



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE SECRETARY**  
Manila

097.13 DPWH  
07-09-2015

**JUL 09 2015**

**DEPARTMENT ORDER** )  
 )  
**NO. 100** )  
 )  
**Series of 2015** )  
 )

**SUBJECT : ISSUANCE AND APPROVAL OF  
CONTRACT WORK SUSPENSION  
ORDER, WORK RESUMPTION  
ORDER, AND CONTRACT TIME  
EXTENSION**

The following guidelines and procedures are hereby issued to further clarify the process leading to the issuance of Work Suspension Orders and Work Resumption Orders and the granting of Contract Time Extensions in accordance with the provisions of:

- a. Annex "E" of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 for locally funded projects, and
- b. Federation International des Ingenieurs-Conseils (FIDIC), General Conditions of Contract and Conditions of Particular Application for foreign assisted projects.

## **1. DEFINITION OF TERMS**

- 1.1 **Work Suspension Order** – is a written order issued by the DPWH Project Engineer/Engineer's Representative and approved by the concerned authorized DPWH officials to the contractor to suspend the contract work wholly or partly for such period as may be deemed necessary, due to:
  - a. force majeure or any fortuitous event that has taken place, which inflicts extensive damage and/or makes it difficult to proceed with the work, such as a devastating earthquake or flood, or
  - b. failure on the part of the contractor to correct bad conditions which are unsafe for workers or for the general public, or
  - c. failure of the contractor to carry out valid orders given by the procuring entity or to perform any provisions of the contract, or
  - d. adjustments of plans to suit field conditions as found necessary during construction, or
  - e. there exist major right-of-way (ROW) problems which prohibit the contractor from performing work in accordance with the approved construction schedule, or
  - f. peace and order conditions which makes it extremely dangerous, if not impossible to work, as certified in writing by the Philippine National Police (PNP) Station Commander which has responsibility over the affected area, and confirmed by the Department of Interior and Local Government (DILG) Regional Director, or
  - g. the Government initiates major variations in the scope of the contract during its implementation to suit changes in physical and economic conditions, or

- h. other particular circumstances enumerated in the applicable clause of the contract, and such other conditions provided under Section 9 of Annex "E" of the IRR of RA 9184 and applicable provisions of FIDIC.
- 1.2 **Contract Time Extension** – is a written authority issued by the IO granting the contractor additional time beyond the approved completion date in order to carry out additional work or on account of other special circumstances that warrant such additional contract time.
- 1.3 **Work Resumption Order** – is a written order issued by the DPWH Project Engineer/Engineer's Representative and approved by the concerned Head of the IO to the contractor to resume construction operation covered by a previous Work Suspension Order, after the cause of or reason for the work suspension has been resolved.

## **2. WORK SUSPENSION ORDER**

### **2.1 Legal Basis**

- a. For locally funded projects, a Work Suspension Order (WSO) may be issued by the IO directing the contractor concerned to suspend partially or fully the work under the contract, for any applicable reason/legal basis in accordance with Section 9, of Annex E of the IRR of RA No. 9184.
- b. For central office implemented projects, a WSO may be issued by the IO directing the contractor concerned to suspend partially or fully the work under the contract, for any applicable reason/legal basis in accordance with FIDIC, General Conditions of Contract and Conditions of Particular Application.

### **2.2 Work Suspension Order**

- a. For locally funded projects, the DPWH Project Engineer concerned shall issue to the contractor the WSO – using the format in Annexes "A-1 to A-5" hereof – and forward the WSO to the concerned official stated below, depending on the period of the suspension, for approval within seven (7) calendar days after the date of issuance of the Order:

<u>Approving Official</u>		<u>Suspension Period</u>
District Engineer	-	Up to 30 calendar days (cd)
Regional Director	-	Beyond 30 cd up to 60 cd
Assistant Secretary for Operations	-	Beyond 60 cd up to 90 cd
Undersecretary for Operations	-	Beyond 90 cd up to 120 cd
Secretary	-	Beyond 120 cd



Within fifteen (15) calendar days from the date of receipt of written notice from the contractor, the District Engineer/Regional Director/Consultant shall respond with approval, or with disapproval and detailed comment.

- b. For central office implemented projects, the DPWH Project Engineer/Engineer's Representative of the Supervision Consultant concerned shall issue to the contractor the WSO – using the format in Annexes "A-6 to A-9" hereof – and forward the WSO to the concerned official stated below, depending on the period of the suspension, for approval within seven (7) calendar days after the date of issuance of the Order:

<u>Approving Official</u>		<u>Suspension Period</u>
UPMO Cluster Director/Bureau Director	-	Up to 60 cd
Assistant Secretary for UPMO Operations	-	Beyond 60 cd up to 90 cd
Undersecretary for UPMO Operations	-	Beyond 90 cd up to 120 cd
Secretary	-	Beyond 120 cd

Within 42 calendar days after receiving a claim or with such other period as maybe proposed by the Engineer and approved by the contractor, the Engineer shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within such time.

However, if the cause or reason for the WSO is beyond the control of either the contractor or the IO and the period cannot be determined within which the issue could be resolved, an initial WSO of one (1) year may be issued to the contractor. At least one (1) month from the expiration of the one (1) year period, the IO shall re-evaluate the issue whether a Continuance of Work Suspension Order may be issued or can be a cause for a mutual termination of the contract.

The contractor shall immediately demobilize its equipment and manpower upon its receipt of WSO and to remobilize the same upon the IO's lifting of the WSO.

### **2.3 Continuance of Work Suspension Order**

- a. For locally funded projects, if the reason for the WSO has not been resolved within the period stated in the Order, the DPWH Project Engineer shall issue a Continuance of Work Suspension Order (CWSO) – using the format in Annex "B-1 to B-5" hereof – directing the contractor to continue the suspension of work under the contract, subject to the approval of the official authorized to approve the suspension for the extended period as provided in Section 2.2.a hereof.
- b. For central office implemented projects, if the reason for the WSO has not been resolved within the period stated in the Order, the DPWH Project Engineer/Engineer's Representative shall issue a CWSO – using the format in Annex "B-6 to B-9" hereof – directing the contractor to continue the suspension of



work under the contract, subject to the approval of the official authorized to approve the suspension for the extended period as provided in Section 2.2.b hereof.

#### **2.4 Effective Date of Work Suspension Order**

If the Suspension of Work is initiated by the Contractor in accordance with Section 9.2 of Annex "E" of the IRR of RA 9184, the effective date of the WSO shall be fifteen (15) calendar days after the date of receipt of a written notice from the contractor to the DPWH Project Engineer/Consultant's Resident Engineer .

#### **2.5 Work Resumption Order**

- a. For locally funded projects, upon the resolution of the cause of or reason for the WSO or CWSO under Sections 2.2.a and 2.3.a hereof, the DPWH Project Engineer shall issue a Work Resumption Order (WRO) – using the format in Annex "C-1" hereof – directing the contractor to resume work under the contract, subject to the approval within three (3) calendar days of the Head of the IO.
- b. For central office implemented projects, Upon the resolution of the cause of or reason for the WSO or CWSO under Sections 2.2.b and 2.3.b hereof, the DPWH Project Engineer/Engineer's Representative shall issue a WRO – using the format in Annex "C-2" hereof – directing the contractor to resume work under the contract, subject to the approval within three (3) calendar days of the Head of the IO.

#### **2.6 Additional Contract Time Due to Work Suspension**

The issuance of a WSO/CWSO is not an automatic contract time extension. A corresponding time extension, complete with the documentary requirements in accordance with DO No. 52, series of 2012, ("Annex G-1") has to be approved by the authorized DPWH official in lieu of suspension, subject to evaluation to consider pre-determined unworkable days, bond extension, quit claim for damages, and their effect on the approved PERT/CPM schedule in order to reflect the official revised contract time and expiry date as a result of such suspension. If the suspension is due to any fault of the contractor, no contract time extension shall be granted.

#### **2.7 Time Suspension Report**

For work suspension due to unworkable rainy days which usually occur intermittently, where approval by the authorized officials for suspension/resumption order for each occurrence may not be necessary, the DPWH Project Engineer/ Engineer's Representative may issue, for documentary purposes, a monthly Time Suspension Report, using the format in Annex "D", duly approved by the Head of the IO concerned, to support the corresponding time extension, provided that proper documentation compliant to Document Tracking System (DoTS) documentary requirements.



## **2.8 Avoidance of ROW Problems**

To avoid the ROW problems stated in Section 2.8.a hereof during project implementation, the following shall be observed:

- a. No contract shall be bid out unless a Writ of Possession (WOP) of the ROW has been obtained from the courts or a Permit to Enter (PTE) the ROW has been secured from the property owners.

## **3. CONTRACT TIME EXTENSION**

### **3.1 Legal Basis**

- a. For locally funded projects, a Contract Time Extension shall be granted by the IO for any of the applicable reason/legal basis in accordance with Section 10, Annex E of RA No. 9184.
- b. For central office implemented projects, a Contract Time Extension shall be granted by the IO for any of the applicable reason/legal basis in accordance with FIDIC, General Conditions of Contract and Conditions of Particular Application.

### **3.2 Request for Time Extension**

The request of the contractor for Contract Time Extension shall be made prior to the expiration of the contract time within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, and notices delivered to the procuring entity in order that it could have investigated them at the time. Failure to provide such notices shall constitute a waiver by the contractor of any claim.

### **3.3 Project Implementation**


During project implementation, rainy/unworkable days must be properly recorded and documented in the Project Logbook. Any excess in the number of rainy/unworkable days over the number of the rainy/unworkable days pre-determined by the DPWH as indicated in the contract shall be subject of additional time extension for the approval of the concerned DPWH officials in accordance with their prescribed limits of authority.

### **3.4 Granting of Time Extension**

Granting of time extension due to rainy/unworkable days over and above the original estimated time shall be processed for approval only after the total number of pre-determined rainy/unworkable days as indicated in the contract has been fully utilized as duly certified by the IO concerned.

### **3.5 Claim**

The IO shall take action on each claim for Contract Time Extension from contractors including investigations of the circumstances and justifications, if any, and disposition



– i.e., approval/disapproval/reduction/modification/ recommendation – within fifteen (15) days after receipt of the notice of claim.

Failure of the concerned DPWH personnel to implement the provisions of this Order shall, after due process, make them liable to the penalties prescribed for violation of reasonable office rules and regulation in Rule 10, Schedule of Penalties of the Revised Rules on Administrative Cases in the Civil Services dated December 2011.

This Order supersedes D.O. No. 240, series of 2001, D.O. No. 74, series of 1990, and amends D.O No. 69 series of 2013, and shall take effect immediately.

  
**ROGELIO E. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



**WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(W.S.O. up to 30 c.d.)**

**ANNEX A-1**  
**Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
Head, Construction Section

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Assistant District Engineer

\_\_\_\_\_  
District Engineer

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(W.S.O. beyond 30 up to 60 c.d.)**

**ANNEX A-2**  
**Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
Assistant District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
District Engineer

\_\_\_\_\_  
Regional Director

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative



**WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(W.S.O. beyond 60 up to 90 c.d.)**

**ANNEX A-3**  
**Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Assistant Secretary for Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_\_**  
**(W.S.O. beyond 90 up to 120 c.d.)**

**ANNEX A-4**  
**Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Undersecretary for Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(W.S.O. beyond 120 c.d.)**

**ANNEX A-5**  
**Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Undersecretary for Operations

\_\_\_\_\_  
Secretary

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_\_**  
**(W.S.O. up to 60 c.d.)**

**ANNEX A-6**  
**Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(W.S.O. beyond 60 up to 90 c.d.)**

**ANNEX A-7**  
**Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

\_\_\_\_\_  
Assistant Secretary for UPMO Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_\_**  
**(W.S.O. beyond 90 up to 120 c.d.)**

**ANNEX A-8**  
**Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

\_\_\_\_\_  
Undersecretary for UPMO Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(W.S.O. beyond 120 c.d.)**

**ANNEX A-9**  
**Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

\_\_\_\_\_  
Undersecretary for UPMO Operations

\_\_\_\_\_  
Secretary

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUANCE OF WORK SUSPENSION ORDER NO. \_\_\_\_**  
**(C.W.S.O. up to 30 c.d.)**

**ANNEX B-1**  
**Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
Head, Construction Section

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Assistant District Engineer

\_\_\_\_\_  
District Engineer

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

By:

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
Authorized Representative



**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 30 up to 60 c.d.)**

**ANNEX B-2  
Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
Assistant District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
District Engineer

\_\_\_\_\_  
Regional Director

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 60 up to 90 c.d.)**

**ANNEX B-3  
Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Assistant Secretary for Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 90 up to 120 c.d.)**

**ANNEX B-4  
Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Undersecretary for Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 120 c.d.)**

**ANNEX B-5  
Local**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

\_\_\_\_\_  
District Engineer

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Undersecretary for Operations

\_\_\_\_\_  
Secretary

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. up to 60 c.d.)**

**ANNEX B-6  
Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 60 up to 90 c.d.)**

**ANNEX B-7  
Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

\_\_\_\_\_  
Assistant Secretary for UPMO Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 90 up to 120 c.d.)**

**ANNEX B-8  
Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	W.S.O No. 1 _____ W.S.O No. 2 _____ : _____ Total: _____	C.T.E No. 1 _____ C.T.E No. 2 _____ : _____ Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

\_\_\_\_\_  
Undersecretary for UPMO Operations

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**CONTINUATION OF WORK SUSPENSION ORDER NO. \_\_\_\_\_  
(C.W.S.O. beyond 120 c.d.)**

**ANNEX B-9  
Central**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to suspend construction operations effective (date) due to (state the reason of the cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	W.S.O No. 1 _____ W.S.O No. 2 _____ : _____ Total: _____	C.T.E No. 1 _____ C.T.E No. 2 _____ : _____ Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

\_\_\_\_\_  
Project Engineer/Asst. Bureau Director

RECOMMENDING APPROVAL:

APPROVED:

\_\_\_\_\_  
UPMO Cluster Director/Bureau Director

\_\_\_\_\_  
Undersecretary for Operations

\_\_\_\_\_  
Secretary

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative



**WORK RESUMPTION ORDER NO. \_\_\_\_\_**  
**(Locally Funded Projects)**

**ANNEX C-1**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

Effective to date, you are directed to resume construction operations in the project site in view of the (state why the reason for issuing the pertinent suspension order is no longer a cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
Project Engineer

NOTED:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

Implementing Unit

Head of Implementing Office

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**WORK RESUMPTION ORDER NO. \_\_\_\_\_**  
**(Central Office Implemented Projects)**

**ANNEX C-2**

Contract I.D No. \_\_\_\_\_  
Name of Project : \_\_\_\_\_  
Location : \_\_\_\_\_  
Date : \_\_\_\_\_

To:

(Name and Address of Contractor)

\_\_\_\_\_  
\_\_\_\_\_

Effective to date, you are directed to resume construction operations in the project site in view of the (state why the reason for issuing the pertinent suspension order is no longer a cause of work suspension).

Hereunder is the historical data of your approved Work Suspension Order and Contract Time Extension.

Original Contract Time: (cd) _____	Approved Work Suspension Order: _____	Approved Contract Time Extension: _____	Days Used to date: _____(cd)
Contract Time including Extension: (cd) _____	(cd) W.S.O No. 1 _____ W.S.O No. 2 _____ : Total: _____	(cd) C.T.E No. 1 _____ C.T.E No. 2 _____ : Due to V.O _____ Total: _____	Days remaining: _____(cd)

Please acknowledge receipt of this order by signing (with date) and returning the three (3) of the attached copies. The fourth copy is for your file.

\_\_\_\_\_  
DPWH Project Engineer/Engineer's Representative

NOTED:

APPROVED:

\_\_\_\_\_  
Implementing Unit

\_\_\_\_\_  
Head of Implementing Office

I hereby acknowledge receipt of the above notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By:

\_\_\_\_\_  
Authorized Representative

**MONTHLY TIME SUSPENSION REPORT**  
For the month of \_\_\_\_\_

**ANNEX D**

Name/Location of Project			
Name of Contractor			
Date	Weather	Remarks	Time Suspension Recommended
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL SUSPENSION OF TIME RECOMMENDED THIS MONTH			
TOTAL SUSPENSION OF TIME RECOMMENDED PREVIOUSLY			
GRAND TOTAL TO DATE			
TOTAL PREDETERMINED UNWORKABLE RAINY DAYS			
TOTAL NUMBER OF UNWORKABLE RAINY DAYS CONSIDERED FOR TIME EXTENSION			
ORIGINAL CONTRACT TIME (Calendar Days)			
DATE OF EFFECTIVITY OF CONTRACT			
ORIGINAL EXPIRY DATE			
REVISED EXPIRY DATE due to approved Variation Orders			
REVISED EXPIRY DATE due to previously approved Time Extensions			
REVISED EXPIRY DATE DUE TO THIS SUSPENSION EXTENSION			
PERCENT TIME ELAPSED			

Prepared by:

Checked by:

Concurred by:

\_\_\_\_\_  
Resident Engineer  
(DPWH)

\_\_\_\_\_  
Project Engineer  
(DPWH)

\_\_\_\_\_  
Project Engineer  
(Contractor)

Submitted by:

RECOMMENDING APPROVAL:

\_\_\_\_\_  
Head, Const. Sect./Div./ADE/DE

\_\_\_\_\_  
ADE/DE/ARD/RD/PE

Note: This document is part of the supporting documents for approval of Time Extension as agreed during the DPWH Engineers Construction Meeting.

APPROVED:

\_\_\_\_\_  
DE/RD/PD

**Additional Documentary Requirements for Contract Time Due to Work Suspension**

1. Executive Summary
2. Letter request for Contract Time Extension for the Contractor
3. Project Engineers Report/Consultant Resident Engineers Report relative to the request for contract time extension/suspension;
4. Evaluation/Recommendation with justification from the Implementing Office/Consultant with attached summary/computation of the requested time extension including the respective period covered and specific date of occurrence (standard format);
5. Complete Contractual Data
6. Approved Suspension and Resume Orders
7. Straight Line Diagram showing the critical activities affected
8. Straight Line Diagram; showing the contract effectivity, contract expiry and other vital days of the project such as previously approved time suspension/extensions and variation orders etc.
9. Copy of the Previously Approved Time Extensions and Variation Orders with Time Extensions; (if there's any)
10. Copy of Original Contract
11. Copy of latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time suspension/extension
12. Sworn Contractor's Quit Claim
13. Conformity of Contractor's Bondsman

**Additional Supporting Documents for Specific Conditions:**

14. Due to Rainy /Unworkable Days considered unfavorable for the prosecution of the works at the site:
  - a. Certification/Monthly Weather Report from PAGASA
  - b. Picture/Photographs showing that the site is unworkable
  - c. Project Weather Chart duly signed by the Resident Engineer
  - d. Approve Monthly Suspension Report
  - e. Project Logbook (optional)
  - f. Breakdown of Pre-determined rainy/unworkable days as provided in the approved original contract
  - g. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if necessary any)
  - h. Certification from the Implementing Office/Consultant stating the balance of pre-determined rainy/unworkable days as provided in the approved original contract or same has already been exhausted

15. Due to Delay in the payment of Contractor's claim for Progress Billing/s
  - a. Written Notice from the Contractor informing the Implementing Office/Consultant to suspend work operation due to the delay in the payment of Progress Billing
  - b. Contractor's Order to Suspend Work
  - c. Monthly Accomplishment Report
  - d. Transmittal Letter from the Implementing Office/Consultant submitting the Progress Billing(s)/Voucher complete with the required documents to the Accounting Division for appropriate action
  - e. Certified Copy of Vouchers/Progress Billings
  - f. Certification from the Accounting Division of payments made for the Progress Billing(s)
  - g. Billing Summary/Computation of Allowable Time Extension(s) with the corresponding inclusive dates (if there's any)
16. Due to Road Right-of-Way Problem
  - a. Pictures/Photographs of the site with RROW problem
  - b. Certified copy of payments/vouchers for RROW acquisition
  - c. Certified copy of Permit to Enter
  - d. Copy of approved Parcellary Survey showing the affected lots and improvements viz a viz the affected works
  - e. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if there's any)
17. Due to Peace and Order Condition
  - a. Certification from the PNP concerned and confirmed by the DILG regarding the peace and order condition in the area and inclusive periods
  - b. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if there's any)
18. Due to Inaccessibility to Project
  - a. Exhibit Photos of obstructions/MWSS/PLDT/MERALCO Facilities
  - b. Information on the inclusive dates project was affected and what activities were affected
  - c. Straight Line Diagram showing the location of the obstruction in relation to the project
  - d. Relevant documents such as permit issued, communication, minutes of the meeting
19. Due to Obstruction
  - a. Exhibit Photos of obstructions/MWSS/PLDT/MERALCO Facilities
  - b. Information on the inclusive dates project was affected and what activities were affected
  - c. Straight Line Diagram showing the location of the obstruction in relation to the project

- d. Relevant documents such as permit issued, communication, minutes of the meeting
- 20. Due to failure of the government to provide necessary construction plan and/or drawings
  - a. Certification from the Implementing Office that construction plan and/or drawings were not provided on time
  - b. Photos showing effect of the absence of construction plan and/or drawings
  - c. Justification/Explanation from the Implementing Office/Consultant for failure to provide the necessary Construction Plans
- 21. Due to non-availability of construction materials
  - a. Certification from the Implementing Office that non-availability of Construction Materials has occurred
  - b. Photos showing effect of the non-availability of Construction Materials
  - c. Certification from DTI and suppliers that the required materials specified in the plans and/or
  - d. Substitute materials are not available in the market
- 22. Due to effect of Force Majeure
  - a. Certification from the Implementing Office that the force majeure have occurred
  - b. Photos showing effect of the force majeure on the project
  - c. Narrative account of force majeure with complete attachment