



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

CGLSC/CGIDS

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CIRCULAR

NUMBER05-19

**PROCEDURES FOR THE ISSUANCE OF CERTIFICATE OF COMPLETION AND
CERTIFICATE OF ACCEPTANCE FOR PCG INFRASTRUCTURE PROJECTS**

I. REFERENCES:

1. DPWH Department Order Nr 40 dated 11 March 2015
2. Revised IRR of Republic Act 9184, Annex E, Nr. 7

II. GENERAL:

To ensure compliance by contractors with the prescribed plans and specifications under their infrastructure contracts with the PCG, the following actions related to the issuance of the Certificate of Completion and Certificate of Acceptance for the contracts shall be undertaken.

III. PURPOSE:

To set the prescribed format, guidelines and procedures in the issuance of Certificate of Completion and Certificate of Acceptance for PCG infrastructure projects.

IV. SCOPE:

This covers all certificates of completion and certificate of acceptance as prepared and issued by the Implementing Units for all infrastructure (purely civil and/or with components of mechanical and/or electrical works) projects whether new construction or repair, and maintenance activities to be implemented either by the administration and/or contract.

V. DEFINITION OF TERMS

Certificate of Completion - refers to the document issued by the head of the implementing unit upon the request of the contractor stating that the project has been found to be satisfactorily completed in accordance with the plans and specifications of the contract based on the final inspection report submitted by the inspection team.

Implementing Unit - refers to the PCG unit responsible for the implementation of infrastructure projects from planning, design, pre-construction, maintenance and rehabilitation including but not limited to CG District, Station, Sub-station, Detachment, Operational Support Command, Functional Command, Administrative Support Command, Support Bases, Flag Office, Central Staff, Special & Technical Staff, Technical, Technical & Administrative Support Services and the Command itself.

Inspection - refers to the visual observation / assessment of the infrastructure project for general conformance to the approved plans and specifications, at significant construction stages and at completion of the infrastructure project in accordance with the National Building Code of the Philippines.

Inspection Team - refers to a group of PCG personnel, uniformed or non-uniformed, designated to conduct inspection on a proposed or ongoing construction project to ensure that the project implementation is in accordance with the approved plans and specifications.

Inspection Report - refers to the report submitted by the Inspection Team to the Head of the Implementing Unit as a result of the inspection conducted on an infrastructure project. Included in the report are the itemized defects and/or deficiencies identified, if any, during the inspection and their corresponding corrective measures that needs to be undertaken.

Final Inspection Report - refers to the last issued inspection report wherein all defects/deficiencies from previous inspection reports have been satisfactorily corrected and that no additional defects/deficiencies have been identified.

End User - refers to the PCG unit who will actually utilize or occupy the building, property or infrastructure project including accompanying equipment supplied and installed.

Project Contractor - refers to a person or entity / company, either sole-proprietorship, partnership, or corporation that entered into a contract with the PCG thru competitive bidding or other modes of government procurement in line with RA 9184 and its Revised Implementing Rules and Regulations (IRR) to fulfill the requirements set in the implementation of infrastructure projects.

R.A. 9184 - An act providing for the modernization, standardization and regulation of the procurement activities of the government and for other purposes otherwise known as the Government Procurement Reform Act.

VI. GUIDELINES AND PROCEDURES

The following guidelines and procedures shall be followed in the preparation, request and issuance of Certificate of Completion and Certificate of Acceptance.

A. CERTIFICATE OF COMPLETION

The Certificate of Completion shall be issued by the Head of the Implementing Unit upon the request of the Contractor, the recommendation of the Project Engineer, and submission of the Final Inspection Report from the Inspection Team

stating that the project has been found to be satisfactorily completed in accordance with the Plans and Specifications of the Contract.

The Inspection Team shall have a minimum team composition as follows:

a) For projects UNDERTAKEN by the Command:

- One (1) Member from Site Survey and Inspection Division, CGIDS to serve as Inspection Team Head.
- One (1) Member from Architectural Branch, CGIDS
- One (1) Member from Civil / Structural Branch, CGIDS
- One (1) Member from Electrical / Mechanical Branch, CGIDS
- One (1) Member from the End User of the Infrastructure Project
- One (1) Provisional Member from CGWCEISC (as necessary)
- One (1) Provisional Member from MSSC (as necessary)

b) For projects NOT UNDERTAKEN by the Command (CG Districts, CG Stations/Sub-Stations, CG Detachments, Operational Support Commands, Functional Commands, Administrative Support Commands, Support Bases, Flag Office, Central Staff, Special & Technical Staff and Technical & Administrative Support Services):

- One (1) Member from the Implementing Unit to serve as the Inspection Team Head
- One (1) Member from Architectural Branch, Infrastructure Development Unit (IDU) covering the project location
- One (1) Member from Civil / Structural Branch, IDU
- One (1) Member from Electrical / Mechanical Branch, IDU
- One (1) Member from the End User of the Infrastructure Project
- One (1) Provisional Member from the nearest CGWCEISC Sub-unit
- One (1) Provisional Member from the nearest MSSC Sub-unit

For Infrastructure projects stated in "b", wherein the Implementing Unit is also the End User, one person shall not be allowed to represent both positions and therefore two separate personnel shall be designated for both membership positions.

Procedure for Issuance of Certificate of Completion

- a) Upon receipt of notice from the contractor that the project is completed, the Head of the Implementing Unit shall instruct its Inspection Team to conduct an inspection of the project and to submit its Inspection Report within fifteen (15) days, indicating any construction defects and deficiencies detected based on the approved construction plans and the corresponding measures that must be taken by the contractor to correct them. If no defects and deficiencies are detected, the report shall be considered as the Final Inspection Report for the purpose of the issuance of Certificate of Completion.
- b) The Head of the Implementing Unit shall furnish the contractor with the Inspection Report with the instruction to commence the repair works / rectification / refinement within seven (7) days and to complete the works within thirty (30) days.

- c) Upon receipt of advice from the contractor that the defects and deficiencies indicated in the Inspection Report have been corrected, the Head of the Implementing Unit shall instruct the same Inspection Team to conduct an inspection of the project and to submit its Inspection Report within seven (7) days. If the Inspection Report shows that the defects and deficiencies have been satisfactorily corrected, the report is considered as the Final Inspection Report. Otherwise, the process is repeated until the noted defects and deficiencies have been satisfactorily corrected.
- d) Upon the receipt of the Final Inspection Report from the Inspection Team, the Head of the Implementing Unit shall issue the Certificate of Completion of the project, certifying that the Project has been satisfactorily completed in accordance with the approved plans and specifications as of the date indicated in the Final Inspection Report.

Defects and deficiencies noted during project implementation shall immediately be repaired by the contractor and be completed within thirty (30) days after receipt of notice thereof from the Head of the Implementing Unit.

The defects liability period shall be one year from project completion up to the final acceptance as prescribed under 2016 Revised IRR of RA 9184 Section 62.2.2.1.

The submitted Inspection Report to the Implementing Unit should clearly indicate that the said inspection was conducted for the purpose of the issuance of Certificate of Completion.

The standard formats for the Certificate of Completion, Inspection Report, Final Inspection Report shown in Annexes "A", "B" and "C" respectively, shall be adopted.

B. CERTIFICATE OF ACCEPTANCE

The Certificate of Acceptance shall be issued by the End User after the one-year defects liability period and after all defects and failures, if any, shall have been repaired by the Contractor to the satisfaction of the same Inspection Team as mentioned above and upon submission of the Warranty Certificate by the Contractor in accordance with the provisions of Sections 62.2.3.3 and 62.2.3.4 of RA 9184.

Procedure for Issuance of Certificate of Acceptance

- a) Upon receipt of notice from the contractor that the project is ready for inspection after the one-year Defects Liability Period from the issuance of the Certificate of Completion, the End User shall request the Inspection Team to conduct an inspection of the project and to submit its Inspection Report within fifteen (15) days, indicating any construction defects and failures detected and the corresponding measures that must be taken by the contractor to correct them. If no defects and deficiencies are detected, the report is considered as the Final Inspection Report for the purpose of the issuance of Certificate of Acceptance.

- b) The End User shall furnish the contractor with the Inspection Report with the instruction to commence the repair works / rectification / refinement within seven (7) days and to complete the works within ninety (90) days.
- c) Upon the receipt of advice from the contractor that the defects and failures in the said Notice have been corrected, the End User shall instruct the Inspection Team to conduct an inspection of the project and to submit its Inspection Report within seven (7) days. If the report shows that the defects and failures have been satisfactorily corrected, the report is considered as the Final Inspection Report. Otherwise, the process is repeated until the noted defects and failures have been satisfactorily corrected.
- d) Upon the receipt of the Final Inspection Report, the End User shall issue the Certificate of Acceptance.

The submitted Inspection Report to the End User should clearly indicate that the said inspection was conducted for the purpose of the issuance of Certificate of Acceptance.

The standard format for the Certificate of Acceptance, as shown in Annex "D", shall be adopted.

VII. RECISSION:

All publications in conflict with this Circular are hereby rescinded.


VIII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADM HERMOGINO PCG:

OFFICIAL:

**EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff**


**ANZEL A POLIDARIO
ENS PCG
Acting Coast Guard Adjutant**

Annex A - Certificate of Completion
Annex B - Inspection Report
Annex C - Final Inspection Report
Annex D - Certificate of Acceptance

(UNIT LOGO)

(LETTERHEAD)

(UNIT LOGO)

CERTIFICATE OF COMPLETION

This is to CERTIFY that the project stated below has been satisfactorily completed on DATE in accordance with the Plans and Specifications of the Contract based on the Final Inspection Report of the Inspection Team dated DATE. (Attach the Final Inspection Report).

Project Name : _____

Project Location : _____

Project Duration : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Unit : _____

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the one-year Defects Liability Period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

Given this _____ day of MONTH & YEAR at (IMPLEMENTING UNIT'S OFFICE ADDRESS)

Head of the Implementing Unit

(UNIT LOGO)

(LETTERHEAD)

(UNIT LOGO)

00 Month 2018

INSPECTION REPORT No. 00

Project Name : _____
Project Location : _____
Contract Price (Original/Revised) : _____
Contractor : _____
Implementing Unit : _____
Date of Inspection : _____

We, the undersigned members of the Inspection Team, conducted a joint inspection on the above stated project and noted the following defects/failures which must be repaired/corrected by the contractor in order to comply with the approved Plans and Specifications of the Contract. To wit:

NR	ITEM	REMARKS
1		<i>Findings:</i>
		<i>Recommendations:</i>
2		<i>Findings:</i>
		<i>Recommendations:</i>
3		<i>Findings:</i>
		<i>Recommendations:</i>

NR	ITEM	REMARKS
4		<i>Findings:</i>
		<i>Recommendations:</i>
5		<i>Findings:</i>
		<i>Recommendations:</i>
6		<i>Findings:</i>
		<i>Recommendations:</i>
7		<i>Findings:</i>
		<i>Recommendations:</i>

*** NOTES:

- Additional sheets may be used as necessary
- Attach ALL previous Inspection Reports, if any

This Inspection Report is being issued for the purpose of issuance of **(CERTIFICATE OF COMPLETION or ACCEPTANCE)** in connection with the request of the Contractor.

Member, Inspection Team

Member, Inspection Team

Member, Inspection Team

Member, Inspection Team

Member, Inspection Team

Head, Inspection Team

(UNIT LOGO)

(LETTERHEAD)

(UNIT LOGO)

00 Month 2018

FINAL INSPECTION REPORT

Project Name : _____

Project Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Unit : _____

Date of Inspection : _____

We, the undersigned members of the Inspection Team, conducted a final inspection on the above stated project and found the project to be free from any defects and failures that are traceable to poor workmanship, use of poor quality materials and non-compliance with Plans and Specifications of the Contract.

This Final Inspection Report is being issued for the purpose of issuance of **(CERTIFICATE OF COMPLETION or ACCEPTANCE)** in connection with the request of the Contractor. *(Attach ALL previous Inspection Reports, if any)*

Member, Inspection Team

Member, Inspection Team

Member, Inspection Team

Member, Inspection Team

Member, Inspection Team

Head, Inspection Team

(UNIT LOGO)

(LETTERHEAD)

(UNIT LOGO)

C E R T I F I C A T E O F A C C E P T A N C E

This is to CERTIFY that after the one-year Defects Liability Period, the project stated below is free from defects and failures which are traceable to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract based on the Final Inspection Report of the Inspection Team dated DATE. (Attach the Final Inspection Report)

Project Name : _____

Project Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

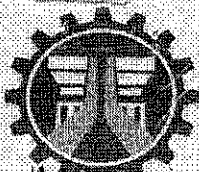
Date of Completion : _____

Implementing Unit : _____

In view thereof, I/We hereby certify that the abovementioned project is accepted by this Unit on DATE.

Given this _____ day of MONTH & YEAR at END USER'S OFFICE ADDRESS

Head of the End User



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
 Bonifacio Drive, Port Area, Manila

097.13 DPWH
 03.16.2015

MAR 11 2015

DEPARTMENT ORDER)
)
 No. **40**)
)
Series of 2015)

SUBJECT: REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACCEPTANCE FOR INFRASTRUCTURE CONTRACTS

To ensure compliance by contractors with the prescribed plans and specifications under their infrastructure contracts with the DPWH, the following actions related to the issuance of the Certificate of Completion and the Certificate of Acceptance for the contracts shall be undertaken:

I. CERTIFICATE OF COMPLETION

The Certificate of Completion shall be issued by the Head of the Implementing Office (IO) – i.e., Head of the Project Management Cluster in the case of projects implemented by the Central Unified Project Management Office (UPMO), or Regional Director in the case of projects implemented by the Regional Office, or District Engineer in the case of projects implemented by the District Office - upon the request of the Contractor, the recommendation of the Project Engineer, and submission of the Final Inspection Report of the Inspectorate Team stating that the project has been found to be satisfactorily completed in accordance with the Plans and Specifications of the Contract.

The Inspectorate Team shall have the following composition:

- a. For projects undertaken by the Central UPMO: one representative each from the Bureau of Construction, Bureau of Design, the Bureau of Quality and Safety, the IO, the Regional Office, and the District Office where the project is located.
- b. For projects undertaken by the Regional Offices: one representative each from the Planning and Design Division, the Construction Division, the Maintenance Division, the Quality Control Division, the Implementing Unit of the Regional Office, and the District Office where the project is located.
- c. For projects undertaken by the District Offices: one representative each from the Planning and Design Section, the Construction Section, the Maintenance Section, the Quality Control Section, and the Implementing Unit of the District Office.

The defects liability period shall be one year from project completion up to the final acceptance as prescribed under Section 62.2.1 of R.A. 9184.

The standard formats for the Certificate of Completion and the Final Completion Inspection Report shown in Annexes "A" and "B", respectively, shall be adopted.

Procedure for Issuance of Certificate of Completion

- a. Upon receipt of notice from the contractor that the project is completed, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within fifteen (15) days, indicating any construction defects and deficiencies detected and the corresponding measures

D.O. No. 40 SERIES OF 2015: REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACCEPTANCE FOR INFRASTRUCTURE CONTRACTS

that must be taken by the contractor to correct them. If no defects and deficiencies are detected, the report is considered as the Final Completion Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Deficiencies and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within thirty (30) days.
- c. Upon receipt of advice from the contractor that the defects and deficiencies indicated in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within seven (7) days. If the report shows that the defects and deficiencies have been satisfactorily corrected, the report is considered as the Final Completion Inspection Report. Otherwise, the process is repeated until the noted defects and deficiencies have been satisfactorily corrected.
- d. Upon the receipt of the Final Completion Inspection Report from the Inspectorate Team, the Head of the IO shall issue the Certificate of Completion of the project, certifying that the Project has been satisfactorily completed as of the date indicated in the Final Inspection Report.
- e. If no defects and deficiencies are noted by the Inspectorate Team upon the first inspection, the Team shall duly note this in the Final Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

Defects and deficiencies noted by the Quality Assurance Unit (QAU) during project implementation shall immediately be repaired by the contractor and be completed within thirty (30) days after receipt of notice thereof from the Head of the IO.

II. CERTIFICATE OF ACCEPTANCE

The Certificate of Acceptance shall be issued by the District Engineer of the District where the project is located after the one-year defects liability period, after all defects and failures, if any, shall have been repaired by the Contractor to the satisfaction of the same Inspectorate Team as mentioned above and upon submission of the Warranty Certificate by the Contractor in accordance the provisions of Sections 62.2.3.3 and 62.2.3.4.

The standard formats for the Certificate of Acceptance and the Final Acceptance Inspection Report shown in Annexes "C" and "D", respectively, shall be adopted.

Procedure for Issuance of Certificate of Acceptance

- a. Upon receipt of notice from the contractor that the project is ready for inspection after the one-year Defects Liability Period from the issuance of the Certificate of Completion, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Inspection Report within fifteen (15) days, indicating any construction defects and failures detected and the corresponding measures that must be taken by the contractor to correct them. If no defects and