufficiency of the Drawings and Specifications. The complete requirements of the Work shall be set forth in Drawings and Specifications to be supplied by the Owner.
- (d) In the event that any part or whole of the Works, when agreed upon, are designed by the Contractor, then all responsibilities assigned to the Owner for the said design shall automatically be assigned to the Contractor as its responsibility.

2.05 Meaning of Terms

- (a) The words *approved*, *directed* and *acceptable*, or words of like import shall mean approved by, directed by, or acceptable to the Owner.
- (b) The word *furnish* shall be understood to mean to purchase and/or fabricate and deliver to the jobsite or other location when so designated.
- (c) The word *install* shall mean to build in, mount in positions, connect or apply any object specified ready for the intended use.
- (d) The word *provide* shall be understood to mean to furnish and install.
- (e) The words *required* or *necessary* shall mean as required or necessary for the complete execution of that portion of the Work.

2.06 Timely Exercise of Administrative Responsibilities

Whenever under the Contract, the Owner shall exercise its discretion fairly and in a timely manner taking due regard of Completion Time and the approved construction schedule notwithstanding any provision in the Contract requiring the Contractor to notify the Owner when such action is due or when such equipment or materials are due. The Owner shall exercise such discretion by:

- (a) giving decision, opinion or consent;
- (b) expressing satisfaction and approval;
- (c) determining value;
- (d) providing drawings;
- (e) supplying equipment or materials, or;
- (f) otherwise taking action which may affect the Contractor's timely completion of the Work

Whenever in the Contract, the Contractor shall give notice, submit data, catalogs, samples, order or import materials or equipment, prepare and submit the construction schedule or notify the Owner that a change has been ordered or an event causing a change has occurred or been discovered. The Contractor shall do so in a timely manner so as to avoid any delay in the completion of the Work.

Whenever the Contract or accepted industry practice requires that before any part of the Work is covered, it must be inspected and approved, the Owner shall provide a sufficient number of inspectors at the project site while work is in progress. The failure of the Owner to provide such inspectors shall be understood as a waiver of the Owner to inspect and approve that part of the Work.

2.07 Defective Equipment, Materials, or Work

Whenever the Contract or the General Conditions provide that the Owner may require the Contractor to remove or replace defective or inferior materials or equipment or to replace bad or defective work, the Owner, if represented by a professional duly authorized to supervise the Contractor's work and to exercise the discretion and authority of the Owner, shall condemn such materials, equipment or work in order to minimize the damage or loss of the Contractor. However, where even with the exercise of due diligence, the Owner could not have discovered the use of inferior materials and equipment or the defective work, the Owner may condemn it upon discovery, and the Contractor shall bear all the cost of removing and replacing the defective or inferior material or equipment or the defective work.

2.08 Review of Contract

The Contractor shall carefully study and compare the various documents that comprise the Contract and shall report to the Owner any error, inconsistency or omission that may be discovered in its provisions. The Contractor, however, shall not be liable to the Owner for any damage resulting from any such error, inconsistency or omission in the Contract. The Contractor shall follow the Drawings and Specification and all additional detail drawings and

instruction issued by the Owner as being in full and strict conformity with the Contract and the requirements of the Work. Except for shop drawings, product data and samples for any portion of the work provided or supplied by a specialty contractor, the Owner's approval thereof shall be construed as the Owner's acknowledgement that the approved shop drawings, product data and sample comply with the Contract. The Contractor shall not be liable to the Owner for undetected error, inconsistency or omission in the Contract or for complying with instructions or following Drawings or Specifications, or for using or following the approved shop drawings, product data or sample.

2.09 Documents and Samples at the Site

The Contractor shall maintain in good order at the project site on a current basis one record copy of all Drawings, Specifications, addenda, Change Orders and other modifications, and changes made during construction, including approved shop drawings, product data and samples. These documents and samples shall be available to the Owner for the latter's inspection. The Contractor shall advise the Owner, on a current basis and in writing, of changes in the Work made during construction, except those made in accordance with Change Orders or Owner's instruction.

2.10 Ownership of Contract and Models

The Drawings, Specifications and models, including all additional instructions and copies thereof, furnished to the Contractor shall remain the property of the Owner. They are not to be used by the Contractor on any other work, and, with the exception of the signed Contract inclusive of Contract Documents, they shall be returned to the Owner upon completion of the Work before Final Payment to the Contractor is made.

Article 3 Drawings and Specifications

3.01 Copies of Drawings and Specifications

The Owner shall furnish the Contractor, free of charge, three sets of Drawings and Specifications inclusive of the signed Contract. All other copies of Drawings and Specifications as required by the Contractor shall be furnished to it at cost of reproduction.

3.02 Coordination of Drawings and Specifications

All Drawings and models are to be read and understood together with the Specifications, to form a part thereof. Where figures are given, these are to be followed in preference to measurements by scale. Anything shown on the Drawings but not mentioned in the

Specifications, or vice versa, or anything not expressly set forth in either, but which is reasonably implied, shall be furnished as if specifically shown and mentioned in both.

3.03 Clarification of Meaning of Drawings and Specifications

The Owner shall provide the Contractor directions and explanations necessary and proper to make more definite and certain any requirement of the Drawings (including notes thereon) or of the provisions of the Specifications. Upon request of the Contractor, the Owner shall explain:

- (a) the meaning of the Drawings, (including notes thereon) or of the Specifications;
and/or
- (b) any obscurity as to the wording of the Specifications.

3.04 Discrepancy in Drawings

The Contractor shall report to the Owner any discrepancy in the figures in the drawings immediately upon discovery. The Owner shall make the necessary correction. The Contractor shall not be entitled to an adjustment of its Contract Price and Completion Time should its work be ordered re-done if such work was made without notifying the Owner of the discovery of the discrepancy and before the Owner makes the necessary correction.

Article 4 Detail Drawings and Instructions

4.01 Supplementary Drawings and Instructions

The Owner shall furnish additional detail drawings and instructions essential to proper interpretation and proper execution of the Work. All such additional drawings and instructions are to be considered of equal force as those which originally accompany the Specifications.

Article 5 Shop Drawings

5.01 Conditions in the Preparation of Shop Drawings

The Contractor shall prepare, at its own expense, and submit two copies of all shop or setting drawings, templates, patterns and models and the Owner shall pass upon them making desired corrections, if any. The Contractor shall make the corrections in the shop drawings required by the Owner and file with the latter three (3) corrected copies thereof.

5.02 Identification

Shop drawings, which shall be numbered consecutively, shall represent:

- (a) all working and erection dimensions;
- (b) arrangement and sectional views;
- (c) necessary details, including complete information for making connections with other work;
- (d) kinds of materials and finishes.

Shop drawings shall contain the following:

- (a) date of approval by the Owner;
- (b) name of project;
- (c) descriptive names of equipment, materials, and classified item numbers; and
- (d) location at which materials or equipment are to be installed in the Work.

5.03 Letter of Transmittal

Submission of shop drawings shall be accompanied by a letter of transmittal in duplicate, containing the name of the project, the Contractor's name, reference drawing number, titles, and other pertinent data.

5.04 Corrections, Changes and Variations

The Contractor shall submit three sets of prints of shop drawings to the Owner for approval. Satisfactory shop drawings will be so identified by the Owner, dated, and one copy thereof returned to the Contractor. Should shop drawings be disapproved by the Owner, one set of such shop drawings shall be returned to the Contractor indicating therein the corrections and changes to be made.

- (a) The Contractor shall make the required corrections and changes and resubmit the shop drawings, in duplicate, until the Owner's approval is obtained.
- (b) Upon receipt of such approval, the Contractor shall insert the date of approval on the tracings and promptly furnish the Owner with three additional prints of approved drawings.
- (c) No work called for by the shop drawings shall be executed by the Contractor until the Owner's approval is given.

- (d) Should the shop drawings show variations from the Contract requirements because of standard shop practice or other reasons, the Contractor shall make specific mention of such variations in its letter of submittal.

5.05 Responsibility for Accuracy

Should the Contractor be a specialty contractor or be engaged by the Owner as a specialty contractor, the Owner's approval of shop drawings shall be general. It shall not relieve the Contractor of responsibility for accuracy of such shop drawings, nor for proper fitting and construction of work, nor for furnishing of materials or work required by the Contract and not indicated on the shop drawings. The Owner's approval of such drawings or schedule shall not relieve the specialty contractor from responsibility for deviations from the Drawings or Specifications, unless the Contractor has, in writing, called the Owner's attention to such deviations at the time of submission and secured the Owner's written approval.

5.06 Owner's Approval

Unless specified to the contrary or unless the Contractor's submission is deficient, shop drawing approval by the Owner shall be made within seven (7) working days of submission by the Contractor.

Section II Laws, Regulations, Site Conditions, Permits and Taxes

Article 6 Laws and Site Conditions

6.01 Laws and Regulations

In general, the Contractor shall comply with all Laws in so far as they are binding upon or affect the parties thereto, or the Work. The Contractor shall also comply with regulations of firms furnishing utilities such as water, gas, telephone and electricity for the project.

Should the Contractor perform any work contrary to such Laws or utilities' regulations, it shall bear all additional costs arising therefrom.

6.02 Site Conditions

Before the bidding and the awarding of the Contract, the Contractor is expected to have visited the project site and made its own estimate of the facilities required in and difficulties attending the execution of the Work, on account of local conditions and all other contingencies. The Owner shall, however, furnish the Contractor a geodetic survey and sub-surface exploration which the Contractor may rely upon in the preparation of its Bid.

Article 7 *Permits, Taxes and Surveys*

7.01 *Permits and Licenses*

The Owner, with the Contractor's assistance, shall secure and pay all construction permits and licenses necessary for the execution of the Work or of any temporary work and easements in relation thereto.

The Contractor shall secure the final occupancy permit but it shall not be responsible to the Owner if, without its fault, the license is not issued or there was delay in issuance.

7.02 *Taxes*

Wherever the law of the place where the project is located requires sales, consumer use, or other similar tax related or pertinent only to the construction of the project, the Contractor shall pay such tax.

7.03 *Construction Stakes and Reference Mark*

The Owner shall furnish all surveys describing the physical characteristics, legal limitations, and utility locations of the site. It shall also furnish rights-of-way for access to the site. The Owner shall be responsible for the establishment of lot lines, boundary lines, easements and benchmarks which shall be made by a certified surveyor. The Owner may request the Contractor to verify before the start of the construction the result of such surveys, provided the Owner shall pay for the cost of such verification. The Owner shall also pay for any damage or cost to the Contractor brought about by errors in data furnished.

All other grade, lines, levels, and benchmarks necessary for the prosecution of the Work shall be established and maintained by the Contractor.

The Contractor shall provide and maintain well-built batter boards at all corners. It shall establish benchmarks in not less than two widely separated places. As work progresses, the Contractor shall establish benchmarks at each floor giving exact levels of various floors, and shall lay-out the exact locations of all partitions as a guide to all trades.

7.04 *Services of Geodetic Engineer*

The Contractor shall, at its option or when so required under the Contract, engage the services of a licensed Geodetic Engineer to confirm and certify the location of column centers, piers, walls, pits, trenches, pipe work, utility lines and work of a similar nature.

The Geodetic Engineer shall also verify and certify the lines and levels of any part of the Work at any time if so required by the Owner.

The certification shall be provided to the Owner and the Contractor. If the Geodetic Engineer finds any deviation from the Drawings in the Work of the Contractor, he/she shall report his/her findings to the Owner within 24 hours from discovery.

The Contractor shall be responsible for loss or damage caused by the act or omission of the Geodetic Engineer. However, without exempting the Contractor from liability, but in mitigation of it, the Geodetic Engineer's certification shall be regarded as an independent and disinterested verification of such lay-out.

Section III Equipment and Materials

Article 8 General

All materials and equipment must conform to all Laws now or which may be in force and applicable during the period of construction. The Contractor shall bear all damages by reason of any delay in the Work arising from its failure to comply with this provision. Where any revision or amendment to such Laws is made during the construction period which affects the cost or time of completion of the Contract, a constructive change in the Work shall be recognized and a corresponding Contract Price and Completion Time adjustment shall be made.

Article 9 Equipment

9.01 Quality of Equipment

In order to establish standards of quality, the Owner, in the detailed Specifications may have referred to certain equipment by name and catalog number. This procedure is not to be construed as eliminating from competition other products of equal or better quality by other manufacturers where they are fully suitable in design.

9.02 Equipment Substitution

The Contractor shall furnish the complete list of proposed substitutions preferably prior to the signing of the Contract together with such engineering and catalog data as the Owner may require. All requests for substitution of equipment shall be in writing. The Owner will approve or disapprove the request in writing. No substitute equipment shall be used unless approved

in writing by the Owner. The Contractor shall abide by the Owner's judgment as to which proposed substitute items of equipment are judged to be acceptable.

Article 10 Materials, Fixtures, Appliances, and Fittings Furnished by the Contractor

10.01 Samples of Materials

- (a) Unless otherwise specified, three samples shall be submitted, of adequate size to show quality, type, color, range, finish, and texture of material.
- (b) Each sample shall be labelled, bearing the material's name and quality, the Contractor's name, date, project name, and other pertinent data.
- (c) Where the Specifications require the manufacturer's printed installation directions, such directions shall accompany the samples submitted for approval.
- (d) A letter of transmittal in triplicate from the Contractor requesting approval shall accompany all sets of samples.
- (e) Materials requiring prior approval of the Owner shall not be ordered until such approval in writing is given by the Owner. All materials shall be furnished substantially equal in every respect as the approved samples.

10.02 Brand Name Materials and Substitutes

- (a) Whenever an item or class of materials is specified exclusively by brand name, manufacturer's name or catalog reference, only such item shall be used except as provided in paragraph (b) hereof.
- (b) No substitution shall be made of any material, article, or process required under the Contract unless the substitution is approved in writing by the Owner.
- (c) The Contractor shall be responsible for materials and articles installed or used without such approval.
- (d) Samples of materials for use, in reinforced concrete work such as steel bars, cement, and aggregates and their certificates of origin shall be approved by the Owner.

10.03 Testing Samples of Materials

The Contractor shall submit to the Owner as many samples as may be needed for purposes of testing. Testing of all samples shall comply with the Specifications and government standards and shall be performed by a competent entity or testing laboratory approved by the Owner.

All costs of shipment, delivery, handling, and testing of Contractor-supplied samples are to be paid by the Contractor.

10.04 Quality of Materials

Unless otherwise specified, all materials shall be new, and their quality shall be of the best grade of their respective kinds taking into account the nature of the project and requirements of the Contract.

10.05 Storage and Stockpiling of Materials

- (a) The Owner shall provide the Contractor, at or near the project site, sufficient space for the Contractor's and Sub-Contractors' use for storage of materials and for erection of sheds and tool houses.
- (b) All materials affected by moisture (e.g. cement, steel, wood, etc.) shall be stored on platforms and protected from the weather. The materials shall be so stored as to ensure the preservation of their quality and fitness for the Work. Stored materials shall be located so as to facilitate prompt inspection.
- (c) Should it be necessary at any time to move materials, sheds, or storage platforms, the Contractor shall do so at its own expense.

10.06 Defective Materials

All materials different from the Specifications shall be considered non-conforming to the minimum requirements. The Contractor shall remove or replace materials different from the Specifications when ordered to do so by the Owner. Upon the Contractor's failure to do so, the Owner may remove and replace them and deduct the cost of removal and replacement from any money due or to become due the Contractor. No materials, the defects of which have been subsequently corrected, shall be used until the Owner's approval is given.

Should the Specifications, Drawings, Special Provisions and Supplementary Specifications fail to provide any detail or description concerning the nature and quality of the Work to be performed, it should be understood that generally accepted construction practice shall be followed.

10.07 Imported Materials, Fixtures and Equipment

The Contractor, taking into consideration the Completion Time, shall make timely arrangements for the purchase and delivery of all specified imported materials, fixtures, appliances and equipment in order to avoid delay in the completion of the Work.

No extension of time shall be allowed if, due to negligence or inadvertence of the Contractor, such imported items arrive late.

10.08 Owner's Approval

Unless specified to the contrary or unless the Contractor's submission is deficient, equipment, samples or materials submissions shall be acted upon by the Owner within seven (7) working days of submission by the Contractor.

Article 11 Materials, Equipment, Fixtures, Appliances and Fittings Furnished by the Owner

Materials, equipment, fixtures, appliances and fittings specifically indicated in the Contract shall be provided in accordance with the Owner-approved construction schedule. Materials furnished by the Owner shall be deemed acceptable for the purpose intended. The Contractor may continue to use them until otherwise directed in writing by the Owner. No further test shall be required unless the Owner directs otherwise and pays the cost of such test.

Should the Contractor discover any defect in materials furnished by the Owner, the Contractor shall advise the Owner in writing. The Contractor shall be responsible for material loss of or damage to any Owner-provided material, equipment, fixture, appliance or fitting in its custody.

Unused, Owner-supplied materials, equipment, fixtures, appliances and fittings, the cost of which was not charged to the Contractor and did not form part of the Contract Price, shall belong to the Owner which shall be returned to the Owner by the Contractor upon completion of the Work. Those the cost of which was charged to the Contractor and deducted from its Contract Price shall belong to the Contractor.

Article 12 Royalties and Patents

The Contractor shall pay all royalties and license fees on all patented materials and processes it furnished. It shall defend all suits or claims corresponding thereto for infringement of any patent rights and shall save the Owner harmless from loss on account thereof.

Article 13 Manufacturer's Directions

All manufactured articles, materials, equipment, appliances, fixtures and fittings supplied by the Contractor shall be applied, installed, connected, erected, used, cleaned, and conditioned by the Contractor, in accordance with the manufacturer's printed directions. Where reference is made to the manufacturer's directions, the Contractor shall submit the specified number of copies of such directions to the Owner.

Section IV Premises and Temporary Structures

Article 14 Use of Premises

14.01 Limitation of Use

The Contractor shall confine its apparatus, the storage of materials, and the operations of its workers to limits indicated by Law or directions of the Owner and shall not unreasonably encumber the work premises with its materials.

14.02 Safeguard for Structure

The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety. The Contractor shall enforce the Owner's safety instructions regarding signs, advertisements, fires and smoking, and any other factors that may cause endangerment to safety.

Article 15 Temporary Structures and Facilities

15.01 Temporary Office and Contractor's Building

The Contractor shall at all times, taking into account the location and size of the site, provide and maintain an adequate weather tight temporary office with necessary basic facilities such as water, light, and telephone. When practicable or depending upon the nature and complexity of the project, the Owner may require the Contractor to comply with other requirements for temporary structures and facilities as provided for in the Contract.

15.02 Temporary Housing for Workers

The temporary buildings for housing workers, or the erection of tents or other forms of protection shall be at such places the Owner has designated; provided, however, that if no particular area is designated, the Contractor may use its own discretion in determining such areas in consultation with the Owner. The sanitary condition of the grounds in or about such structures at the project site shall at all times be maintained by the Contractor in a manner satisfactory to the Owner. Sleeping and/or cooking shall not be allowed within the building line of the project under construction.

15.03 Safety and Sanitation

The Contractor, from the commencement of the Work up to completion, shall:

- (a) furnish and put up all temporary barricades and guard lights necessary for the protection, proper prosecution and completion of the Work;
- (b) maintain guard lights at the top of the following, but not limited to, falsework tower, barricades, railings;
- (c) provide and maintain sufficient sanitary toilet accommodation and other necessary conveniences including, but not limited to, water connections for the use of personnel and laborers on the work properly secluded from public observation in such manner and at such points as shall be approved by the Owner, use shall be strictly enforced;
- (d) keep such places clean and free from pests; and
- (e) remove all connections and appliances connected therewith prior to the completion of the Work.

15.04 Temporary Signs

Signs or advertisements shall only be displayed upon the approval of the Owner. The Contractor may erect one painted sign indicating the names and addresses of the Owner, the Contractor, and the various Sub-Contractors. The Owner shall approve the size, color, lettering, and location of such temporary signs.

15.05 Temporary or Trial Usage

Temporary or trial usage by the Owner of any mechanical device, machinery, apparatus, equipment, or any work or materials supplied by the Contractor before final completion and written acceptance by the Owner shall not be construed that the Owner has accepted it.

Such test run shall be made by the Owner for such reasonable length of time, as the Owner shall deem necessary. The Owner shall not be liable for injury to or breaking of any part of such work which may be caused by weakness or inaccuracy of structural parts, defective materials, or workmanship.

The Contractor may, at its own expense, make such trial usage with prior notice to and for the benefit of the Owner.

Section V Protection of Work and Property

Article 16 Protection of Work and Owner's Property

16.01 Safeguard Measures

The Contractor shall:

- (a) take all reasonable measures to protect from damage:
 - (i) the Works;
 - (ii) the Owner's property, and;
 - (iii) the equipment, materials, appliances and fixtures supplied or paid for by the Owner and shall make good any damage, injury or loss thereto, except such as may be caused by agents or employees of the Owner, or due to causes considered as Acts of God;
- (b) provide reliable and competent security personnel to guard the site and premises, provide all doorways with locks under the Contractor's control and lock such doors at the close of each day's work; provided, however, that if the Owner deems the security service inadequate or incompetent, the Contractor shall increase or change the security personnel;
- (c) prohibit smoking at the site and post signs to this effect at conspicuous places;
- (d) prohibit fires built on the site except by expressed consent of the Owner; and
- (e) provide and maintain in good working order an adequate number of fire-fighting equipment and such equipment shall not be used for any other purpose.

16.02 Old Materials

All old materials of value as determined through a joint inventory by the Owner and the Contractor found at the work site shall be carefully stored at the place designated by the Owner; and the Contractor shall be responsible for safekeeping until final acceptance of the Work.

16.03 Trees and Other Plants

Existing vegetation such as but not limited to trees, plants, and shrubs, identified by the Owner to remain at site shall be boxed and otherwise protected from damage within the site located outside building lines shall not be cut or removed without written approval from the Owner and appropriate authorities.

- (a) When specifically included in the Contractor's scope of work, all trees and other plants that need to be transplanted elsewhere shall be done by the Contractor in accordance with instructions of the Owner.
- (b) Any damage to the abovementioned vegetation, streets, and sidewalks, resulting from fault or negligence of the Contractor in connection with the execution of the Work shall be made good and/or replaced or repaired by the Contractor at its own expense.

16.04 Drainage

The natural flows of rivers or streams shall not be interrupted or obstructed unless necessary in the prosecution of the Work, and provided that the Contractor shall do so in such a way that no damage shall result to either public or private interests.

The Contractor shall be liable for all damages which may result from its neglect to provide other means of drainage for any existing natural or artificial drainage which it obstructed and/or interrupted.

Article 17 Protection of Adjacent Property and Existing Utilities

17.01 Contractor's Responsibility

The Contractor shall adequately protect adjacent property as provided by Law and the Contract. Any neighboring property or building which may be jeopardized in any manner must be thoroughly and substantially protected against damage during construction at the Contractor's expense.

17.02 Damages to Adjacent Utilities

The Contractor shall be liable for and pay for all damages to adjacent and existing utilities occasioned in any manner by its act or neglect, or by that of its agents, employees, or workers.

17.03 Condition Survey

Prior to commencement of the Works, the Contractor shall, insofar as is legally and physically possible, survey and ascertain the condition of any existing adjacent properties or buildings and record the results thereof through photographic record or by any other means.

Article 18 Authorization to Contractor for the Protection of Life, Work and Property During an Emergency

In an emergency endangering life, the Work or the adjoining property, the Contractor, even without special instruction or authorization from the Owner, shall act, at its discretion, to prevent or minimize such threatened loss or injury. Emergency work performed by the Contractor shall be treated as one performed under a Change Order unless the emergency was caused or brought about by its fault or negligence.

Section VI Labor, Work and Payments

Article 19 Labor

The Contractor shall employ only competent and duly qualified professionals, technical personnel, foremen, and construction workers to execute the Work.

Article 20 Work

The purpose of this Article is to ensure that the Contractor is paid for Work completed and for the Owner to retain such portion of the Contract Price, which, together with the Performance Bond, is sufficient to complete the Work without additional cost to the Owner.

20.01 Methods and Appliances

The Contractor shall use such methods and appliances for the performance of the Work that shall ensure the completion of the Work of the required quality within the Completion Time.

At any time, before the commencement or during the progress of the Work, the Owner may order the Contractor to increase the rate of efficiency or improve the system of operation of such methods or appliances which appear to the Owner to be inefficient or inappropriate for producing the quality of work required or ensuring the required rate of progress. The Contractor shall must comply with such order. Failure, however, of the Owner to demand such increase of efficiency or improvement of the character or methods of work or of the appliances shall not relieve the Contractor from its obligation to turn out such quality of work and rate of progress as are called for in the Contract.

20.02 Laying Out the Work

All stakes and benchmarks placed by the Contractor in laying out the Work and approved by the Owner shall be carefully guarded and preserved by the Contractor. Unless such stakes or

marks are displaced or rendered useless through the carelessness or neglect of the Owner or of its agents or employees, these shall be replaced by the Contractor at its expense.

20.03 Defective Work

Work that does not comply with the Contract shall be considered as defective work. Defective work shall be condemned by the Owner upon discovery, and when such work has been condemned, it shall be immediately removed by the Contractor and replaced in accordance with the Drawings and Specifications.

20.04 Inspection of Work

- (a) The Owner shall have access, at all times, to the Work. The Owner shall provide a sufficient number of inspectors while Work is in progress to ensure its timely inspection.
- (b) The Contractor shall furnish without additional charge all reasonable facilities, labor and materials necessary for the convenient inspection and tests that may be required by the inspectors.
- (c) The Owner shall provide inspectors authorized to witness the pouring of concrete and the absence of the Owner's inspectors at any time during the progress of the work shall be an implicit approval of the quality of the cement mix and the authority to pour it.
- (d) Should the Specifications, the Owner's instructions, the Laws, or any public authority require any work to be specifically tested or approved, the Contractor shall give timely notice to the Owner and other parties required to conduct or be present at the inspection of the date and time of such inspection. Inspection by the Owner shall be made, where practicable, at the source of supply.
- (e) Should any work be covered up without timely notice to the Owner, or before the Owner can make a timely inspection thereof, it must, if required by the Owner, be uncovered for examination at the Contractor's expense. However, notwithstanding the failure of the Owner to make a timely inspection of the work before it is covered, its re-examination may be ordered by the Owner and if so ordered, the work must be uncovered by the Contractor at the Owner's expense. However, if such work be found not in accordance with the Contract, the Contractor shall shoulder the cost of uncovering and re-doing the work.
- (f) Should there be indications that the work done is not in accordance with the Drawings and Specifications, the Owner may at any time before final acceptance of the Work, make an examination of the portion already completed by removing or tearing out the same. The Contractor shall, on request, furnish all necessary facilities, labor, and

materials. If such work is found to be defective in any material respect due to fault of the Contractor or its Sub-Contractors, the Contractor shall defray all the costs of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract, the actual cost of labor and materials necessarily involved in the examination and replacement plus fifteen percent (15%), shall be allowed the Contractor and it shall, in addition, if completion of the work has been delayed thereby, be granted a suitable extension of time on account of the additional work involved.

(g) All inspection and tests shall be performed as not to unnecessarily delay the work.

20.05 Work During an Emergency

The Contractor shall perform any work and shall furnish and install all materials and equipment necessary during an emergency endangering life or property. In such cases, Article 18.01 shall apply.

20.06 Increased or Decreased Quantities of Work

Adjustments in working drawings to suit field conditions which cannot be foreseen at the time of calling for bids, may be necessary during construction. It is the essence of the Contract to recognize such changes in Drawings as normal. The resulting change in quantities or the increase in the scope of work of the Contractor shall be covered by a Change Order. Work done by the Contractor without timely notice to the Owner that an adjustment is required of Contract Price and Completion Time shall be at its own risk and expense.

20.07 Changes in the Work

A. Changes Ordered by Owner

The Owner may at any time order extra work or make changes by altering, adding to or deducting from the scope of work and within the general scope thereof; provided however that the resulting overruns or underruns from the quantities or costs in the Bid do not exceed twenty-five percent (25%). Such changes shall be ordered by the Owner in writing.

The issuance by the Owner of the revised Drawings or Supplemental Specifications changing the nature or work to be performed or of the materials, equipment, appliances or fixtures to be provided, shall be treated as sufficient written instruction of the Owner to the Contractor to execute the change.

B. Change of Sub-Surface Conditions

Should, during the progress of the work, sub-surface conditions at the site materially different from those shown on the Drawings or indicated in the Specifications or in any Contract Document, be discovered or encountered, the attention of the Owner shall be called to such conditions before these are disturbed. The Owner shall thereupon investigate the conditions, and if it finds that they materially differ from those shown on the Drawings or indicated in the Specifications or in the report of the Owner's geodetic survey and sub-surface exploration, it shall make such changes in the Drawings and Specifications as it may find necessary.

Should, as a result of sub-surface conditions, additional or a different type of work be required, although no change in the Drawings or Specifications may be required, a Change Order shall be necessary and issued to the Contractor.

C. Adjustment of Contract

The Work shall be executed under the conditions of the Contract. If changes under paragraphs A and B shall cause an increase or decrease in the amount due under the Contract, or in the time required for or manner of its performance, an equitable adjustment shall be made, and the Contract modified accordingly. In the event that the Work is increased by such changes, the Contractor shall furnish proportionate additional Performance Bond.

In case the Owner initiates a deductive change order for the purpose of transferring certain work items or part of the scope of work to another party or for the Owner to supply certain construction materials, then the Contractor shall be entitled to fifteen percent (15%) of the amount deducted in the change order to recover its overhead and profit.

D. Value of Extra Work

The value of any extra work or change shall be determined by the Owner in any one or more of the following ways:

- a. by a lump sum acceptable to the Contractor;
- b. by unit prices either stipulated in the Contract or subsequently agreed upon, provided the aggregate value of changes does not exceed twenty-five percent (25%) of the original Contract Price of the particular pay item;
- c. by actual direct cost plus value added tax, if any, plus fifteen percent (15%) for Contractor's profit and overhead.

Changes required by the Owner which in the aggregate exceed twenty-five percent (25%) for overruns shall be covered by a supplemental contract. The Contractor shall not be obliged to execute such changes in accordance with the unit rate specified in its Bid, a supplementary contract being treated as one separate from and independent of the Contract.

Where the aggregate value of all changes per pay item exceed twenty-five percent (25%) and the Contractor, without demanding the execution of a supplemental contract executes the additional work required with objection or protest, the value of the changes shall be determined in accordance with subparagraph (b) above.

Under case (c) above, the Contractor shall keep and present, in such form as the Owner may direct, a correct account of the direct cost together with vouchers and other supporting documents.

E. Award of Extra Work to Other Contractors

In case any extra work shall be required in the proper performance of the Work, and the Contractor and the Owner shall fail to arrive at any agreement as to the adjustment of Contract Price and/or Completion Time, the Owner may award such extra work to another contractor.

20.08 Claims for Extra Cost

Should the Contractor claim that any instructions by the Owner or the Drawings or Specifications issued after submission of the Bid, involve a change, it shall give the Owner written notice thereof within fifteen (15) days after the receipt of such instruction, Drawings or Specifications, as much as possible, before proceeding to execute the work, except in emergency endangering life or property provided for in Article 18.01.

In like manner, should the Contractor incur a delay in the mobilization and/or in the progress of its work for reasons attributable to the Owner, such as, but not limited to, Owner-supplied materials not arriving on time, movements or work executed by the Owner which interfere with the progress of the Contractor's work, delayed decisions by the Owner and other matters related thereto, it shall give the Owner written notice thereof within fifteen (15) days after recognition of such delay.

The amount due to the Contractor under this article shall be paid by the Owner in the same manner as any other sum to which the Contractor may be entitled under the Contract, particularly under Articles 20.06, 20.07, 22.05 and 22.10. Delay in said payment shall entitle the Contractor to an extension of time and to payment of interest in accordance with Article

22.05. Refusal or unreasonable delay by the Owner to pay the amount due shall entitle the Contractor to suspend or terminate the Contract whenever permitted under Article 26.

20.09 Cleaning up at Completion of Work

The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by its employees. Rubbish shall not be thrown from windows or other parts of the structure without the use of rubbish chutes. At the completion of the Work, the Contractor shall remove all temporary work, its rubbish therefrom and all its tools, scaffolding and surplus materials and turn over the Work for occupancy.

All dirt, stains, and the like on all finishing of floors, walls and ceilings, decorative work, finishing hardware and fixtures shall be removed.

All woodwork, finishing hardware and all metal works shall be cleaned and polished.

All glazing, marble and tile work shall be washed and cleaned. The Contractor shall also clean the site as shown in the Drawings and all areas which the Contractor used in the execution of the project.

Should the Contractor fail to clean up after due notice at the completion of the Work, the Owner may do so, and the cost thereof charged to the Contractor.

Should a dispute arise between the Contractor and separate contractors as to their responsibility for cleaning up, the Owner may clean up the site and charge the cost thereof to the contractors responsible therefor as the Owner shall determine to be just.

20.10 Use of Completed Portions of Work

The Owner may take possession of and use any completed or partially completed portion of the Work, although the time for completing it or portions thereof may not have expired; but such taking of possession and use shall not be deemed an acceptance of any work not completed in accordance with the Contract. Neither shall it be deemed a waiver by the Owner of the right to claim damages due to delay in the completion of the Work. Shall such prior use increase the cost or delays the completion of uncompleted work or cause refinishing of completed work, the Contractor shall be entitled to extra compensation or extension of time or both.

In the event of the Owner taking over any portion of the Work for its use prior to overall completion, then the Owner shall issue a Certificate of Completion for such portion taken over

and release retention as required by the Contract, subject to the provisions of Articles 20.11, 20.12, 20.13, 20.14 and 20.15.

20.11 Substantial Completion and its Effect

- A. (a) There is substantial completion when the Contractor completes ninety-five percent (95%) of the Work, provided that the remaining work and the performance of the work necessary to complete the Work shall not prevent the normal use of the completed portion.
- (b) The approval by the Owner of the Contractor's billing for completing at least ninety-five percent (95%) of the Work shall be deemed the Owner's acknowledgment that the Contractor has substantially completed the Work unless the Owner can establish that the unfinished work prevents the normal use of the completed portion.
- (c) The Owner may also issue to the Contractor a written acknowledgement of substantial completion which may be in the form of a Certificate of Substantial Completion or equivalent document but the date of this document shall not be controlling if substantial completion is shown to have been made at an earlier date, unless the Contractor accepts the certificate without taking exceptions thereto in writing within fifteen (15) days from receipt.
- B. (a) Notwithstanding paragraph A above, the equipment, fixtures and utilities (collectively referred to as Facility) furnished and/or installed by the Contractor which the Contract requires to be test-run prior to acceptance shall be test-run successfully before the Work can be accepted as substantially completed.
- (b) The Owner shall, without delay, cause the test-run of the Facility. Should the Contractor be unable to completely install or furnish and test-run the Facility without fault on its part, the Contractor shall automatically be entitled to an extension of Completion Time equal to the period of delay.
- C. (a) The Owner shall issue to the Contractor one or more lists of defects found or discovered on the completed work, otherwise known as a punch list or lists, which the Contractor must receive from the Owner not later than thirty (30) days from date of substantial completion.
- (b) The Owner may add to the punch list items but only as to corrective work on the items in the original punch list or lists not later than sixty (60) days from date of substantial completion.

A. (a) No liquidated damages for delay beyond the Completion Time shall accrue after the date of substantial completion of the Work.

(b) If the targeted date of completion has arrived and the Contractor cannot achieve ninety-five percent (95%) completion of the Work due to the uncompleted Facility caused by the Owner's fault, negligence or delay of the Owner, the Contractor shall be deemed to have achieved substantial completion provided:

- i. the Contractor has completed at least ninety-five percent (95%) of the Work minus the uncompleted Facility; and
- ii. the Contractor has completed the work required on the Facility but for that which is directly affected by the Owner's fault, negligence or delay.

The Owner shall release to the Contractor the Contract Price less the cost of the uncompleted portion of the Work and the amounts mentioned in Article 22.03.

20.12 Period of Making Good of Known Defects or Faults

Period of Making Good of Known Defects or Faults shall mean a period of not more than thirty (30) days, calculated from the date of receipt by the Contractor of the last item in the punch list submitted during the period stated in Article 20.11 C (b), during which the Contractor shall complete the corrective works.

20.13 Making Good of Known Defects or Faults

The Contractor shall execute at its own expense all works necessary for making good of known defects, imperfections or faults (wear and tear excepted) within the period stated in Article 20.12.

Should the defect or fault be due to a cause attributable to the Owner, the value of such work shall be ascertained and paid for as if it were additional work.

20.14 Special Test and Inspection

Special test, inspection or approval, not otherwise required in the Contract which the Owner instructs the Contractor to perform after the date of substantial completion, shall be treated as a separate work which shall be covered by a supplemental agreement.

20.15 Acceptance of Non-Conforming Work

If the Owner accepts defective or non-conforming work, instead of requiring its removal and correction, the Owner shall issue to the Contractor a change order to reflect a reduction in the

Contract Price where appropriate by an amount not exceeding the value of the unfinished work as determined in the Breakdown of Work and Corresponding Value. Such adjustment shall be effected whether or not final payment has been made.

20.16 Adjustment of Prices

This Article 20.16 shall not apply to an increase or decrease in the cost of materials and services provided or supplied by the Owner.

- A. There shall be added to or deducted from the Contract Price such sums affecting the execution of the Work caused by any of the following:
 - (a) an event of force majeure including abnormal changes in costs of materials;
 - (b) increases in labor costs mandated by law or wage order;
 - (c) increase in the cost of oil; and
 - (d) the deterioration of peace and order.
- B. Adjustment of prices due to escalation or reduction of costs of executing the Work shall be made using a parametric formula to be agreed upon by the parties. Such adjustment shall be made to provide equitable relief to both the Owner and the Contractor, allowing neither to gain nor to lose by such fluctuation. Adjustment of the Contract Price due to escalation shall be for the sole purpose of compensating the Contractor for the increase in the direct cost of its labor and materials used for the Work, plus value-added tax.
- C. The adjustment of prices shall be determined on the basis of the original Contract unit prices of labor and materials and such unit prices in effect during the relevant period of work accomplishment.
- D. Unless the parties agree otherwise, the Contract Price shall be adjusted, not oftener than once a month, due to increase or decrease of the direct cost of labor and materials of more than five percent (5%) of the original Contract unit prices of the relevant items of work. The adjustment shall include the first five percent (5%).
- E. In case the project is behind schedule by more than fifteen percent (15%) from the approved construction schedule, not due to excusable delays, the payment for work accomplished shall be made on the basis of the Contract Price as adjusted in accordance with the escalation rate applicable during the period in which it should have been accomplished.

20.17 Payment in Legal Tender

Payments in money under the Contract shall be made in the currency stipulated. Should it not be legally possible to deliver such currency, payments shall be made in the currency which is legal tender in the Philippines.

Article 21 *Time of Completion of Work*

21.01 Notice to Proceed, When Required

A Notice to Proceed shall be issued by the Owner to the Contractor only when the Contract so provides. Premature commencement of construction shall be at the Contractor's risk unless it is due to mutual desire to have the Contractor commence the work early, and the Owner gives the Contractor express or implied authority to do so.

21.02 Completion Time

The Contractor shall complete the Work in accordance with the Contract within the period fixed therein and as adjusted due to changes both directed and constructive. If the Contractor is directed to commence the Work after receipt of the Notice to Proceed to be issued by the Owner, such shall begin within seven (7) days from receipt of the Notice to Proceed, unless the Notice to Proceed provides for a later date for commencement of the Work.

For projects involving several phases of work with milestones, commencement date shall be reckoned from the time the Contractor receives the Notice to Proceed and/or Possession of Site for each milestone as shall be necessary to enable the Contractor to execute the contract works in accordance with the schedule stipulated in the Contract.

21.03 Schedule of Construction Work

- A. The Contractor, immediately after the Contract has taken effect, shall submit for approval a construction schedule in a form acceptable to the Owner indicating the approximate date each pay item will be started and completed, the equipment to be used and number of workers to be employed to complete it in accordance with the schedule. The progress of the work shall be at a rate sufficient to complete the Work in an acceptable manner within the Completion Time.
- B. In case of slippage, the Owner may call for meetings with the Contractor and other contractors involved to determine the possible cause/s contributing to the slow progress of the construction work, and if such slippage is due to the fault or negligence

of the Contractor, the Owner may require the Contractor to submit a catch-up schedule which shall be subject to approval by the Owner.

- C. The Owner may order the acceleration of work to meet a desired completion date. Acceleration of work for the benefit or convenience of the Owner or caused by the fault of or delay by the Owner, shall be treated as extra work for which a Change Order shall be issued, and the Contractor shall be paid for the cost of such acceleration. However, where the reason for acceleration is due to the fault of the Contractor, such additional cost for acceleration shall be borne by the Contractor alone.

21.04 Extension of Time

- A. The Contractor shall be entitled to an equitable adjustment of Completion Time where the Contractor is obstructed or delayed in the prosecution or completion of the Work by:
- (a) the act, neglect, delay or fault of the Owner, or any other contractor employed by the Owner on the Work;
 - (b) third-party strikes or lockouts or strikes by employees other than the Contractor's employees or a lockout by an employer other than the Contractor;
 - (c) an act of God or force majeure;
 - (d) unsuitable weather conditions which render the work impracticable or impossible or which slow down the prosecution of the Work;
 - (e) peace and order conditions;
 - (f) changes ordered or authorized by the Owner or authorized under the Contract; and
 - (g) delay authorized by the Owner pending arbitration of an unresolved dispute between the Owner and the Contractor.

The Contractor shall be entitled to substantiated prolongation costs only in respect of (a), (f) and (g), and of (d) when Changes or Variations by the Owner caused the works to be executed in a period of inclement weather conditions which is different from that envisaged at the bidding stage.

- B. For delay caused by paragraphs A(b), (c), (d), (e) and (f) of this Article 21.04, the Contractor shall within fifteen (15) days from the occurrence of the event which caused the delay, notify the Owner and the Owner shall, not later than fifteen (15) days from receipt of such notice, give the Contractor an equitable adjustment of the Completion Time. The failure of the Owner to respond to the Contractor or to give an equitable adjustment of the Completion Time shall be deemed an approval by the Owner of the adjustment requested by the Contractor.

- C. (a) For delay caused by paragraphs A(a) and (g), and in default of an agreement between the Owner and the Contractor, the Contractor shall be entitled to an adjustment of Completion Time equal to the delay caused by such factor/s. However, the Contractor shall not be entitled to extension of Completion Time due to the alleged failure of the Owner to furnish materials or information or provide drawings, unless in the construction schedule approved by the Owner, these are necessary to prosecute the Work in the order required, and the failure of the Owner to provide these caused a delay in the work of the Contractor.
- (b) The Owner, taking into account the construction schedule it approved and the progress of the work of the Contractor, is conclusively presumed to know when materials, equipment or supplies or drawings to be provided by the Owner shall be required by the Contractor. The failure of the Contractor to give prior or timely notice to the Owner of the date when such material, equipment or supplies or drawings shall be required, shall not be a ground for denying the Contractor an adjustment of Completion Time.
- (c) The failure of the Owner to reply to the Contractor's request for adjustment of Completion Time within fifteen (15) days from the date of receipt of the request shall be deemed an approval by the Owner of the adjustment requested by the Contractor. Such request shall be deemed a formality which does not affect the right of the Contractor to an equitable adjustment of Completion Time as provided in this paragraph C.
- D. Delay in the payment of any progress billing as required in Article 22.05 shall automatically extend the Completion Time by a period equal to the delay. The Contractor shall not be required to give notice to the Owner nor be required to establish that such delay actually delayed the prosecution of the Work or delayed the Contractor to a period equal to the delay in the payment of the billing.

21.05 Delay in Completion of the Work

- (a) It is understood that time is an essential feature of the Contract.
- (b) Upon failure of the Contractor to complete the Work within the Completion Time, the Contractor shall pay the Owner liquidated damages in the amount stipulated in the Contract as indemnity. The Owner may deduct from any sum due the Contractor the amount which has accrued as liquidated damages. Liquidated damages shall accrue from the first day of delay in completing the Work within the Completion Time until the date of substantial completion as determined under Article 20.11.

- (c) The amount of damages for corrective works uncompleted within the Period of Making Good of Known Defects shall be based on the value of such uncompleted corrective work in the Breakdown of Work and Corresponding Value for approved billings.
- (d) Upon failure of the Owner to pay the Contractor for approved billings, the Contractor shall have the right to suspend performance of the Work under the conditions provided in Article 27(b), (c) and (d) and be entitled to the payment of interest under Article 22.05.

Article 22 Payments

22.01 Breakdown of Contract Amount

The Breakdown of Work and Corresponding Value as approved by the Owner, shall be used as the basis for all Requests for Payment, and for determining the value of uncompleted work or corrective works. Except in cases where unit prices form the basis for payment under the Contract, the Contractor shall, within fifteen (15) days from the receipt of Notice to Proceed, or from commencement of the Work, submit a Breakdown of Work and Corresponding Value of the Contract Amount showing the value assigned to each part of the Work.

22.02 Requests for Payment

The Contractor may submit periodically but not more than once each month a Request for Payment for work done. The Contractor shall furnish the Owner all reasonable facilities required for obtaining the necessary information relative to the progress and execution of the Work. Each Request for Payment shall be computed from the work completed on all items listed in the Breakdown of Work and Corresponding Value, less a retention of ten percent (10%) of the progress payment to the Contractor. When fifty percent (50%) of the Contract has been accomplished, no further retention shall be made on progress billings for the balance of the Work.

In general, and unless the Contract provides otherwise, no payment shall be made for materials or items not incorporated in the work, except where such immediate acquisition is made necessary due to shortages or import or transportation difficulties, in which case, payment shall be made conditioned upon the submission by the Contractor of bills of sale, or upon compliance with such other procedures as will establish the Owner's title to such material or item, or otherwise adequately protect the Owner's interest.

22.03 Authorized Deductions from Value of Completed Work

The Owner may deduct the following from any payment due the Contractor:

- (a) the estimated cost of defective work not remedied;
- (b) the amount of substantiated and unpaid claims by Sub-Contractors employed in and suppliers of materials and labor for the Work unjustifiably withheld by the Contractor; and
- (c) the amount which has accrued as liquidated damages.

22.04 Conditions Relative to Payments

The Owner shall estimate the value of work accomplished by the Contractor using the schedule stipulated in the Breakdown of Work and Corresponding Value as basis. Such estimate of the Owner of the amount of work performed shall be taken as the basis for the compensation to be received by the Contractor. While such preliminary estimates of amount and quantity shall not be required to be made by strict measurement or with exactness, these must be made as close as possible to the actual percentage of work accomplishment.

22.05 Owner's Action on Requests for Payment

Within thirty (30) days after a receipt of Request for Progress Payment from the Contractor, the Owner shall pay the amount as certified. The 30-day period shall be inclusive of the period required in evaluating and certifying the Contractor's accomplishment.

In case the Owner fails to pay on time the amount due, the Owner shall pay, in addition to the amount due, interest thereon computed from the due date in accordance with the 30-day regular loan rate of the Land Bank of the Philippines prevailing on due date.

22.06 Payment of Unpaid Labor, Sub-Contractors and Suppliers

The Contractor shall pay punctually all workers it employed on the project at not less than such rates as are provided by existing laws. The Contractor shall also pay promptly all materials it purchased, equipment it used on the project, and all taxes due from it. The Contractor shall remit all amounts required by law to be withheld from the salaries or wages of its employees or workers.

22.07 Payments Over Ninety Percent (90%)

No payment shall be made in excess of ninety percent (90%) of the Contract Price, unless a statement sworn to before any officer duly authorized to administer oaths is submitted by the Contractor to the effect that all bills for labor, other than current wages, and all bills for materials have been duly paid by the Contractor and its Sub-Contractor, if any, excepting only such bills as may be enumerated in such sworn statement. The Contractor shall render the

Owner free and harmless from any claims and payment of such bills and shall indemnify the Owner the cost of defending itself against such claims.

22.08 Other Requirements Before Final Payment

The Contractor shall submit, aside from those which may be provided in the Contract, the following, as applicable, before final payment is made:

- (a) Certificate of Final Building Occupancy unless such certificate cannot be obtained through no fault of the Contractor;
- (b) Certificate of Final Inspection of electrical, telephone, sanitary, mechanical, water, gas, safety and other utilities unless such certificate cannot be obtained through no fault of the Contractor;
- (c) original and three (3) sets of prints of As-Built Drawings of Electrical, Sanitary, Gas, Telephone and Mechanical works, if such works are within the scope of the Contract. As-Built Drawings are the working drawings showing the system and actual locations of outlets, fixtures, services and equipment that were installed.
- (d) three (3) copies of Directory of Panel Boards and list of circuits;
- (e) three (3) copies of Instructions and Manual for operating and maintaining of fixtures and equipment;
- (f) three (3) copies of Keying Schedule; and
- (g) a release of liens arising under the Contract as provided in Article 33.01, and the sworn statements required in Article 22.09 (A) and Article 22.07.

22.09 Acceptance and Final Payment

Whenever the Contractor notifies the Owner that the Work under the Contract has been completely performed by the Contractor, the Owner shall proceed to verify the work, make the final estimates, certify to the completion of the work, and accept the same.

- A. The Owner shall then, except for causes herein specified, pay to the Contractor within the period stated in Article 22.05, the amount which shall be found due, excepting therefrom such sum or sums as may be lawfully retained under any of the provisions of the Contract; provided that final payment on the Contract shall not be made until the Contractor has submitted a statement sworn to before an officer duly authorized to administer oath, showing that all taxes due from it in connection with this Contract have been duly paid.
- B. In case the Owner has reasonable grounds of belief that the Contractor has not remitted to the appropriate government agency the employer's and employee's

contributions or the withholding tax on the employees' wages, the Owner may require evidence of remittance of such contributions or withholding tax in addition to the sworn statement mentioned above, and withholding release of the amount sufficient to cover such payments until the evidence required by the Owner is provided by the Contractor.

- C. The acceptance by the Contractor of final payment shall constitute a waiver of all its claims against the Owner, except the following:
 - (a) a claim covered by a prior notice to the Owner reserved by the Contractor to be filed in accordance with the Contract;
 - (b) a claim pending before and unresolved by the Owner at the time the request for final payment is made;
 - (c) a dispute referred to arbitration in accordance with Article 33.05; and
 - (d) a claim which the Owner acknowledges with the payment not to be covered by it.

22.10 Corrections of Work Before or After Final Payment

- A. Acceptance by the Owner of the Work of the Contractor shall relieve the Contractor of liability for any defect in the Work unless:
 - (a) The defect is hidden, and the Owner could not have discovered the defect even with the exercise of reasonable diligence.
 - (b) The Owner accepted the Work with express reservations seasonably made as to the specific portion of the Work which was found defective and which requires replacement or correction. A reservation which fails to specify the portion alleged to be defective and also fails to state in as much detail as possible the nature and extent of the defect shall be considered a general reservation and shall be ineffective.
- B. Paragraph A shall apply notwithstanding the issuance of the final certificate of completion or of full payment.
- C. Poor or inferior work or work which does not comply with the Drawings and Specifications which is apparent upon inspection by the Owner or by the technical representatives and inspectors employed by the Owner, shall forthwith be condemned and the Contractor notified thereof to give the Contractor an opportunity, without loss of time and without incurring unnecessary cost, to correct, remove and replace the defective work. Work not so condemned within one year from final payment cannot later be rejected by the Owner. If the Owner instructs the Contractor to remove or replace it thereafter, the instruction shall be treated as a change order.
- D. The Contractor shall be liable to the Owner for any hidden defect discovered and notified to the Contractor which the Contractor receives from the Owner within the

warranty period as provided in the Contract, or in default of any provision fixing the warranty period, within one year from the posting of the Guarantee Bond.

- E. Nothing herein shall be deemed to limit the liability of the Contractor to third persons due to any loss or damage resulting from the collapse of the Work due to defects in the construction or the use of materials of inferior quality or due to any violation of the terms of the Contract in accordance with Article 1723 of the Civil Code of the Philippines.

22.11 Release of Retention

Subject to Article 33.01 herein, the amount retained by the Owner under the provision of the Contract shall be released not later than the expiration of the Period of Making Good of Known Defects as provided in Article 20.12 upon the posting of the Contractor's Guarantee Bond.

Section VII Contractor—Separate Contractors—Sub-Contractors Relations

Article 23 Separate Contracts with Other Contractors

The Owner may perform work outside of the Contractor's scope of work or award separate contracts to other contractors. Should the Contractor claim that delay, damage, or additional cost is involved as a result, the Contractor shall make such claim as provided in the Contract. The Owner shall provide for the coordination of the work performed by the Contractor and/or each separate contractor with the Work of the Contractor.

Article 24 Contractor and Separate Contractors Relations

24.01 Storage of Materials and Work Coordination

The Contractor shall, to the extent possible, afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and cooperate in the Owner's effort to coordinate its work with that of other contractors so as to minimize interference or obstruction in the progress of the work performed by each of them.

24.02 Cutting, Patching and Digging

The Contractor shall do all cutting, fitting or patching of its work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors shown upon, or reasonably implied by, the Drawings and Specifications for the completed structure.

Any cost caused by defective or ill-timed work shall be borne by the party responsible therefor.

The Contractor shall not endanger any work by cutting, digging or otherwise and shall not cut or alter the work of any other contractor save with the consent of the Owner.

24.03 Defective Work by Separate Contractors

Should any part of the Contractor's work depend for proper execution or results upon the work of any other contractor, the Contractor shall inspect and promptly report it to the Owner. Its failure to inspect and report it shall constitute an acceptance of the other contractor's work as fit and proper for the reception of its work, except as to defects which may develop in the other contractor's work after the execution of the Contractor's work.

To insure the proper execution of its subsequent work, the Contractor shall verify work already in place and shall at once report to the Owner any discrepancy noticed between the executed work and the drawings.

24.04 Damage Caused by Contractor to Separate Contractors

Should the Contractor cause damage to the work of any separate contractor, the Contractor agrees to relieve the Owner of any liability which may arise therefrom.

24.05 Damage Caused by Separate Contractors to Contractor

Should any separate contractor cause damage to the Contractor's work, then the Owner shall hold harmless the Contractor in respect thereof.

Article 25 Sub-Contracts

25.01 General

It is understood and agreed that no portion of the Work shall be sublet or sub-contracted without the Owner's consent. However, any part thereof or any specialty work therein, may be sublet or sub-contracted, subject to the provisions of Articles 25.02 and 33.03.

The consent of the Owner to the Contractor's engagement of a Sub-Contractor, by itself, shall not create any contractual relation between the Sub-Contractor and the Owner.

25.02 Contractor's Responsibility

The Contractor is as fully responsible to the Owner for the acts and omissions of its Sub-Contractors and the persons either directly or indirectly employed by them, as it is for the acts and omissions of persons it directly employed.

Section VIII Suspension of Work and Termination of Contract

Article 26 Contractor's Right to Suspend Work or Terminate Contract

The Contractor may suspend work or terminate the Contract upon fifteen (15) days' written notice to the Owner for any of the following reasons:

- (a) Should an order of any court or other public authority caused the work to be stopped or suspended for an aggregate period of ninety (90) days through no act or fault of the Contractor or its employees.
- (b) Should the Owner fail to pay the Contractor the approved Request for Payment as provided in Article 22.05.
- (c) Should the Owner fail to pay the Contractor any sum within thirty (30) days after its award by arbitration.
- (d) Should the Owner suspend the work without just cause for more than an aggregate period of fifteen (15) days without the Contractor's consent.
- (e) Should the Owner fail to deliver at the construction site Owner- supplied/furnished construction materials and/or equipment, for the scope of work along the critical path, beyond fifteen (15) days after its scheduled date for delivery as provided for in the Contract.
- (f) Should approval of Variation Orders for additional works along the critical path be delayed beyond fifteen (15) days after submission for approval by the Owner or by its duly designated Representative.

Should the suspension be necessary for proper execution of the Work or by reason of weather or other conditions affecting the safety of the works and/or the Contractor's workers, the Contractor may request the Owner to suspend work in accordance with the applicable provision or provisions of Article 27.02.

The Contractor shall be entitled to an equitable adjustment of Completion Time and/or Contract Price for suspension of work due to the above circumstances.

Article 27 Owner's Right to Suspend the Work

27.01 Suspension Without Cause

The Owner may, at any time and without cause, suspend the work or any portion thereof for a period of not more than the aggregate period of fifteen (15) days by notice in writing to the Contractor and shall fix the date on which work shall be resumed. The Contractor shall resume the Work on the date so fixed. The Contractor will be allowed an adjustment in the Contract Price to include demobilization and remobilization costs and/or stand-by time as applicable as well as adjustment of Completion Time which shall not be less than the period of suspension and shall include the delay due to remobilization of equipment and personnel. The Owner may not suspend the work without just cause for more than an aggregate period of fifteen (15) days without the Contractor's consent.

27.02 Just Causes for Suspension of Work

The Owner, by a written order, may direct the Contractor to stop the Work or any portion thereof, in any of the following cases until the cause for such order has been eliminated:

- (a) unsuitable weather or other conditions considered unfavorable for the prosecution of the work;
- (b) failure of the Contractor to correct defective work or to correct conditions which constitute a danger to its workers or the general public;
- (c) failure of the Contractor to carry out valid orders issued by the Owner or to comply with any provision of the Contract, or its persistent failure to carry out the Works in accordance with the Contract;
- (d) the necessity for adjusting the Drawings to suit site conditions found during construction, or in case of a change in Drawings and Specifications;
- (e) failure of the Contractor to supply sufficient skilled workers, suitable materials or equipment;
- (f) failure of the Owner to supply Owner-supplied/furnished materials on time, where such failure is due to causes beyond the reasonable control of the Owner;
- (g) delay by the Owner in obtaining a right-of-way, where such obligation is assumed by the Owner under the Contract, and the delay is not due to the fault or negligence by the Owner;
- (h) Force majeure or fortuitous event;
- (i) peace and order problems; or
- (j) any condition similar to the above, beyond the control of the Owner.

The Contractor shall immediately comply with such order to suspend the Work or any part thereof for such period or periods and in such manner as the Owner may direct, and during such suspension shall properly protect and secure the Work.

The Contractor shall be entitled to an equitable adjustment of Completion Time and Contract Price for suspension of work due to items (a), (d), (f), (g), (h), (i) and (j). However, for item (a), no such adjustment shall be allowed if unsuitable weather conditions were taken into account in determining the Completion Time as provided for in the Bid Documents. Should the actual number of days of unsuitable weather exceed the period taken into account in the Bid Documents, the Contractor shall be entitled to an adjustment of Completion Time and Contract Price.

Article 28 Owner's Right to Terminate Contract

28.01 Termination with Cause

The Owner may immediately terminate the Contract, without prior notice to the Contractor, upon the occurrence of any of the following events:

- (a) should the Contractor be adjudged bankrupt or insolvent;
- (b) should the Contractor make a general assignment of its assets for the benefit of its creditors;
- (c) should a trustee or receiver be appointed for the Contractor or for any of the Contractor's property; or
- (d) should the Contractor file a petition for suspension of payments, or to reorganize under the bankruptcy or similar Laws.

28.02 Other Grounds for Termination with Cause

The Owner may terminate the Contract upon the occurrence of any of the following events:

- (a) the Contractor repeatedly fails to supply, based on the construction schedule, the sufficient number of skilled workers or suitable materials or equipment;
- (b) the Contractor repeatedly fails to make, without just cause, prompt payments to Sub-Contractors for labor, materials or equipment, and completion of the Work is being delayed;
- (c) the Contractor disregards the Laws or orders of any public body having jurisdiction;
- (d) the Contractor otherwise violates in any substantial way any provision of the Contract; or

- (e) slippage of the Contractor in excess of twenty-five percent (25%) in the prosecution of Work per agreed construction schedule and/or PERT/CPM including any time adjustment duly granted to the Contractor.

The Owner may, after giving Contractor and its Surety 15 days' written notice, terminate the services of the Contractor, exclude the Contractor from the site and take possession of the Work and of all the Contractor's tools, appliances, construction equipment and machinery at the site and use the same and incorporate into the Work all materials and equipment stored at the site including those stored elsewhere for which the Owner has paid the Contractor, and finish the Work as the Owner may deem expedient. In such case the Contractor shall not be entitled to receive any further payment until the Work is finished.

28.03 Termination Without Cause

Upon 15 days' written notice to the Contractor, the Owner may, without prejudice to any other right or remedy, elect to abandon the Work and terminate the Contract. In such case, the Contractor shall be paid for all work executed and any expense sustained including reasonable termination costs.

Article 29 Owner's Right to Proceed with the Work after Reduction in the Contractor's Scope of Work; Partial Takeover from Contractor

29.01 Owner's Right to Carry Out the Work

Should the Contractor:

- (a) repeatedly fail to supply sufficient skilled workers or suitable materials or equipment;
- (b) repeatedly fail to make prompt payments to Sub-Contractors for labor, materials or equipment;
- (c) fail within a mutually agreed time after written notice of the Owner to carry out remedial or repair work;
- (d) fail despite repeated remedial work to rectify the defects or the result of remedial work does not conform to the specifications;
- (e) fail to perform the Work in accordance with the Contract,

the Owner may, after seven (7) days following receipt by the Contractor of written notice and without prejudice to any other remedy the Owner may have and without terminating the Contract, make good such deficiencies. In such case an appropriate change order shall be issued deducting from the payments then or thereafter due the Contractor the cost of correcting such deficiencies, including compensation of additional services made necessary

by such default, neglect or failure. If the payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Owner.

29.02 Use of Materials and Equipment at Site

The Contractor, upon receiving notice of termination of the Contract, shall vacate the site and deliver possession of the Work, or the parts thereof specified in the notice, to the Owner. All materials, plant, appliances and other essential equipment as may be needed for the construction of the project, shall, at the option of the Owner, remain on the site until the Work is completed and credit the Contractor a reasonable rental for the use the same.

In case such materials and/or equipment do not belong to the Contractor, then the Owner, provided it does not violate the lease contract of the Contractor, shall have the option to retain these for use in the project and pay reasonable rent directly to the lessor for their use, chargeable against the Contractor.

29.03 Owner to Complete Work

The Owner shall then take over the Work, and use such tools, appliances and materials of every description as may be found at the site for the purpose of completing the Work.

29.04 Evaluation of Cost of Work

Upon such termination of this Contract, the Owner shall ascertain and fix the value of the work completed by the Contractor and not paid for by the Owner and of all usable materials of the Contractor taken over by the Owner at the time of said termination.

- (a) If the cost to the Owner of completing the Work, inclusive of reasonable administrative and managerial services and the charges against the project prior to termination of the Contract are not in excess of the Contract Price, then the difference between these may be applied to settle claims filed against the Contractor, and the balance, if any, may be paid to the Contractor. No amount in excess of the combined value of the unpaid completed work, retained percentage and usable materials taken over by the Owner at the time of the termination of the Contract shall be paid to the Contractor until the completion of the work.
- (b) In case of suspension of work, all unpaid work executed including costs incurred during suspension shall be charged to the Owner.

29.05 Owner's Right to Recover Damages

Neither the taking over by the Owner of the Work for completion by administration nor the re-letting of the same to another contractor shall be construed as a waiver of the Owner's rights to recover damages against the original Contractor and/or its sureties for the failure to complete the work as stipulated.

In such case, the full extent of the damages for which the Contractor and/or its sureties shall be liable shall include:

- (a) Liquidated damages which may have accrued up to and including the day immediately before the date the Owner effectively takes over the Work or the date of substantial completion, whichever occurs earlier;
- (b) the excess cost incurred by the Owner in the completion of the project over the Contract Price inclusive of re-letting the same; Should the Owner complete the Work by administration, the direct cost of completing the Work shall include the reasonable cost of managerial and administrative services incurred from the time the Owner effectively took over the Work by administration.

29.06 Liquidated Damages

- 1. Where the Contractor refuses or fails to satisfactorily complete the Work within the specified Contract Time, including any time adjustment duly granted, the Contractor shall pay the Owner liquidated damages in the amount stipulated in the Contract. Liquidated damages shall accrue from the first day of delay in completing the Work until the date of substantial completion as determined under Article 20.11.
- 2. To be entitled to such liquidated damages, the Owner does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the Contractor under the Contract. The Owner may collect such liquidated damages from the retention money or other securities posted by the Contractor, whichever is convenient to the Owner.
- 3. In no case, however, shall the total sum of liquidated damages exceed ten percent (10%) of the total Contract Price.
- 4. Should, before the completion of the whole of the Work, any part or section of the Work be certified by the Owner's Engineer or Representative as completed and occupied or used by the Owner, the liquidated damages for delay shall be reduced in the proportion which the value of the part or section so certified bears to the value of the whole of the Work, unless a contrary provision is stipulated in the Contract.

Section IX Responsibilities and Liabilities of Contractor and of Owner

Article 30 Contractor's Responsibility for Accidents and Damages

30.01 Safeguards to be Undertaken by Contractor

The Contractor shall take all necessary precautions for the safety of employees and workers on the Work, and comply with all Laws to prevent injury to persons on, about or adjacent to the premises where the Work is being performed. The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the Work, such barriers, shoring, supports, braces, lights, danger signs and necessary safeguards, as will protect workers and the public and as will effectively prevent any injury to persons and damage to property in consequence of its work.

The Contractor shall designate a responsible member of its organization at the site, whose duty shall be the prevention of accidents and damage to the Work, the Owner's property and adjoining property. The name and position of the person so designated shall be reported by the Contractor in writing to the Owner.

The Contractor shall be primarily responsible for all safety measures in prosecuting the Work in accordance with R.A. No. 11058, An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations.

30.02 Owner Not to be Responsible

The Contractor shall render the Owner free and harmless for the death of, the disease contracted or injury received by the Contractor or any of its employees or laborers, for any damage done by or to Contractor's plant or materials from any source or cause; and for damages caused by the Contractor or its employees to any property of the Owner and adjoining property.

- (a) The Contractor shall indemnify and save harmless the Owner from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgement of every nature and description brought or recovered against the Owner, for any act or omission of said Contractor, or of its agents or employees, in the execution of the Work or the guarding of it.
- (b) Claims for payment and repairs for damages for which the Contractor is liable shall be settled by the Contractor at its own expense. In the event of failure of the Contractor to repair such damages, and pay other claims, the Owner may repair the same and pay the

claims, and deduct the entire cost of such repairs and claims from the payments due the Contractor.

30.03 Contractor's Default

The Owner shall have the right to undertake reasonable safety and protection measures in case of Contractor's default, and charge the cost of such measures to the Contractor.

Article 31 Contractor's Insurance and Bonds

31.01 Contractor's Liability Insurance

The Contractor shall secure and maintain insurance coverage from an insurance company acceptable to the Owner as will protect itself, its Sub-Contractors, and the Owner from claims for bodily injury, death or property damage which may arise from work under the Contract. The Contractor shall not commence work under the Contract until it has obtained the insurance coverage required and shall have filed the insurance policy or the certified copy of the insurance policy with the Owner. Such insurance policy shall contain a clause providing that it shall not be cancelled by the insurance company without written notice to and approval of the Owner. The nature, extent and amount of such insurance coverage shall be as agreed upon between the Owner and the Contractor. The Contractor shall ensure that such insurance policy is effective during the execution of the Work.

31.02 Accident Insurance for Workers

The Contractor shall, in addition to compulsory coverage of workers under the workers' compensation law, obtain insurance coverage for accidental death or injury of its officers, employees and laborers without regard to tenure of employment as permanent or regular workers, project workers or casual employees performing work at the project site. The premiums to be paid on the insurance policy shall be paid by the Contractor and without cost to those covered by the policy.

31.03 Contractor's Fire Insurance

In addition to such Fire Insurance as the Contractor elects to carry for its work, it shall secure and maintain the policies upon such structures and materials and in such amounts as shall be designated in the joint names of the Contractor and the Owner as their respective interests may appear. These policies shall be secured from a company which is satisfactory to the Owner and delivered to the Owner. A Contractor's All Risk Policy or any insurance for third party liability of the Contractor shall not include the Owner as co-insured but as a third party.

31.04 Contractor's Performance and Payment Bonds

The Contractor, prior to signing the Contract, shall furnish a Performance Bond equal to fifteen percent (15%) of the Contract amount for the faithful performance of its Work and fifteen percent (15%) bond covering Contractor's obligations arising from the Contract to its workers, Sub-Contractors and suppliers. Such bonds shall be in the form of surety bond as approved by the Owner, and shall remain in effect until replaced by the Contractor's Guarantee Bond.

31.05 Contractor's Guarantee Bond

The Performance and Payment Bonds will be released by the Owner upon posting by the Contractor of a Guarantee Bond equivalent to the amount of the retention released to the Contractor. The Guarantee Bond shall be for a period of one (1) year commencing from the date of posting as a guarantee that all materials and workmanship installed under the Contract are of acceptable quality.

31.06 Contractor's Guarantee-Warranty

- (a) The Contractor shall, in case of work performed by its Sub-Contractors and where guarantees are required, secure guarantees from said Sub-Contractors and deliver copies of same to the Owner upon completion of work. The term *guarantee* shall include warranty.
- (b) The Contractor shall and thereby guarantees all work performed by it directly and for which guarantees are required.
- (c) The Contractor shall guarantee for a period of one year, or for a longer period where so provided in the Specifications, all materials and workmanship installed under the Contract to be of acceptable quality in every respect and to remain so during the guarantee period.
- (d) Should any defect develop in aforesaid work, within the guarantee period due to fault in material and/or workmanship, the Contractor shall make all repairs and do all necessary work to correct defective work to the Owner's satisfaction. Such repairs and corrective works shall be done by the Contractor at its exclusive expense and shall be commenced within five (5) days after receipt of written notice by the Owner.
- (e) In case the Contractor fails to commence or do the Work so ordered, the Owner may have the Work done by another contractor and charge the cost thereof against monies retained as provided for in the Contract and/or against its sureties.
- (f) The foregoing remedies shall be without prejudice to the rights of the Owner under the New Civil Code and other laws now or hereafter that may be applicable.

31.07 Mandatory Conditions of Bonds

The bonds required of the Contractor shall be subject to mandatory conditions which shall form part of said bonds.

A Surety issuing any bond called for in the Contract is deemed conclusively to have accepted the following mandatory conditions:

- (a) The Surety agrees in advance to future novation/s of the bond either by adjusting the scope of the Work of the Contractor caused by directed or constructive changes, the Completion Time or the Contract Price. Where the Contract provides that the Contractor shall obtain the approval of the Surety to any such adjustment, the required approval shall be deemed to be a mere formality, the absence of which shall not affect the obligation and liability of the Surety under the bond.
- (b) The bond issued by Surety under the Contract shall continue to have force and effect beyond the effectivity period stated in the bond if the Work or the obligation for which it was issued has not been completely performed. This is without prejudice to the right of the Surety to demand from the Contractor the payment of the premium on the bond or to the right of the Owner to pay such unpaid premium for the Contractor. The additional premium on the bond for an extension of the Contract time due to reasons other than the fault or negligence of the Contractor shall be billed at cost to the Owner. The bond may not be cancelled or otherwise terminated by the Surety without the express written consent of both the Owner and the Contractor. The right of the Surety shall be limited to demand the payment of unpaid premium.
- (c) The Owner shall have a right of recourse against the Surety on the bond until:
 - i. it is cancelled by the Owner and returned to the Contractor;
 - ii. it is replaced by another bond unless the Owner reserves the right to recover against the former bond due to default of the Contractor;
 - iii. the Owner issues to the Contractor an unconditional Certificate of Acceptance of the Work.
- (d) Until the Owner takes over the Work (not only a part thereof) or otherwise terminates the Contract, the Contractor shall not be deemed in default, notwithstanding the reduction of the Contractor's scope of work and any assistance provided by the Owner to enable the Contractor to catch up and complete the remaining work. The Owner's assistance to the Contractor shall not prejudice nor limit the right of the Owner to have a later recourse against the bond.

Any provision in the bond thereby issued or in any document made prior to, concurrent with, or after the issuance of the bond which tends to nullify, modify, or limit by time or otherwise, any right of the Owner shall be void and shall not prevail over the above mandatory conditions.

Article 32 Owner's Responsibilities and Liabilities

32.01 Advance Payment

An advance payment in an amount to be mutually agreed upon shall be paid by the Owner to the Contractor, provided that the Contractor shall post a surety bond of equivalent amount callable on demand and acceptable to the Owner to guarantee its repayment. The Contractor shall use the advance payment for mobilization, purchase of materials, and the like for the project. This shall be recouped pro rata in the progress billings.

32.02 Protection of Employees and Professionals Performing Services for the Owner

The Owner shall be responsible for and shall maintain such insurance as will protect it from liability for personal injury including disease and death of persons under its employ or service whether as temporary or permanent in status that are assigned to the project.

32.03 Owner's Optional Insurance

The Owner may maintain such insurance as will protect it from its contingent liability for damages, for personal injury, including death, which may arise from the Work under the Contract.

32.04 Additional Information and Services Required of the Owner

The Owner shall, at the request of the Contractor, at the time of the execution of the Contract, furnish to the Contractor reasonable evidence that the Owner can fulfill its obligations under the Contract. Unless such reasonable evidence is furnished, the Contractor may not be required to execute the Contract or to commence or continue the Work.

Article 33 Liens, Disputes and Arbitration

33.01 Liens

As a condition to final payment and/or the release of the retention, the Contractor shall release the Work from any legal liens attaching therewith as a result of unpaid claims of Sub-

Contractors and/or suppliers for the supply of materials and/or equipment to the Contractor for the project in the form of a sworn statement by the Contractor or a duly authorized officer of the Contractor stating that all such claims have been fully paid; and furnishing the Owner, when required, with receipts or acknowledgments of payment issued by the Sub-Contractors and/or suppliers. Should any of such claims remain unpaid as of the time of executing the sworn statement, or if the Contractor is unable to furnish the Owner with proof of full payment to any Sub-Contractor or supplier, the Contractor shall furnish the Owner with an indemnity bond equal to the amount of the claims still unpaid. The indemnity bond may be issued by the Surety which previously issued the Contractor's Performance Bond or any other bond required under the Contract or by any other Surety acceptable to the Owner. The Owner may recover against the Contractor and/or the Surety, on the latter's indemnity bond, any amount paid by the Owner to discharge such liens, including costs incurred incident thereto and a reasonable amount of attorney's fees.

33.02 Assignment

- A. The Contract may not be assigned in whole or in part. Any purported assignment made of the Contract or any part thereof without the consent of either party shall be void and ineffective.
- B. The Owner may nevertheless exact full compliance from both the Contractor and its assignee without waiving the Owner's right at any time thereafter to reduce the Contractor's scope of Work by removing from the Contractor the part of the Work which was assigned and giving it to any other contractor and/or terminating the Contract in either case, without any further cause than the assignment.
- C. Any contract, agreement or binding written commitment entered into by the Contractor either before or after the execution of the Contract, with any other person as cooperator, consortium member, joint venture member, or supplier of equipment, technology, materials or services for the joint execution of the Work, shall be provided to the Owner at the latter's request. Should the Owner find that the contract, agreement or binding written commitment is a disguised assignment of the Contract, the Owner shall so notify the Contractor and shall have the rights under paragraph B above.

33.03 Subcontracting

The Contractor may subcontract any part of the Contract with the approval of the Owner. The Owner may require the Contractor as a condition for the approval of the subcontract that:

- (a) the subcontract shall be submitted to the Owner and the subcontract must require the Sub-Contractor to obtain the same bonds and insurance coverage as are required of the Contractor under the Contract; and
- (b) the Contractor furnish the Owner copies of these insurance policies and bonds.

33.04 Disputes

- A. All matters which under the Contract shall be accepted, approved or decided by the Owner may be entrusted by the Owner to its authorized representative for determination within a period of fifteen (15) days. The latter shall in all such matters act as agent of the Owner whose determination binds the Owner.
- B. Should the Contractor disagree with the determination by the Owner or by its authorized representative, both parties shall attempt to settle the dispute amicably before the commencement of arbitration, otherwise, such shall be deemed a dispute which may be submitted to arbitration. However, unless both parties agree otherwise, the Contractor shall move to commence arbitration even if no attempt at an amicable settlement has been made.

33.05 Settlement of Disputes

A. Dispute or Disagreement Submitted to Arbitration

Any person who undertakes to do construction work for a project in the Philippines agrees to abide by and be bound by relevant Philippine laws and to settle construction disputes by arbitration.

Any dispute arising out of or in connection with the Contract including any question regarding its existence, validity or termination not resolved as provided above shall be referred to and finally resolved by arbitration under the Rules of Procedure Governing Construction Arbitration promulgated pursuant to Executive Order No. 1008 (Construction Industry Arbitration Law), as amended by R.A. 9285 or the ADR Act of 2004, by either a panel of three (3) arbitrators or a Sole Arbitrator as may be agreed upon by the parties and appointed in accordance with such Rules. The place of arbitration shall be in Metro Manila, Philippines.

B. Delivery of Notice

A party to the Contract shall, by entering into the same, be deemed to be submitting itself to the jurisdiction of the Construction Industry Arbitration Commission with regard to any dispute arising out of or in connection with the Contract as provided in Article 33.05, paragraph A above.

Such party shall be notified of the claim referred to in Article 33.05, paragraph A and other notices and processes incident thereto.

Notifications or communications from the CIAC Secretariat and/or the Arbitrator(s) shall be validly made if they are delivered personally by an authorized representative of CIAC, by private courier, by registered mail to the address(es) or last known address(es) of the party(ies) for whom the same are intended appearing in the record, and/or by email sent to the email addresses of the party(ies) on record, at the option of the Secretariat/Arbitrator(s).

Delivery of initial and subsequent communications from CIAC or from the arbitral tribunal to a party which has moved out of its address of record to an unknown address, may be made electronically or by some form of communication, approved by CIAC, to the latter's last known address. It shall not be necessary to send more than one communication for this purpose.

In case of a foreign corporation, notice may be given electronically or by registered air mail or by some form of communication to the latter's last known address. If the foreign corporation cannot be given prompt and proper notice to that address, notice shall be given to its resident agent in the Philippines or to the Securities and Exchange Commission in accordance with the Corporation Code.

The address of record of a party or the address in the Philippines given in the contract it signs shall be treated as its last known address unless later, it has given due notice to the parties to the contract of its change of address in which case, the latter address should be regarded as its last known address. Additionally, the address of record of the resident agent of a foreign corporation appearing in the record of appointment as resident agent in the Securities and Exchange Commission shall also be recognized as the address of record of the foreign corporation in the Philippines.

Section X Owner's Representative

The Owner's Representative shall either be the Architect, the Engineer, Construction Manager or other person designated by the Owner as the Owner's Representative.

The Owner's Representative shall have the full authority to act for and on behalf of the Owner in all matters which under the Contract the Owner shall give its consent, approval or decision.

The Owner shall give the Contractor at the time of the Notice to Proceed or any time thereafter the notice of appointment of the Owner's Representative. Unless the Contractor is notified in writing by the Owner of the limits of authority of the Owner's Representative, it shall be

understood that the authority of the latter to act for and on behalf of the Owner is full and unqualified.

In the absence of a written communication by the Owner to the Contractor notifying the latter of the designation of a particular person as Owner's Representative, the Architect shall perform the functions and have the authority of the Owner's Representative if the project or Work involves the construction of a building; but if the project or Work involves the construction of an engineering structure, other than a building, or the construction of a building if such constitutes only a minor portion of the project, the Engineer shall perform the functions and have the authority of an Owner's Representative.

The Owner's Representative shall also perform the function of Construction Manager unless the Owner designates another person as Construction Manager. If the Owner shall designate a Construction Manager and define its functions, those functions of a Construction Manager not delegated to the latter shall be performed by the Owner's Representative.

Notwithstanding the designation by the Owner of an Architect, Engineer and/or Construction Manager, communications between the Contractor and the Owner shall be made only through the Owner's Representative.

Section XI Schedule of Time Limits

The Contractor shall perform its Work subject to certain Time Limits. This indexed section, as based on the entire General Conditions, is provided in order to facilitate the execution of its Work.

Title	Time Limit	Reference Article No.
1. Contract Time		
1.1 Contract Time Reckoning	The Contractor shall commence the Work within seven (7) days from receipt of Notice to Proceed (NTP) unless NTP provides for a later date.	21.02
1.2 Request for Time	To be filed within fifteen (15) days from occurrence of event which caused delay. (par. B)	21.04
2. Contract Sum		
2.1 Breakdown of Work & Corresponding Value	To be submitted within fifteen days from receipt of the Notice to Proceed	22.01
2.2 Claim for Extra Cost	Notice to be given to Owner within fifteen (15) days (1) after receipt of instruction involving extra cost, or (2) after recognition of delay due to Owner's fault.	20.08
3. Progress/Final Payment		
3.1 Owner's Action on Payment Request	To be made within thirty (30) days after receipt of request for payment.	22.05
3.2 Owner's Action on Final Payment Request	To act within thirty (30) days from receipt of the request for payment.	
3.3 Delayed Payment	Delay in payment of the amount due shall entitle the Contractor to interest from due date based on the thirty (30) day loan rate of the Land Bank of the Philippines	22.05

3.4 Release of Retention	To be released not later than sixty (60) days from substantial completion upon posting of Contractor's Guarantee Bond.	22.11
4. Substantial Completion and its Effects	<p>Substantial Completion is attained if the Contractor completes ninety-five percent (95%) of the works; or the Owner approves the Contractor's billing for completing at least 95% of the works unless the Owner can establish that the unfinished portion prevents the normal use of the completed portion. [pars. A(a) & (b)]</p> <p>The Owner may issue a Certificate of Substantial Completion or equivalent document, but the date of document is not controlling if substantial completion is shown to have been attained earlier, unless the Contractor accepts the certificate without taking any exceptions thereto in writing within fifteen (15) days from receipt of the certificate. [par. A(c)]</p>	20.11
5. Correction of Work 5.1 Issuance of Punch List 5.2 Correction Before or After Final Payment 5.3 Making Good of Known Defects	<p>The Owner shall issue the punch list/s which the Contractor must receive not later than thirty (30) days from date of substantial completion [par. C (a)].</p> <p>The Owner may add to the punch list items but only as to corrective work in the original punch list/s not later than sixty (60) days from substantial completion [par. C(b)].</p> <p>Poor or inferior work, apparent upon inspection to be condemned & Contractor notified to enable him to correct, remove & replace the same. Owner has one year from date of final payment to condemn poor or inferior work, otherwise, instructions to remove or replace such shall be treated as change order.</p> <p>Thirty (30) days from receipt by the Contractor of the last item in the punch list.</p>	20.11 22.10 20.12 & 20.13
6. Contractor's Right to Suspend Work or Terminate Contract	<p>Contractor may suspend work or terminate Contract upon 15 days' written notice to Owner, for any of the following reasons:</p> <p>(a) Should an order of any court or other public authority caused the work to be stopped or</p>	26

	<p>suspended for a period of ninety (90) days through no act or fault of the Contractor or its employees.</p> <p>(b) Should the Owner fail to pay the Contractor the approved Request for Payment within thirty (30) days from receipt.</p> <p>(c) Should the Owner fail to pay the Contractor any sum within thirty (30) days after its award by arbitrators.</p> <p>(d) Should the Owner suspend the work without just cause for more than a period of fifteen (15) days without the Contractor's consent.</p> <p>(e) Should the Owner fail to deliver at the construction site Owner-supplied/furnished construction materials and/or equipment, for the scope of work along the critical path, beyond fifteen (15) days after its scheduled date for delivery as provided for in the Contract.</p> <p>(f) Should approval of Variation Orders for additional works along the critical path be delayed beyond fifteen (15) days after submission for approval by the Owner or by its duly designated Representative.</p>	
7. Owner's Right to Terminate Contract	<p>May be done immediately and without notice:</p> <p>Should the Contractor declare bankruptcy, become insolvent or assigns its assets for the benefit of its creditors or appointment of trustee/ receiver for Contractor or any of its property.</p> <p>May be done after giving fifteen (15) days written notice to Contractor or to its Surety should the Contractor:</p>	28.01
	<p>(1) Disregard or violate provisions of the Contract Documents or Owner's instructions;</p> <p>(2) Fail to provide skilled superintendent, workers or suitable materials or equipment;</p> <p>(3) Fail to make prompt payment to Sub-Contractors, for labor or materials or equipment;</p> <p>(4) Disregard the authority of the Owner's Representative;</p> <p>(5) Violate in any substantial way any provisions of the Contract Documents;</p>	28.02

	(6) Repeatedly delays prosecution of work per agreed Construction Schedule and/or PERT/CPM plus any time extension duly granted the Contractor.	
8. Disputes	<p>The Owner or its representative shall act within a period of fifteen (15) days on all matters under the Contract requiring the Owner's approval, acceptance or decision.</p> <p>Should the Contractor disagree with the determination by the Owner or by its authorized representative, both parties shall attempt to settle the dispute amicably before the commencement of arbitration, otherwise, such shall be deemed a dispute which may be submitted to arbitration. However, unless both parties agree otherwise, the Contractor shall move to commence arbitration even if no attempt at an amicable settlement has been made.</p>	33.04 & 33.05
9. Guarantee Bond 9.1 Contractor's Guarantee Bond	To be furnished the Owner upon release of retention and shall be effective for a period of one year commencing from the date of acceptance as a guarantee that all materials and workmanship installed are of acceptable quality.	31.05

APPENDIX

Appendix “A”.

Amendments to CIAP Document 102

Minor change in the format and changes in the language used pertaining to gender, whereby sexist language such as he/him/his/workmen were changed to gender-fair language in compliance with the directive of the Civil Service Commission (CSC) (CSC Memo Circular No. 12-2005), encouraging the use of non-sexist language in all communications, issuances, and official documents, were among the amendments made in the 2004 Edition of CIAP Document 102, including updates and improvement on the following provisions, which are incorporated in the 2022 version:

PROVISION		CHANGES MADE
	Scope This document specifies general conditions of contract between a private owner and contractor applicable for the construction of any type of structure or works as contemplated in the Republic Act No. 4566 otherwise known as Contractors' License Law.	New provision to define the scope and coverage of CIAP Document 102
ART. 1: DEFINITIONS	Article 1. Definitions For the purposes of this document, the following definitions apply:	Inserted to describe Art. 1
	1.02 advance payment down payment the money given by the Owner to the Contractor to help the latter underwrite significant start up or procurement costs that may have to be incurred before construction begins	New item
	1.04 As-Built drawings drawings showing the structure as actually constructed including system and actual locations of outlets, fixtures, services and equipment that were installed	Lifted from Art. 22.08, item (c) -- Other Requirements Before Final Payment
1.06 BID DOCUMENTS	1.08 Bid Documents collectively refer to all documents provided or made available to prospective bidders which include the Invitation to Bid, drawings and technical specifications and a copy of the Contract which the winning bidders would be required to sign with the Owner	Inserted “drawings and technical specifications”
1.03 ADVERTISEMENT or INVITATION TO BID	1.21 Invitation to Bid the notice or advertisement published by the Owner or the invitation issued to prospective bidders, giving information as to the nature of the proposed project, conditions for the issuance of Contract documents, date of bidding, and information that would give the Contractor a general idea of the magnitude and extent of the project	Deleted the word “Advertisement” in the title
	1.22 last known address of a party refers to the address in the Philippines given by a party in the Contract.	New item under definition of terms

	<p>1.28 retention is a sum on money, usually 10% or less of every progress payment to a Contractor which the Owner retains to underwrite future costs of completing the Contractor's work and/or remedying the defects therein</p>	<p>New item under definition of terms</p>
<p>1.13 CONTRACT DOCUMENTS</p>	<p>documents attached to the Agreement identified therein as Contract Documents, including all additions, deletions and modifications incorporated therein. These generally include the following documents which shall form part of this Contract and constitute integral parts hereof:</p> <ul style="list-style-type: none"> (a) Special Provisions or Conditions; (b) General Conditions; (c) Specifications; (d) Drawings; (e) Contractor's Performance and Payment Bonds contemplated in Clause 31.04 hereof; (f) Contractor's Guarantee Bond contemplated in Clause 31.05 hereof; and (g) other Bid Documents 	<p>Inserted phrase <i>"which shall form part of this Contract and constitute integral parts hereof"</i>.</p> <p>Inserted <i>"Contractor's Performance and Payment Bonds contemplated in Clause 31.04 hereof" and "Contractor's Guarantee Bond contemplated in Clause 31.05 hereof"</i> as items (e) and (f)</p>
<p>2.03 INTERPRETATION OF CONTRACT</p> <p>(a) RULE 4</p>	<p>RULE 4: Where the conflict cannot be resolved by applying Rule 3 or where Rule 3 does not apply, the conflict shall be resolved by giving precedence to the Agreement or to provisions of a Contract Document higher in order of priority among the various documents which comprise the Contract. The order of priority among these documents shall be as follows:</p> <ul style="list-style-type: none"> (a) Agreement as modified by Notice of Award of Contract, if such be the case, and the Contractor's conformity thereto; (b) Instruction to Bidders and any amendment thereto; (c) Addenda to Bid Documents; (d) Specifications; (e) Drawings; (e) Special Conditions of Contract; (f) General Conditions of Contract; (g) Drawings; (h) Contractor's Performance and Payment Bonds contemplated in Clause 31.04 hereof; (i) Contractor's Guarantee Bond contemplated in Clause 31.05 hereof; (h)(j) Other Contract Documents; and (i)(k) Other documents forming part of the Contract attached thereto or incorporated therein by reference. <p>Where the order of precedence is modified in the Agreement, such modified order of precedence shall be followed; however, the mere listing of Contract Documents in the Agreement or any Contract Document shall not be interpreted as establishing an order of precedence among them.</p>	<p>Changed the order and moved <i>"Drawings"</i> after the <i>"General Conditions of Contract"</i>.</p> <p>Inserted <i>"Contractor's Performance and Payment Bonds contemplated in Clause 31.04 hereof" and Contractor's Guarantee Bond contemplated in Clause 31.05 hereof"</i> as items H and I.</p>

2.04 CONFORMITY TO THE CONTRACT	A. If there be a variance between the Drawings and the Specifications, the provisions of the Specifications shall control-prevail . In case of conflict between the General Conditions or any modification thereof and the detailed specification requirements, the detailed specification requirements shall control-prevail .	Changed the word “control” to “prevail”
2.05 MEANING OF TERMS a.	2.05 Meaning of Terms (a) The words <i>approved, directed and acceptable</i> , or words of like shall mean approved by, directed by, or acceptable to the Owner.	Deleted the subtitle “approved, directed and acceptable” and “import”
2.05 b.	(b) The word <i>furnish</i> shall be understood to mean to purchase and/or fabricate and deliver to the jobsite or other location when so designated.	Deleted the subtitle “furnish”
2.05 c.	(c) The word <i>install</i> shall mean to build in, mount in positions, connect or apply any object specified ready for the intended use.	Deleted the subtitle “install”
2.05 d.	(d) The word <i>provide</i> shall be understood to mean to furnish and install.	Deleted the subtitle “provide”
2.05 e.	(e) The words <i>required</i> or <i>necessary</i> shall mean as required or necessary for the complete execution of that portion of the Work.	Deleted the subtitle “required or necessary”
5.03 LETTER OF TRANSMITTAL:	5.03 Letter of Transmittal Submission of shop drawings shall be accompanied by a letter of transmittal in duplicate, containing the name of the project, the Contractor's name, reference drawing number, titles, and other pertinent data.	Inserted the word “reference”
10.02 TRADE NAME MATERIALS AND SUBSTITUTES:	10.02 Brand Name Materials and Substitutes (a) Whenever an item or class of materials is specified exclusively by brand name, manufacturer's name or catalog reference, only such item shall be used except as provided in paragraph (b) hereof.	Changed the word “trade” into “brand”
10.06 DEFECTIVE MATERIALS:	10.06 Defective Materials All materials different from the Specifications shall be considered non-conforming to the minimum requirements . The Contractor shall remove or replace materials different from the Specifications when ordered to do so by the Owner. Upon the Contractor's failure to do so, the Owner may remove and replace them and deduct the cost of removal and replacement from any money due or to become due the Contractor. No materials, the defects of which have been subsequently corrected, shall be used until the Owner's approval is given. Should the Specifications, Drawings, Special Provisions and Supplementary Specifications fail to provide any detail or description concerning the nature and quality of the Work to be performed, it should be understood that generally accepted construction practice shall be followed.	Inserted the word “different from” and “non-conforming to the minimum requirements”
ART. 11: MATERIALS, EQUIPMENT, FIXTURES, APPLIANCES AND FITTINGS FURNISHED BY THE OWNER	Article 11 Materials, Equipment, Fixtures, Appliances and Fittings Furnished by the Owner Materials, equipment, fixtures, appliances and fittings specifically indicated in the Contract shall be provided in accordance with the Owner-approved construction schedule. Materials furnished by the Owner shall be deemed acceptable for the purpose intended. The	Added as new 3 rd paragraph

	<p>Contractor may continue to use them until otherwise directed in writing by the Owner. No further test shall be required unless the Owner directs otherwise and pays the cost of such test.</p> <p>Should the Contractor discover any defect in materials furnished by the Owner, the Contractor shall advise the Owner in writing. The Contractor shall be responsible for material loss of or damage to any Owner-provided material, equipment, fixture, appliance or fitting in its custody.</p> <p>Unused Owner-supplied materials, equipment, fixtures, appliances and fittings, the cost of which was not charged to the Contractor and did not form part of the Contract Price, shall belong to the Owner which shall be returned to the Owner by the Contractor upon completion of the Work. Those the cost of which was charged to the Contractor and deducted from its Contract Price shall belong to the Contractor.</p>	
14.02 SAFEGUARD FOR STRUCTURE:	<p>14.02 Safeguard for Structure</p> <p>The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety. The Contractor shall enforce the Owner's safety instructions regarding signs, advertisements, fires and smoking, and any other factors that may cause endangerment to safety.</p>	<p>Added the phrase <i>"and any other factors that may cause endangerment to safety"</i></p>
15.03 SAFETY AND SANITATION:	<p>15.03 Safety and Sanitation</p> <p>The Contractor, from the commencement of the Work up to completion, shall:</p> <p>a) furnish and put up all temporary barricades and guard lights necessary for the protection, proper prosecution and completion of the Work;</p> <p>b) maintain guard lights at the top of the following, but not limited to: falsework tower, barricades, railings;</p> <p>c) provide and maintain sufficient sanitary toilet accommodation and other necessary conveniences including but not limited to water connections for the use of personnel and laborers on the work properly secluded from public observation in such manner and at such points as shall be approved by the Owner, use shall be strictly enforced;</p> <p>d) keep such places clean and free from pests; and</p> <p>e) remove all connections and appliances connected therewith prior to the completion of the Work.</p>	<p>Reword <i>"until its"</i> to <i>"up to"</i> and added the word <i>"shall"</i></p> <p>Added in item (b) the phrase <i>"but not limited to"</i></p> <p>For item (c), changed the word <i>"ample sanitary"</i> into <i>"sufficient"</i> and added the phrase <i>"conveniences including but not limited to"</i></p> <p>Changed the word <i>"flies"</i> into <i>"pests"</i> in item (d)</p>
15.04 TEMPORARY SIGN	<p>15.04 Temporary Signs</p> <p>Signs or advertisements shall only be displayed upon the approval of the Owner. The Contractor may erect one painted sign indicating the names and addresses of the Owner, the Contractor, and the various Sub-Contractors. The Owner shall approve the size, color, lettering, and location of such temporary signs.</p>	<p>Rephrased this paragraph and changed the word <i>"giving"</i> into <i>"indicating"</i></p>
16.01 SAFEGUARD MEASURES:	<p>16.01 Safeguard Measures</p> <p>The Contractor shall:</p> <p>a) take all reasonable measures to protect from damage:</p> <ul style="list-style-type: none"> - the Works; - the Owner's property, and; 	<p>Changed <i>"watchmen"</i> into <i>"security personnel"</i></p>

	<ul style="list-style-type: none"> - the equipment, materials, appliances and fixtures supplied or paid for by the Owner; - and shall make good any damage, injury or loss thereto, except such as may be caused by agents or employees of the Owner, or due to causes considered as Acts of God; <p>b) provide reliable and competent security personnel to guard the site and premises, provide all doorways with locks under the Contractor's control and lock such doors at the close of each day's work; provided, however, that if the Owner deems the security service inadequate or incompetent, the Contractor shall increase or change the security personnel;</p> <p>c) prohibit smoking at the site and post signs to this effect at conspicuous places;</p> <p>d) prohibit fires built on the site except by expressed consent of the Owner; and</p> <p>(e) provide and maintain in good working order an adequate number of fire-fighting equipment and such equipment shall not be used for any other purpose.</p>	
16.03 TREES AND OTHER PLANTS:	<p>16.03 Trees and Other Plants</p> <p>Existing vegetation such as but not limited to trees, plants, and shrubs, identified by the owner to remain at site shall be boxed and otherwise protected from damage. Trees within the site located outside building lines shall not be cut or removed without written approval from the Owner and appropriate authorities.</p>	<p>Inserted the phrases "vegetation such as but not limited to" and "identified by the owner".</p> <p>Reworded the second sentence, and added the highlighted words "written" and "and appropriate authorities."</p>
16.03 b.	<p>(b) Any damage to the abovementioned vegetation, streets, and sidewalks, resulting from fault or negligence of the Contractor in connection with the execution of the Work shall be made good and/or replaced or repaired by, at the contractor's own expense.</p>	<p>Reworded the phrase "Damage to trees, plants, shrubs"</p>
ART. 18: PROTECTION OF LIFE, WORK AND PROPERTY DURING AN EMERGENCY	<p>Article 18 Authorization to Contractor for the Protection of Life, Work and Property During an Emergency</p> <p>In an emergency endangering life, the Work or the adjoining property, the Contractor, even without special instruction or authorization from the Owner, shall act, at its discretion, to prevent or minimize such threatened loss or injury. Emergency work performed by the Contractor shall be treated as one performed under a Change Order unless the emergency was caused or brought about by its fault or negligence.</p>	<p>Modified original title from " Authorization to Contractor" to "Authorization to Contractor for the Protection of Life, Work and Property During an Emergency"</p>
18.01 AUTHORIZATION TO CONTRACTOR:		
ART. 19: LABOR	<p>Article 19 Labor</p> <p>The Contractor shall employ only competent and duly qualified professionals, technical personnel, foremen, and construction workers to execute the Work.</p>	<p>Modified text under Art. 19.01 and moved Art. 19. Labor.</p>

19.01 CHARACTER OF WORKMEN:		Deleted the rest of the sentence which says: “ <i>Upon written request of the Owner, the Contractor shall remove from the site an employee who is careless or incompetent or obstructs the progress of the work or acts contrary to instructions or conducts himself improperly.</i> ” Removed subtitle “Character of Workmen”
ART. 20: WORK	Article 20 Work The purpose of this Article is to ensure that the Contractor is paid for Work completed and for the Owner to retain such portion of the Contract Price, which, together with the Performance Bond, is sufficient to complete the Work without additional cost to the Owner.	Originally 20.11 E
20.13 MAKING GOOD OF KNOWN DEFECTS OR FAULTS:	20.13 Making Good of Known Defects or Faults The Contractor shall execute at its own expense all works necessary for making good of known defects, imperfections or faults (wear and tear excepted) within the period stated in Article 20.12. Should the defect or fault be due to a cause attributable to the Owner, the value of such work shall be ascertained and paid for as if it were additional work.	2 nd paragraph was rephrased as shown. Deleted the subsequent paragraph which says: “ <i>If the Contractor shall fail to do any such corrective work, the Owner shall, upon written notice to the Contractor, be entitled to carry out such work by his own workmen or by other contractors, and charge the cost thereof to the Contractor. The Owner may withhold an amount not exceeding the Contract cost of executing such work from the payment to the Contractor.</i> ”
20.16 ADJUSTMENT OF PRICES:	20.16 Adjustment of Prices This Article 20.16 shall not apply to an increase or decrease in the cost of materials and services provided or supplied by the Owner. A. There shall be added to or deducted from the Contract Price such sums affecting the execution of the Work caused by any of the following: a) an event of force majeure including abnormal changes in costs of materials; b) increases in labor costs mandated by law or wage order;	Highlighted portion was originally item F of same article (Art. 20.16)

	c) increase in the cost of oil, and; d) the deterioration of peace and order.	
20.16 B.	B. Adjustment of prices due to escalation or reduction of costs of executing the work shall be made using a parametric formula to be agreed upon by the parties. Such adjustment shall be made to provide equitable relief to both the Owner and the Contractor, allowing neither to gain nor to lose by such fluctuation. Adjustment of the Contract Price due to escalation shall be for the sole purpose of compensating the Contractor for the increase in the direct cost of its labor and materials used for the Work , plus value-added tax.	The TWG approved the deletion of the phrase “ <i>In default of such agreement, the parametric formula under applicable laws shall be applied.</i> ”
22.04 CONDITIONS RELATIVE TO PAYMENTS:	22.04 Conditions Relative to Payments The Owner shall estimate the value of work accomplished by the Contractor using the schedule stipulated in the Breakdown of Work and Corresponding Value as basis . Such estimate of the Owner of the amount of work performed shall be taken as the basis for the compensation to be received by the Contractor. While such preliminary estimates of amount and quantity shall not be required to be made by strict measurement or with exactness, these must be made as close as possible to the actual percentage of work accomplishment.	Inserted the phrase “as basis”
22.09 ACCEPTANCE AND FINAL PAYMENT:	22.09 Acceptance and Final Payment Whenever the Contractor notifies the Owner that the Work under the Contract has been completely performed by the Contractor, the Owner shall proceed to verify the work, make the final estimates, certify to the completion of the work, and accept the same. D. The Owner shall then, except for causes herein specified, pay to the Contractor within the period stated in Article 22.05, the amount which shall be found due, excepting therefrom such sum or sums as may be lawfully retained under any of the provisions of the Contract; provided that final payment on the Contract shall not be made until the Contractor has submitted a statement sworn to before an officer duly authorized to administer oath, showing that all taxes due from it in connection with this Contract have been duly paid. E. In case the Owner has reasonable grounds of belief that the Contractor has not remitted to the appropriate government agency the employer's and employee's contributions to the Social Security System or to Medicare or the withholding tax on the employees' wages, the Owner may require evidence of remittance of such contributions or withholding tax in addition to the sworn statement mentioned above, and withholding release of the amount sufficient to cover such payments until the evidence required by the Owner is provided by the Contractor. F. The acceptance by the Contractor of final payment shall constitute a waiver of all its	Deleted the phrase “to the Social Security System or to Medicare”

	<p>claims against the Owner, except the following:</p> <p>(a) a claim covered by a prior notice to the Owner reserved by the Contractor to be filed in accordance with the Contract;</p> <p>(b) a claim pending before and unresolved by the Owner at the time the request for final payment is made;</p> <p>(c) a dispute referred to arbitration in accordance with Article 33.05; and</p> <p>(d) a claim which the Owner acknowledges with the payment not to be covered by it.</p>	
22.10 CORRECTIONS OF WORK BEFORE OR AFTER FINAL PAYMENT:	<p>22.10 Corrections of Work Before or After Final Payment</p> <p>A. Acceptance by the Owner of the Work of the Contractor shall relieve the Contractor of liability for any defect in the Work unless:</p> <p>a) The defect is hidden and the Owner could not have discovered the defect even with the exercise of reasonable diligence.</p> <p>b) The Owner accepted the Work with express reservations seasonably made as to the specific portion of the Work which was found defective and which requires replacement or correction. A reservation which fails to specify the portion alleged to be defective and also fails to state in as much detail as possible the nature and extent of the defect shall be considered a general reservation and shall be ineffective.</p> <p>B. Paragraph A shall apply notwithstanding the issuance of the final certificate of completion or of full payment.</p>	Added phrase “also fails”
ART. 24: CONTRACTOR-SEPARATE CONTRACTORS RELATIONS	Article 24 Contractor and Separate Contractors Relations	Added “and” in the title of the article
30.01 SAFEGUARDS TO BE UNDERTAKEN BY CONTRACTOR:	<p>30.01 Safeguards to be Undertaken by Contractor</p> <p>The Contractor shall take all necessary precautions for the safety of employees and workers on the Work, and comply with all Laws to prevent injury to persons on, about or adjacent to the premises where the Work is being performed. The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the Work, such barriers, shoring, supports, braces, lights, danger signs and necessary safeguards, as will protect workers and the public and as will effectively prevent any injury to persons and damage to property in consequence of its work.</p> <p>The Contractor shall designate a responsible member of its organization at the site, whose duty shall be the prevention of accidents and damage to the Work, the Owner's property and adjoining property. The name and position of the person so designated shall be reported by the Contractor in writing to the Owner.</p>	Modified last part “in accordance with the safety manual approved by the Construction Industry Authority of the Philippines (CIAP)” into “R.A. No. 11058, An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations.”

	The Contractor shall be primarily responsible for all safety measures in prosecuting the Work in accordance with R.A. No. 11058, An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations.	
31.02 ACCIDENT INSURANCE FOR WORKERS:	<p>31.02 Accident Insurance for Workers</p> <p>The Contractor shall, in addition to coverage of workers under applicable statutory and regulatory requirements on workers' compensation, obtain insurance coverage for accidental death or injury of its officers, employees and laborers without regard to tenure of employment as permanent or regular workers, project workers or casual employees performing work at the project site in an amount of not less than P100,000.00 per officer, employee or laborer. The premiums to be paid on the insurance policy shall be paid by the Contractor and without cost to those covered by the policy.</p>	Deleted the phrase "in an amount of not less than P100,000.00 per officer, employee or laborer"
31.07 MANDATORY CONDITIONS OF BONDS	<p>31.07 Mandatory Conditions of Bonds</p> <p>The bonds required of the Contractor shall be subject to mandatory conditions which shall form part of said bonds.</p> <p>A surety issuing any bond called for in the Contract is deemed conclusively to have accepted the following conditions:</p> <p>a) The Surety or bondsman agrees in advance to future novation/s of the bond either by adjusting the scope of the Work of the Contractor caused by directed or constructive changes, the Completion Time or the Contract Price. Where the Contract provides that the Contractor shall obtain the approval of the surety to any such adjustment, the required approval shall be deemed to be a mere formality, the absence of which shall not affect the obligation and liability of the Surety under the bond.</p> <p>b) The bond issued by Surety or bondsman under the Contract shall continue to have force and effect beyond the effectivity period stated in the bond if the Work or the obligation for which it was issued has not been completely performed. This is without prejudice to the right of the Surety to demand from the Contractor the payment of the premium on the bond or to the right of the Owner to pay such unpaid premium for the Contractor. The additional premium on the bond for an extension of the Contract time due to reasons other than the fault or negligence of the Contractor shall be billed at cost to the Owner. The bond may not be cancelled or otherwise terminated by the Surety without the express written consent of both the Owner and the Contractor. The right of the Surety shall be limited to demand the payment of unpaid premium.</p> <p>c) The Owner shall have a right of recourse against the Surety on the bond until:</p> <ul style="list-style-type: none"> it is cancelled by the Owner and returned to the Contractor; 	Deleted the word "bondsman"

	<ul style="list-style-type: none"> • it is replaced by another bond unless the Owner reserves the right to recover against the former bond due to default of the Contractor; • the Owner issues to the Contractor an unconditional Certificate of Acceptance of the Work. <p>Until the Owner takes over the Work (not only a part thereof) or otherwise terminates the Contract, the Contractor shall not be deemed in default, notwithstanding the reduction of the Contractor's scope of work and any assistance provided by the Owner to enable the Contractor to catch up and complete the remaining work. The Owner's assistance to the Contractor shall not prejudice nor limit the right of the Owner to have a later recourse against the bond.</p> <p>Any provision in the bond thereby issued or in any document made prior to, concurrent with, or after the issuance of the bond which tends to nullify, modify, or limit by time or otherwise, any right of the Owner shall be void and shall not prevail over the above conditions.</p>	
33.04 DISPUTES: A. B.	33.04 Disputes A. All matters which under the Contract shall be accepted, approved or decided by the Owner may be entrusted by the Owner to its authorized representative for determination within a period of fifteen (15) days. The latter shall in all such matters act as agent of the Owner whose determination binds the Owner. B. Should the Contractor disagree with the determination by the Owner or by its authorized representative, both parties shall attempt to settle the dispute amicably before the commencement of arbitration, otherwise, such shall be deemed a dispute which may be submitted to arbitration. However, unless both parties agree otherwise, the Contractor shall move to commence arbitration even if no attempt at an amicable settlement has been made.	Original paragraph states: “... such disagreement shall be brought before an adjudicator, who shall be jointly engaged by the Owner and the Contractor, not later than fifteen (15) days before the commencement of the Work to resolve conflicts arising from the foregoing determination by the Owner or by his representative. If either of the party disagrees with the resolution of the adjudicator, such shall be deemed as a dispute which may be submitted to arbitration.” xxx
33.05 Settlement of Disputes A. DISPUTE OR DISAGREEMENT SUBMITTED TO ARBITRATION	33.05 Settlement of Disputes A. Dispute or disagreement submitted to arbitration A. Dispute or Disagreement Submitted to Arbitration Any person who undertakes to do construction work for a project in the Philippines agrees to abide by and be bound by relevant Philippine laws and to settle construction disputes by arbitration.	Inserted new paragraph “Any person who undertakes to do construction work for a project in the Philippines agrees to abide by and be bound by relevant Philippine laws and to settle construction

	<p>Any dispute arising out of or in connection with the Contract including any question regarding its existence, validity or termination not resolved as provided above shall be referred to and finally resolved by arbitration under the Rules of Procedure Governing Construction Arbitration promulgated pursuant to Executive Order No. 1008 (Construction Industry Arbitration Law), by panel of three (3) arbitrators appointed in accordance with such Rules as amended by R.A. 9285 or the ADR Act of 2004, by either a panel of three (3) arbitrators or a Sole Arbitrator as may be agreed upon by the parties and appointed in accordance with such Rules. The place of arbitration shall be in Metro Manila, Philippines. Resort to arbitration shall be made by filing a claim with the Construction Industry Arbitration Commission.</p>	<p><i>disputes by arbitration."</i></p> <p>Deleted phrase "by panel of three (3) arbitrators appointed in accordance with such Rules" and inserted "as amended by R.A. 9285 or the ADR Act of 2004, by either a panel of three (3) arbitrators or a Sole Arbitrator as may be agreed upon by the parties and appointed in accordance with such Rules".</p> <p>Deleted the sentence: "Resort to arbitration shall be made by filing a claim with the Construction Industry Arbitration Commission."</p>
B. SUBSTITUTED SERVICE	<p>B. Substituted Service Delivery of Notice</p> <p>A party to the Contract shall, by entering into the same, be deemed to be submitting itself to the jurisdiction of the Construction Industry Arbitration Commission with regard to any dispute arising out of or in connection with the Contract as provided in Article 33.05, paragraph A above.</p> <p>Such party shall be notified served with of the claim referred to in Article 34.05 33.05, paragraph A and other notices and processes incident thereto upon such claim being served upon or filed with his co-venturer, partner or authorized representative, notwithstanding any statement to the contrary in the Agreement, Contract Documents, or any other communication to the other party or after entering into the Contract, unless he has filed with the Construction Industry Arbitration Commission an irrevocable special power of attorney authorizing another person or entity to receive by personal service at a definite address in Metro Manila, Philippines, such claim, notice and processes. In case a party, his co-venturer, or authorized representative declines service of such claim, notice or process or cannot be found at his given address such service shall be made upon the said party by filing the same with the Construction Industry Authority of the Philippines (CIAP) at its 54 office address, and filing the claim, notice or process shall complete the service upon the party concerned.</p>	<p>Changed title of clause to "Delivery of Notice".</p> <p>Modified ^{2nd} paragraph, see deletions. Add new paragraphs #3-6.</p>

	<p>Notifications or communications from the CIAC Secretariat and/or the Arbitrator(s) shall be validly made if they are delivered personally by an authorized representative of CIAC, by private courier, by registered mail to the address(es) or last known address(es) of the party(ies) for whom the same are intended appearing in the record, and/or by email sent to the email addresses of the party(ies) on record, at the option of the Secretariat/Arbitrator(s).</p> <p>Delivery of initial and subsequent communications from CIAC or from the arbitral tribunal to a party which has moved out of its address of record to an unknown address, may be made electronically or by some form of communication, approved by CIAC, to the latter's last known address. It shall not be necessary to send more than one communication for this purpose.</p> <p>In case of a foreign corporation, notice may be given electronically or by registered air mail or by some form of communication to the latter's last known address. If the foreign corporation cannot be given prompt and proper notice to that address, notice shall be given to its resident agent in the Philippines or to the Securities and Exchange Commission in accordance with the Corporation Code.</p> <p>The address of record of a party or the address in the Philippines given in the contract it signs shall be treated as its last known address unless later, it has given due notice to the parties to the contract of its change of address in which case, the latter address should be regarded as its last known address. Additionally, the address of record of the resident agent of a foreign corporation appearing in the record of appointment as resident agent in the Securities and Exchange Commission shall also be recognized as the address of record of the foreign corporation in the Philippines.</p>	
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Construction Industry Authority of the Philippines