



HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

External Services

3. ACCREDITATION OF INNOVATIVE TECHNOLOGIES FOR HOUSING (AITECH) SEPTIC TANK APPLICATION <i>A system for accrediting septic tanks with specifications equivalent or more than the conventional reinforced three chamber septic tank.</i>	
Office or Division:	Housing Technology and Technical Research Department
Classification:	Highly Technical
Type of Transaction:	G2B
Who may avail:	Proponents Offering Innovative Materials or Building System for Housing Construction which are not included in the list of Philippine National Standards (PNS)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR SEPTIC TANK	
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
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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>	For Material Test: MATEST or other DPWH accredited agencies / laboratories (02) 642-0664 DOST 837-2071 / UP-BRS 981-8500 Effluent Test LLDA 286-6143 /286-6123 Foreign Laboratories provided Foreign Trade Test results shall be accompanied by a letter of Certification from the Embassy where the tests were conducted
Material Test	
Effluent Test	
Working Drawings with Connection Details (1 e-file copy, 2 hard copies)	From the Proponent
Material Specifications (1 e-file copy, 2 hard copies)	From the Proponent
Selling Cost and Cost Estimates of the applied technology/material (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 (see attached suggested format) (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			
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
PHASE 1: Submission Phase					
1.1	Submission of application to AITECH Secretariat	1.1.a Checks if documents are complete and accepts application	None	1 hour	AITECH Evaluator
		1.1.b 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
1.2	Pay the evaluation fee at the NHA Treasury	1.2.a 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	1.3.a AITECH Secretariat accepts copy of OR	None	5 minutes	AITECH Evaluator
Subtotal:		Php 20,403.72 for One (1) to Four (4) Storey		2 hours	
PHASE 2: Evaluation Phase					
2.1	Evaluation of the Submitted Documents with consolidated reports <i>Note: AITECH Secretariat to require client documents as per evaluation.</i>	2.1.a Evaluates the submitted documents	None	16 days	AITECH Evaluator
2.2	Review of Consolidated Report	2.2.a Reviews the consolidated report	None	1 day	Head, AITECH Secretariat
Subtotal:			None	17 days	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE 3: Presentation, Deliberation and Inspection <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:				
3.2.1	Presentation of Consolidated Reports to AITECH Committee members and rating of technology	3.2.1.a Head of AITECH Secretariat presents consolidated reports to the AITECH Members and provides scores as per agreed by the members	None	4 hours	Head of AITECH Secretariat/ AITECH Committee Members
		3.2.1.b If technology passed in the deliberation: Signing of the Board Resolution			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>3.2.1c If technology failed in the deliberation: End of Transaction or Committee requires additional documents as per agreed in the deliberation</p> <p><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>	None	4 hours	Head of AITECH Secretariat/ AITECH Committee Members
		3.2.2.a Routes consolidated report and board resolution for the signature of the committee members	None	3 days	AITECH Secretariat



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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
Subtotal:		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
PHASE 4: Issuance of Certificates					
<i>Note: maximum duration considered</i>					
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	4.6.a Issues the signed/approved AITECH Accreditation Certificate	None	1 day	AITECH Secretariat
Subtotal:			None	12 days	
TOTAL		Php 20,403.72 for One (1) to Four (4) Storey Php 30,122.82 for Five (5) Storey and Above + Plant/Site Inspection's Transportation, accomodation and other incidental expenses of the AITECH secretariat as per Section 15 of Amended Implementing Guidelines of AITECH		If Proponent's Site/Plant is: - within Metro Manila: 34 days, 2 hours - outside Metro Manila: 36 days, 2 hours - outside the Philippines: 38 days, 2 hours	