

BPBA Consultant

Control no.					-					I W R -					Date	
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Scope of works:

Location of works (attach keyplan):

(signed/date)

(signed/date)

Inspected and concurred by: (trade contractor's name and official name with signatures)

Schedule of requested inspection: (initial)

Inspection date confirmed by
(BPBA):

Inspection Accomplished by: BPBA Consultant	Initial inspection by	Date	Remarks: (if any)
	(CV/ST)		
	(AR)		
	(ME)		
	(EE/AUX)		
	(SN/PL)		
	(FP/FA)		
	(SAFETY)		
	(OTHERS)		

Works to proceed:

Yes

No

(For final inspection):

Note: Schedule of final inspection will be agreed by Contractor and BPBA. No final inspection will proceed without the signed and approved initial inspections. One (1) copy of this IWR will be filed by BPBA. Contractor will need to present the pre-signed copies of the initial inspection prior to actual final inspection.

Schedule of final inspection:

(Date/time)

Inspection Accomplished by: BPBA Consultant	Final inspection by		Date	Remarks: (if any)
	Signed by:			
	Construction Project Manager (signed/date)			

Confirmation of Verbal Information

BPBA Consultant

Submitted by contractor:		Date:	
Contract package:		Subject:	
This is to officially advise the project managers(BPBA) Consultant that we have received a verbal instruction.	Instruction given by:		
	Instruction received by: (contractor)		
Details of verbal instruction		Date instruction was given:	
Signed by: Position Designation of Contractor			
It is understood that we (contractor) will only proceed with the works as detailed in this verbal instruction, in accordance with the condition of the contract, once this CVI will received and approved by the project managers and Owner.			
Verbal instruction confirmed and approved by:	Construction Project Manager (signed/ date)		
	(Position) (signed/ date)		
Remarks/ Comments (if any):			
Note: After the receipt of this CVI, a corresponding Project Manager's Instruction is to be issued by BPBA Consultant, in accordance to the condition of the contract.			
Copies:	Owner:	Others:	

Change Order

BPBA Consultant:
(PROJECT NAME)
(Project Address)

Date _____ :
CH No: (Description)
CHA NO. _____ :

Contractor/Supplier	Reference document(s)
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Cost Breakdown (attached additional pages if any)

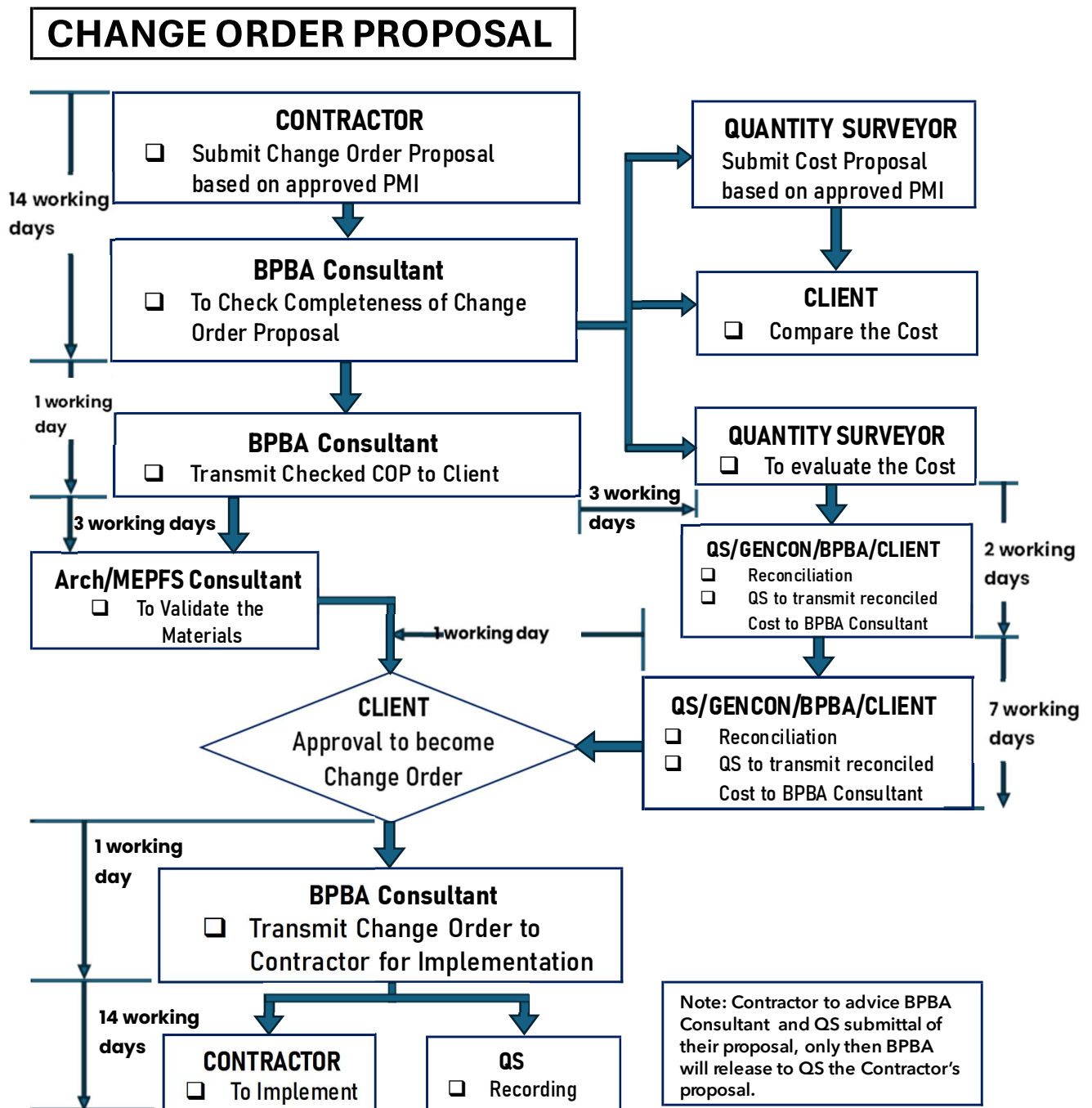
Description of work	Qty/unit	Unit cost	Amount

Charge in Contract Sum	Charge in Contract Time
Original Contract Sum:	Original Completion Date:
Current Contract Sum:	Current Completion Date:
Additive/Deductive Amount due to this CHA:	Increase/Decrease in Contract Time due to this CHA

Note: Please see attaches Contractor's Proposal

	Company	Signature over printed name	Date:
Recommending Approval:			

Change Order Proposal Flow Chart



Prepared by

BPBA Consultant

Approved by:

The Client

BPBA-- CMP

30/December 2024 Rev.-00



BPBA PROJECT MANAGEMENT CONSULTANT
CONSTRUCTION PROJECT MANAGEMENT

❖ Purpose
❖ Principle
❖ People
❖ Performance
❖ Process

Our Five P's in Project Management

Weekly Progress Report

BPBA Consultant

Accomplishment reports: (Includes Activity Report - Works Accomplished and in Progress. Attach Cumulative Accomplishment Report)

Works Accomplished (Summary of items accomplished):

Item of Works	Percent Accomplishment Todate

Work-in-Progress (Summary of construction activities)

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Owner furnished materials/equipment delivered within the week, if any:

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Weekly Progress Report

Manpower and equipment

Provide a detailed list of manpower and equipment resources. The Trade field refers to the type of manpower i.e. Carpenter, Electrician. The Classification refers to qualification, i.e. Foreman, Helpers, etc.

Quantity	Trade	Classification	Quantity	Equipment

Manpower units: Manhours:
Equipment units: Manhours: Mandays:

Visitors at site, if any (State Purpose)

Additional information / queries

- 1 This form must be accomplished by all Contractor and submitted to BPBA Consultant every Monday afternoon to cover progress of work for the previous week.
- 2 Attach a copy of the Weather Condition Chart.

Project Manager's Instruction

BPBA Consultant

Project name:

PMI no:

XXXX-XXX-PMI-001

Project Location:

Contractor:	Contract package:	Date
ABC Contractors	CP-1 General Construction Works	15-Jan-25

Subject:

You are hereby directed to execute promptly the project Manager's Instruction which interprets the Contract Documents in order to make minor changes in the Work without changes in the Contract Sum or Contract time. Proceeding with Work in accordance with this PMI indicates acceptance with no change in the Contract Sum or Contract Time.

If you consider that a change in the Contract Amount or Contract Time is required, notify the Construction Project Manager within 48 hours from the receipt of this instruction and prior to proceeding with this Work. Submit a Change Order Proposal to the Construction Project Manager within fifteen (15) days from your notification.

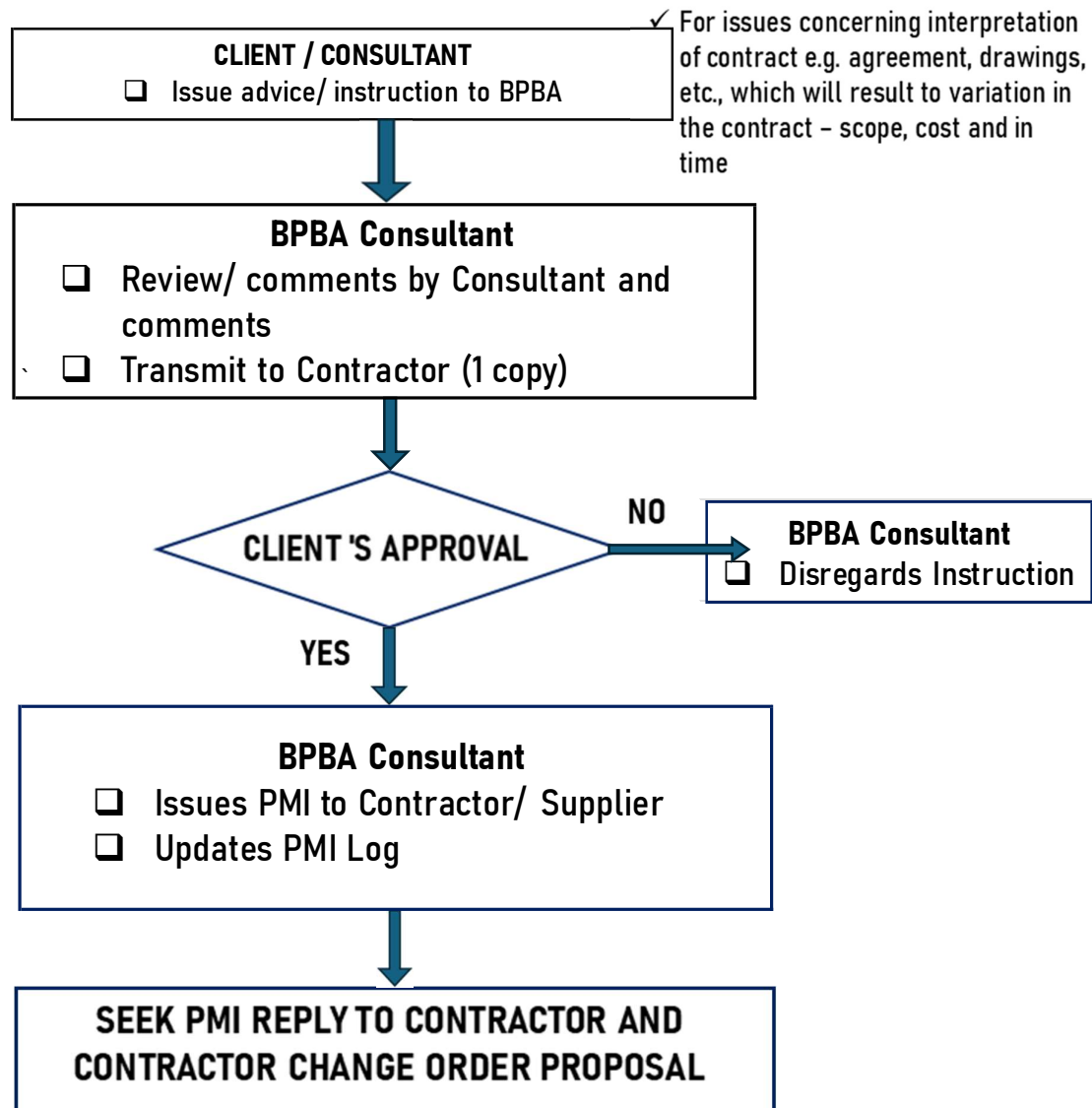
Description of work:

Attachments:

	Company	Signature over printed name	Date:
Issued by:	BPBA Consultant	Arch. Ben-onie Barroga	15-Jan-25
	Construction Project Manager	Construction Project Manager	
Approved by:	ABC Company		16-Jan-25
	Owner		
Received by:	XYZ Company		17-Jan-25
	Contractor		
Copies:	Owner	Architects	Quantity Surveyor
			Others: _____

Project Manager's Instruction Flow Chart

PROJECT MANAGER'S INSTRUCTION



Prepared by

BPBA Consultant

Approved by:

The Client

BPBA-- CMP

30/December 2024 Rev.-00



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Our Five P's in Project Management

Submittal Transmittal

Project Name:

Project Address:

Contract Package: CP no. 1: _____ * refer to approved submittal schedule dated: _____.

Transmittal to:	BPBA Consultant	From:	
I	Construction Project Manager		Contractor
	Submittal no.:		Previous Submittal no.:
	<input type="checkbox"/> New Submittal		Date:
	<input type="checkbox"/> Resubmittal		Date:
Qty:	File / Description / manufacturer	Specs / sectn / title / paragraph / drawing / det. Ref.	
Name, title & signature of contractor's authorized representative		Date Received	Received by:
		from Contractor	BPBA Consultant
			Construction Project Manager
Other remarks on above submission:			

Transmittal to:		Date Received	Received by:
II	Consultant	by Consultant	
From:	BPBA Consultant		Consultant
	Construction Project Manager		
Transmittal to:	BPBA Consultant	From:	
III	Construction Project Manager		Consultant
Action	A - approved	B - approved as noted	
(encircle one)	C - revised & resubmit as noted	D - disapproved / new resubmittal required	

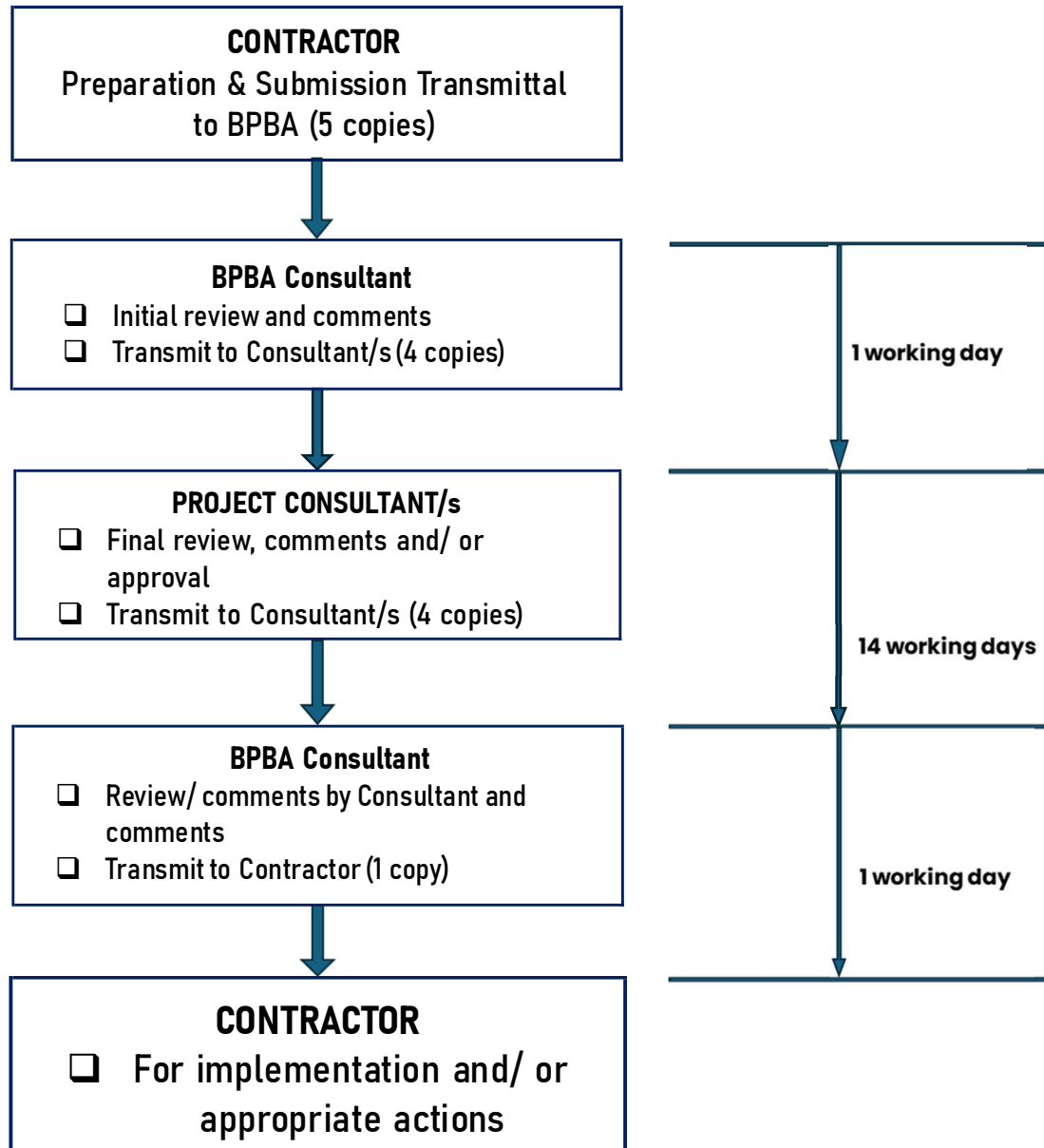
Notes/Response:

Name, title & signature of approving authority/ consultants		Date received	Date required	
		from Consultant	from Consultant	
Design Architectural Consultant	Structural and MEPF Consultant	Received by:	BPBA Consultant Construction Project Manager	
* other remarks on above submission:				

Transmittal to:	Contractor	Date returned	Date required	
IV		to Consultant	by Contractor	
From:	BPBA Consultant			
	Construction Project Manager	Received by:	{Name of Contractor} Contractor	
Copies:	<input type="checkbox"/> Owner	<input type="checkbox"/> Architects	<input type="checkbox"/> Quantity Surveyor	<input type="checkbox"/> Others: _____

Submittal Transmittal Flow Chart

SUBMITTAL TRANSMITTAL



Prepared by

BPBA Consultant

Approved by:

The Client

BPBA-- CMP

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Our Five P's in Project Management

Request for Information

BPBA Consultant

RFI no:

CP no:

Transmittal to:	BPBA Consultant	From:	
	Construction Project Manager		Contractor

Subject:

Specification section: Drawing Reference:

Section: Paragraph: Sheet no/description: Spot detail no:

If required data is no available, indicate 'NA'

Request:

Name, title & signature of contractor's athorized representative	Date Received	Received by:
	from Contractor	BPBA Consultant
		Construction Project Manager

Transmittal to:		Date Received	Received by:
II	Consultant	by Consultant	
From:	BPBA Consultant	From:	Consultant
	Construction Project Manager		

Transmittal to:	BPBA Consultant	From:
III	Construction Project Manager	Consultant

Response:

Attachments: ☐

Name, title & signature of Consultant	Date returned	Date required	
	by Consultant	from Consultant	
	Received by:	BPBA Consultant	
		Construction Project Manager	

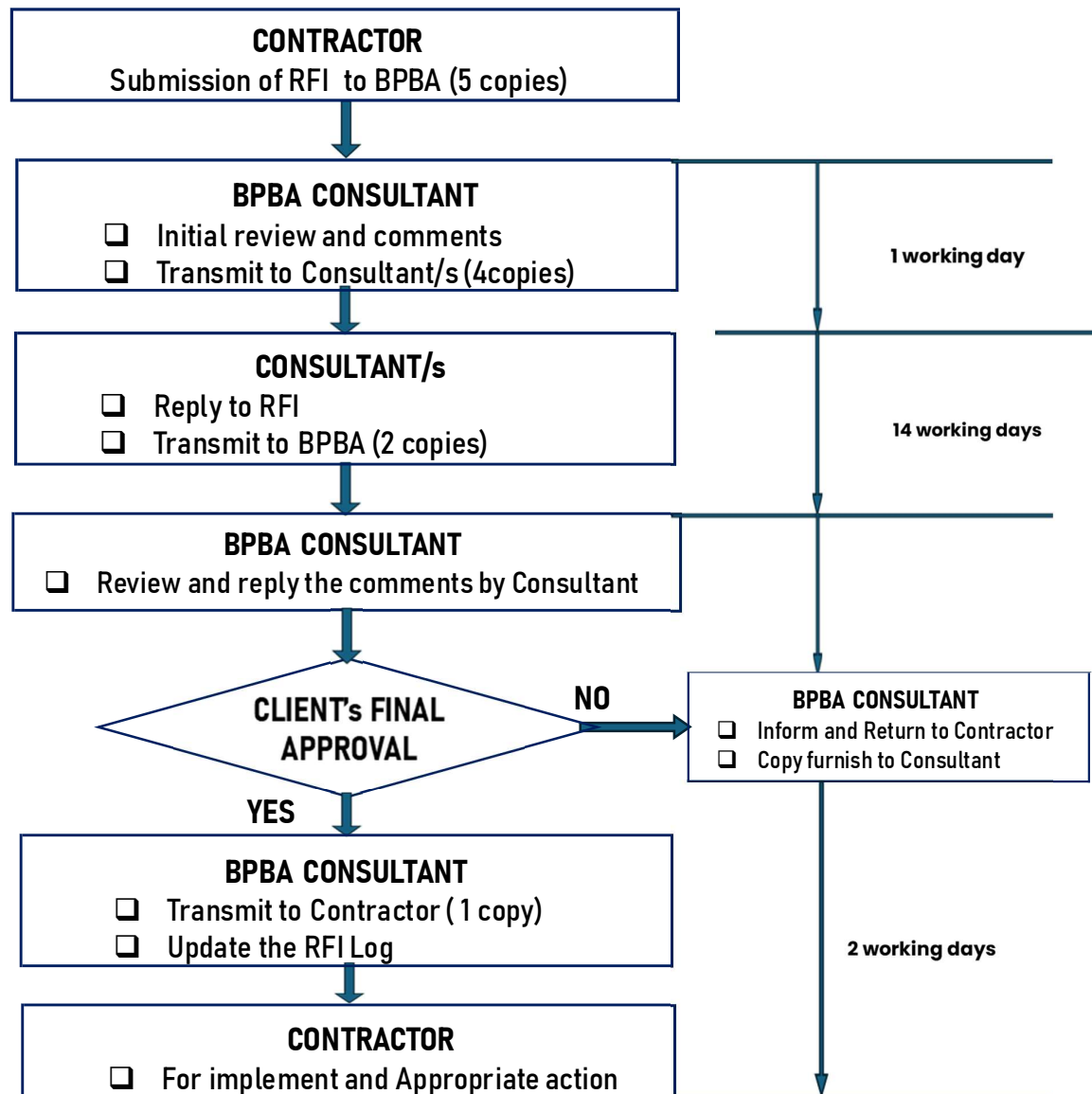
Transmittal to:	Contractor	Date returned	Date required
IV		by Consultant	from Consultant
From:	BPBA Consultant		
	Construcion Project Manager	Received by:	BPBA Consultant
			Construction Project Manager

If you consider that the in the Contract Amount or Contract Time is required, notify the Construction Manager within 48 hours from your receipt of the above response and prior to your proceeding with affected Work. Submit a Change Order Proposal to the Construction Project Manager within (7) days from your notification.

Copies: ☐ Owner ☐ Architects ☐ Quantity Suveyor ☐ Others: _____

Request for Information Flow Chart

REQUEST FOR INFORMATION



Prepared by

BPBA Consultant

Approved by:

The Client

BPBA-- CMP

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