



## **HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT**

### **External Services**

<b>1. ACCREDITATION OF INNOVATIVE TECHNOLOGIES FOR HOUSING (AITECH) BUILDING SYSTEM APPLICATION</b> <i>A system for accrediting innovative technologies including local and international technologies that use non-traditional or conventional building system.</i>	
<b>Office or Division:</b>	Housing Technology and Technical Research Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B
<b>Who may avail:</b>	Proponents Offering Innovative Materials or Building System for Housing Construction which are not included in the list of Philippine National Standards (PNS)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>FOR BUILDING SYSTEM</b>	
Company Profile supported with Registration Certificate from SEC for corporations, DTI for soles proprietorship or CDA for cooperatives (1 e-file copy, 2 hard copies)	Security and Exchange Commission, Department of Trade and Industry, Cooperative Development Authority
Audited Financial Statements which shall include Accountants Statement and Income Tax Return stamped and duly received by the BIR (1 e-file copy, 2 hard copies)	Bureau of Internal Revenue; Registered Accountant
Copy of Title of Patent (if applicable) (1 e-file copy, 2 hard copies)	Intellectual Property Office
Technology Brochures (1 e-file copy, 2 hard copies)	From the Proponent
Technical Manual (1 e-file copy, 2 hard copies)	From the Proponent
Economic Life Span (signed and notarized warranty, see attached suggested format) (1 e-file copy, 2 hard copies)	From the Proponent



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>FOR BUILDING SYSTEM</b>	
Sample Material (1 e-file copy, 2 hard copies)	From the Proponent
Video Presentation on the Correct Construction Methodology (1 e-file copy)	From the Proponent
Test Results (1 e-file copy, 2 hard copies) <i>Note: Tests should be conducted on suggested accredited testing agencies/ laboratories. Submit any of the test/s listed hereunder which is/are only applicable to the technology</i>	MATEST or other DPWH accredited agencies / laboratories (02) 642-0664 DOST 837-2071 / UP-BRS 981-8500 FPRDI 049-5362360 for Fire Testing (non-operational) Foreign Laboratories provided Foreign Trade Test results shall be accompanied by a letter of Certification from the Embassy where the tests were conducted
Moisture Test	
Compressive	
Fire Test	
Tensile Test	
Other Necessary Test	
White/Blue print of signed and sealed Building Plans (3 sets-20" x 30" and and 3 sets-A3) (1 e-file copy, 2 hard copies)	From the Proponent
Building Specifications signed and sealed (1 e-file copy, 2 hard copies)	From the Proponent
Cost Estimates of the applied technology (Direct Cost only) signed and sealed (1 e-file copy, 2 hard copies)	From the Proponent
Cost Comparison between the applied innovative technology , material and the conventional (1 e-file copy, 2 hard copies)	From the Proponent
Structural Design Analysis and Computation in Metric System signed and sealed (Structural Designer should be an ASEP Member) (1 e-file copy, 2 hard copies)	From the Proponent
Photocopy of PRC ID of licensed professionals (per discipline i.e, structural, architectural, plumbing, electrical, mechanical whichever is applicable) (1 e-file copy, 2 hard copies)	From the Proponent



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<b>FOR BUILDING SYSTEM</b>					
Technology Power Point Presentation (1 e-file copy)		From the Proponent			
List of Completed and On-going Projects using the applied technology /material (List should include project name and owner, location, construction start and completion, type of building, no. of units, floor area, disaster affecting the technology, remarks and photo documentation) (1 e-file copy, 2 hard copies)		From the Proponent			
Ocular inspection of Plant, Completed and On-going Projects using the applied technology to be conducted after presentation		AITECH Secretariat/Members (at least three (3))			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<b>PHASE 1: Submission Phase</b>					
1.1	Submission of application to AITECH Secretariat	1.1.a Checks if documents are complete and accepts application	None	1 hour	AITECH Evaluator
		1.1b If complete: Issuance of Order of Payment for Evaluation Fee and proceed to 1.2	None	25 minutes	AITECH Evaluator
		If not complete: Issuance of Compliance Form <i>Note: Once client complied the documents required return to step 1.1</i>	None		



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PHASE 1: Submission Phase</b>					
1.2	Pay the evaluation fee at the NHA Treasury	1.2a Accepts payment and issues Official Receipt (OR)	Php 20,403.72 for One (1) to Four (4) Storey Php 30,122.82 for Five (5) Storey and Above	30 minutes	NHA Treasury
1.3	Submission of the OR to AITECH Secretariat	1.3a AITECH Secretariat accepts copy of OR	None	5 minutes	AITECH Evaluator
<b>Subtotal:</b>			<b>Php 20,403.72 for One (1) to Four (4) Storey Php 30,122.82 for Five (5) Storey and Above</b>	<b>2 hours</b>	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PHASE 2: Evaluation Phase</b>					
2.1	Evaluation of the Submitted Documents with consolidated reports <i>Note: AITECH Secretariat to require client documents as per evaluation.</i>	2.1a Evaluates the submitted documents	None	16 days	AITECH Evaluator
2.2	Review of Consolidated Report	2.2a Reviews the consolidated report	None	1 day	Head, AITECH Secretariat
<b>Subtotal:</b>			<b>None</b>	<b>17 days</b>	
<b>PHASE 3: Presentation, Deliberation and Inspection</b>					
<i>Note: Meeting is conducted quarterly and schedule depends upon availability of the committee members. Application that passed complete evaluation before the scheduled meeting will present and be deliberated. Clients included in the list of presentors will be informed 5 working days before the meeting.</i>					
3.1	Presentation of Technologies	3.1.a Client presents technology before the AITECH Committee Members	None	4 hours	AITECH Committee Members, Client
3.2	Deliberation of Technologies which includes:		None	4 hours	Head of AITECH Secretariat/ AITECH Committee Members



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<p><b>PHASE 3: Presentation, Deliberation and Inspection</b></p> <p><i>Note: Meeting is conducted quarterly and schedule depends upon availability of the committee members. Application that passed complete evaluation before the scheduled meeting will present and be deliberated. Clients included in the list of presentors will be informed 5 working days before the meeting.</i></p>					
<p>3.2.1</p>	<p>Presentation of Consolidated Reports to AITECH Committee members and rating of technology</p>	<p>3.2.1a Head of AITECH Secretariat presents consolidated reports to the AITECH Members and provides scores as per agreed by the members</p> <hr/> <p>3.2.1b If technology passed in the deliberation: Signing of the Board Resolution</p> <hr/> <p>3.2.1c If technology failed in the deliberation: End of Transaction or Committee requires additional documents as per agreed in the deliberation <i>Note: Once the documents required are complied with and found in order, return to step 3.2.1 or proceed to 3.2.2 depending on the time of submission of the client</i></p>	<p>None</p>	<p>4 hours</p>	<p>Head of AITECH Secretariat/ AITECH Committee Members</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>PHASE 3: Presentation, Deliberation and Inspection</b></p> <p><i>Note: Meeting is conducted quarterly and schedule depends upon availability of the committee members. Application that passed complete evaluation before the scheduled meeting will present and be deliberated. Clients included in the list of presentors will be informed 5 working days before the meeting.</i></p>				
	3.2.2.a Routes consolidated report and board resolution for the signature of the committee members	None	3 days	AITECH Secretariat
	3.3 Conduct plant and site inspection (this process is subject to safety and health protocols due to COVID-19)	Proponents shall shoulder the transportation, accomodation and other incidental expenses of the AITECH secretariat as per Section 15 of the Amended Implementing Guidelines of AITECH	1 day if within Metro Manila 3 days if outside Metro Manila 5 days if outside the Philippines	AITECH Secretariat/Committee Members, Client
<b>Subtotal:</b>		Proponents shall shoulder the transportation, accomodation and other incidental expenses of the AITECH secretariat as per Section 15 of the Amended Implementing Guidelines of AITECH		5 days if within Metro Manila, 7 days if outside Metro Manila, 9 days if outside the Philippines



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PHASE 4: Issuance of Certificates</b>					
4		4.1 Drafts recommendation to be submitted to GM for endorsement to HUDCC Chair	None	3 days	AITECH Secretariat
		4.2 Signs the endorsement	None	3 days	General Manager
		4.3 Submits endorsement to HUDCC	None	1 day	AITECH Secretariat
		4.4 Approves recommendation and signs AITECH Accreditation Certificate	None	3 days	HUDCC Representative and HUDCC Chair
		4.5 Secures approved AITECH Accreditation Certificate and informs Proponent	None	1 day	AITECH Secretariat
4.6	Receives signed/approved AITECH Accreditation Certificate	4.6a Issues the signed/approved AITECH Accreditation Certificate	None	1 day	AITECH Secretariat
<b>Subtotal:</b>			<b>None</b>	<b>12 days</b>	
<b>TOTAL</b>		<b>Php 20,403.72 for One (1) to Four (4) Storey</b> <b>Php 30,122.82 for Five (5) Storey and Above +</b> <b>Plant/Site Inspection's Transportation, accomodation and</b> <b>other incidental expenses of the AITECH secretariat as per</b> <b>Section 15 of Amended Implementing Guidelines of AITECH</b>		<b>If Proponent's Site/Plant is:</b> <b>- within Metro Manila:</b> <b>34 days, 2 hours</b> <b>- outside Metro Manila:</b> <b>36 days, 2 hours</b> <b>- outside the Philippines:</b> <b>38 days, 2 hours</b>	