

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**Rehabilitation of Coeds Dormitory, Phase 2, MMSU Me'ns  
Dormitory**

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(Project Title)

**P4,999,970.92**

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(Approved Budget for the Contract)

**Fifth Edition  
August 2016**

## Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

## ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

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## Section I. Invitation to Bid

### *INVITATION TO BID*

**2022-04**

#### **Invitation to Bid for the Rehabilitation of Coeds Dormitory, Phase 2, MMSU Me'ns Dormitory**

1. The **MARIANO MARCOS STATE UNIVERSITY** (MMSU) through the Internally Generated Income of 2022 intends to apply the sum of Four Million Nine Hundred Ninety-Nine Thousand Nine Hundred Seventy Pesos & 92/100 only (**P4,999,970.92**) being the Approved Budget for the Contract (ABC) to payments under the contract for the above project. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Mariano Marcos State University now invites bids for the above Procurement Project. Completion of the works is required within **Two Hundred Fifty-Two (252)** calendar days. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
4. Interested bidders may obtain further information from **MMSU** and inspect the Bidding Documents at the address below anytime during work hours.
5. A complete set of Bidding Documents may be acquired by interested bidders on **May 19, 2022** at the address below, upon payment of the corresponding fee in the amount of Five Thousand Pesos (P5,000.00) Bid Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and at the website of **MMSU**, provided the corresponding Bid Fee are paid prior to the submission of the bid.
6. The **MARIANO MARCOS STATE UNIVERSITY** will hold a Pre-Bid Conference on **May 26, 2022** at 2:00 PM at the Conference Room, FEM Hall Extension Building, MMSU, City of Batac and/or through video conferencing or webcasting via Google Meet ([meet.google.com/zux-qrtx-wdx](https://meet.google.com/zux-qrtx-wdx)) which will be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through a) manual submission at the address as indicated below, b) online or electronic submission as indicated below, or c) both on or before **June 9, 2022, 2:00 PM**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.



9. Bid opening shall be on **June 9, 2022 at 2:00 PM** at the Conference Room, FEM Hall Extension Building, MMSU City of Batac and/or through [algabriel@mmsu.edu.ph](mailto:algabriel@mmsu.edu.ph) Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. MMSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA 9184 without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Ms. AGNES L GABRIEL**

Chief, BAC Secretariat  
Mariano Marcos State University  
City of Batac, Ilocos Norte  
Email: [algabriel@mmsu.edu.ph](mailto:algabriel@mmsu.edu.ph)

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://bac-admin.mmsu.edu.ph/bids>

<https://notices.philgeps.gov.ph>

May 18, 2022.

  
**NATHANIEL R. ALIBUYOG**  
Chair

## SECTION II. INSTRUCTION TO BIDDERS

### 1. Scope of Bid

The Procuring Entity, The Mariano Marcos State University Invites Bids for the above project.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

### 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Internally Generated Income of 2022* in the amount of ***P4,999,970.92***

2.2. The source of funding is: IGI 2022

### 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

### 4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or

through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

## 7. Subcontracts

1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.

7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB**

Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

## 14. Bid and Payment Currencies

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. *Payment of the contract price shall be made in:*
- a. Philippine Pesos.

## 15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid for **120 calendar days**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 18. Opening and Preliminary Examination of Bids

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### Section III. Bid Data Sheet

ITB Clause																			
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work which shall be: <b>Rehabilitation of Two Storey Dormitory provided with amenities and facilities for PWD</b>																		
5.5	<i>For the Single Largest Completed Contract (SLCC), the supporting documents shall be the Certificate of Acceptance on the Construction Performance Evaluation System (CPES) for government projects. For private contracts, the equivalent document to be accepted is the Certificate of Completion or Acceptance.</i>																		
7.1	<i>Sub-contracting is not allowed.</i>																		
10.3	<i>No further instructions.</i>																		
10.4	The key personnel must meet the required minimum years of experience set below: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>No. of key Personnel</u></th> </tr> </thead> <tbody> <tr> <td>Civil Engineer</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PEE/REE/RME</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Master Plumber</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Construction Foreman</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>No. of key Personnel</u>	Civil Engineer	2 years	1	PEE/REE/RME	2 years	1	Master Plumber	2 years	1	Construction Foreman	1 year	1			
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Master Plumber	2 years	1																	
Construction Foreman	1 year	1																	
10.5	The minimum major equipment requirements are the following: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Equipment</th> <th style="text-align: left;">Capacity</th> <th style="text-align: left;">No. of Units</th> </tr> </thead> <tbody> <tr> <td>Jack Hammer</td> <td>Depending on needs</td> <td style="text-align: center;">1</td> </tr> <tr> <td>One bagger Mixer</td> <td>Depending on needs</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Concrete Vibrator</td> <td>Depending on needs</td> <td style="text-align: center;">1</td> </tr> <tr> <td>H-Frame Scaffoldings</td> <td>Depending on needs</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Minor Tools</td> <td>Depending on needs</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Equipment	Capacity	No. of Units	Jack Hammer	Depending on needs	1	One bagger Mixer	Depending on needs	1	Concrete Vibrator	Depending on needs	1	H-Frame Scaffoldings	Depending on needs	1	Minor Tools	Depending on needs	1
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Concrete Vibrator	Depending on needs	1																	
H-Frame Scaffoldings	Depending on needs	1																	
Minor Tools	Depending on needs	1																	
12	<i>None</i>																		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <ol style="list-style-type: none"> <li>a. The amount of not less than <i>(2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than <i>five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ol>																		
16	Each Bidder shall submit three copies of the first and second components of its Bid																		



19.2	Partial bid is not allowed. <b>The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding evaluation, and contract award.</b>
20	<i>See PID</i>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***SECTION IV. GENERAL CONDITIONS OF CONTRACT***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. Possession of Site

- 3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## **5. Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.
  
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

**SECTION V. SPECIAL CONDITIONS OF CONTRACT**

**Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity’s country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

GCC Clause	
2	<p><i>The Intended Completion date is within 252 calendar days.</i></p> <p>Time is of the essence; hence the project shall be completed within a non-extendable period of 252 calendar days regardless of fortuitous events.</p> <p><i>Note: The Contract duration shall be reckoned from the start date and not from contract effectivity date.</i></p> <p><i>Note: The Contract duration shall be reckoned from the start date and not from contract effectivity date.</i></p>
4.1	<p><i>The Start date is _____.</i></p> <p><i>Note: The start date shall be the date of receipt of the Notice to Proceed.</i></p>
6	<p><i>The site is located at MMSU, City of Batac</i></p>
7.2	<p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:] Fifteen (15) years.</i></p>

10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>[insert number]</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> .
13	The amount of the advance payment is <i>15% of the total contract price and schedule of payment</i> .
14	<i>See Project Information Documents</i>
15.1	The date by which operating and maintenance manuals are required is <i>[date]</i> .  The date by which "as built" drawings are required is <i>[date]</i> .
15.2	<i>See Project Information Documents</i>



## Section VI. Specifications

Item No.	Description
<b>I</b>	<b>Removal of Structures and Obstructions</b>
	Removal and disposal of abandoned/dilapidated plumbing pipelines and fixtures. Removal and disposal of old, existing floor and wall tiles. Cutting of concrete flooring and walls. Removal of existing doors. Removal of other obstructions designated and not permitted to remain.
<b>II</b>	<b>Masonry Works</b>
	4" Concrete Hollow Blocks Portland Cement Sand Gravel Reinforcing Steel #16 Tie Wire
<b>III</b>	<b>Reinforced Concrete Works</b>
	Portland Cement Sand Gravel 10mmØ RSB x 6m 4' x 8' x 1/2" Plywood 2" x 2" x 12' Lumber Assorted CWN
<b>IV</b>	<b>Cement Plaster Finish</b>
	Portland Cement Sand
<b>V</b>	<b>Carpentry and Joinery Works</b>
	<i>Cabinet - 1</i> High Pressure Laminate Board Wood Support Full Overlay Concealed Hinge (Soft Close) Stainless Cabinet T-Puller, 6"  <i>Cabinet - 2</i> High Pressure Laminate Board Wood Support Full Extension soft close glides Full Overlay Concealed Hinge (Soft Close) Stainless Cabinet T-Puller, 6"  <i>Cabinet - 3</i> High Pressure Laminate Board Full Overlay Concealed Hinge (Soft Close)

	<p>Stainless Cabinet T-Puller, 6" 1/4" Clear Glass</p> <p><i>Cabinet - 4</i> High Pressure Laminate Board Wood Support Full Overlay Concealed Hinge (Soft Close) Stainless Cabinet T-Puller, 6"</p> <p><i>Cabinet - 5</i> High Pressure Laminate Board Wood Support Full Overlay Concealed Hinge (Soft Close) Stainless Cabinet T-Puller, 6"</p> <p><i>Cabinet - 6</i> High Pressure Laminate Board Wood Support Full Overlay Concealed Hinge (Soft Close) Stainless Cabinet T-Puller, 6"</p> <p><i>Cabinet - 7</i> High Pressure Laminate Board Wood Support Full Overlay Concealed Hinge (Soft Close) Stainless Cabinet T-Puller, 6"</p>
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<b>VI</b>	<b>Millworks</b>
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	<p><b><i>Doors and Windows</i></b></p> <p>D1 - 2.10m x 1.0m Painted Wood Panel Door complete with accessories and hardware  D2 - 2.10m x 0.90m Painted Wood Solid Door complete with accessories and hardware  D3 - 2.10m x 0.80m Painted Wood Flush Door complete with accessories and hardware  D4 - 1.720m x 0.65m Phenolic Type Door complete with accessories and hardware  W1 - 3.00m x 0.60m Aluminum Analok Awning Type Window complete with accessories  W2 - 1.50m x 0.60m Aluminum Analok Awning Type Window complete with accessories  W3 - 2.50m x 1.00m Aluminum Analok Awning Type Window complete with accessories</p> <p><b><i>Toilet Partitions and Hardware</i></b></p> <p>12mm THK Solid Compact Laminate  Occupant Indicator with Lock  Door Pull  Stopper</p>
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	<p>Coat Hook  Rising Hinge  Toilet Paper Holder  Bracket  Adjustable Foot  Top Rail, 3m</p>
<b>VII</b>	<b>Red Cement Floor Finish</b>
	<p>Portland Cement  Sand  Red Oxide Cement (2kg/bag)</p>
<b>VIII</b>	<b>Ceiling Works</b>
	<p>4.5mm x 4'x8' thk Fiber Cement Board  Metal Furring (19mm x 50mm x 5m)  Carrying Channel (18mm x 38mm x 5m)  Hanger Bars/Rod  Channel Clip  Wall Angle  Rivets  1" Metal Screw</p>
<b>IX</b>	<b>Tile Works</b>
	<p><b><i>Flooring (Area = 205.14 sq.m.)</i></b></p> <p>60cm x 60cm Non-Skid Granite Tile  60cm x 60cm Polished Granite Tile  60cm x 60cm Top Ceramic Tile  20cm x 20cm Floor Tiles  Portland Cement  Sand  Tile Grout  Tile Adhesive (25kg)  Tile Cutting Disk</p> <p><b><i>Wall (Area = 102.79 sq.m.)</i></b></p> <p>60cm x 60cm Wall Tile  60cm x 20cm Wall Tile  Portland Cement  Sand  Tile Grout  Tile Adhesive (25kg)  Tile Cutting Disk</p> <p><b><i>Countertop (Area = 24.541 sq.m.)</i></b></p> <p>60cm x 60cm Granite Tile</p>

	Portland Cement Sand Tile Grout Tile Adhesive (25kg) Tile Cutting Disk
<b>X</b>	<b>Painting Works</b>
	<i>Masonry Painting</i> Concrete Neutralizer Concrete Sealer/Primer Patching Compound Semi-Gloss Latex (two-coat only) 9" Roller Brush with pan 2" Paint Brush Sand Paper <i>Metal Painting</i> Red Oxide Primer Flat Wall Enamel Paint Thinner 4" Roller Brush with pan 1" Paint Brush <i>Wood Painting</i> Glazing Putty Flatwall Enamel Enamel Quick Dry Paint Thinner 2" Paint Brush 3" Paint Brush
<b>XI</b>	<b>Plumbing Works</b>
	<b>A.Mess Hall and PWD CR</b> <b>Plumbing Fixtures and Accessories</b>  Dual-Flush Water Closet w/ softclose cover Countertop Lavatory w/ Cabinet (complete) 4"x4" Stainless Floor Drain Bidet (hand shower) complete Wall Mounted Tissue Paper Dispenser 500ml Wall mounted Soap Dispenser Face mirror Kitchen Sink (single tub w/ dish drain) Gooseneck Faucet Stainless Steel Rack Towel Holder 750cm Stainless Steel Grab Bar (Corner Type) 80cm Stainless Steel Grab Bar 100cm Stainless Steel Grab Bar 50cm Stainless Steel Grab Bar

**Water Line Pipes and Fittings**

20mm dia. PP-r Gate Valve  
20mm dia. Angle Valve (one way)  
20mm dia. Angle Valve (two way)  
20mm dia. Flexible Hose  
20mm dia. PP-r Female Adapter  
20mm dia. PP-r Elbow  
20mm dia. PP-r Tee  
20mm dia. PP-r Coupling  
20mm dia. PP-r Pipe PN20  
Teflon Tape 1"

**Sewer Line Pipes**

4" dia Cleanout with cover PVC  
Stainless P-trap 1 1/4" (for lavatory)  
2" dia PVC P-trap  
4" dia PVC Wye  
4" dia PVC Elbow 1/8 bend  
4"x2" dia PVC Wye  
4" dia PVC Elbow 1/4 bend  
2" dia PVC Elbow 1/4 bend  
2" dia PVC Elbow 1/8 bend  
2" dia PVC Tee  
4" dia PVC Pipe S1000  
2" dia PVC Pipe S1000  
3" dia PVC Pipe S1000  
3"x2" dia PVC Wye  
3" dia PVC Elbow 1/4 bend  
3" dia Clean out with cover PVC  
400cc PVC Pipe Cement (neltex)

**B. Comfort Rooms, Laundry Area and PWD Comfort Room****Plumbing Fixtures and Accessories**

Dual-Flush Water Closet w/ softclose cover  
Bidet (hand shower type)  
Urinal  
Shower Head  
Ordinary Faucet  
SS Countertop Double Bowl Wash Sink  
Lavatory Faucet  
Stainless Floor Drain w/ Strainer (4"x4")

Tissue Paper Holder  
Soap Holder  
Stainless Towel Bar

**Sewer Line (Upvc Pipes and Fittings)**

4"Ø uPVC Pipe S1000  
4" dia PVC Wye  
4" dia PVC Elbow 1/8 bend  
4" dia Clean out with cover PVC  
4"x2" Tee Reducer  
3" dia, uPVC pipe, S1000  
3"x2" dia PVC Wye  
3"x2" Tee Reducer  
3" dia Clean out with cover PVC  
3" dia. 45 Bend  
3" dia. Wye  
2" dia. uPVC pipe, s1000  
2" dia. P-trap PVC  
2" dia PVC Elbow 1/4 bend  
2" dia PVC Elbow 1/8 bend  
2" dia. Wye  
2" dia. Clean out with cover PVC  
400cc PVC Pipe Cement (neltex)

**Waterline (PP-r Pipe and Fittings)**

20mm dia. Angle Valve (one way)  
20mm dia. Angle Valve (two way)  
20mm dia. Flexible Hose  
PP-r tee, 20mm dia.  
PP-r elbow, 20mm dia.  
Shower valve, 20mm dia  
PP-r pipe, 20mm dia PN20  
PP-r pipe, 32mm dia PN20  
Gate Valve, 32mm  
Male Adapter  
Fusion Machine

**Septic Tank and Catch Basin**

Concrete Pipe, 600mmØ X 0.90m  
4" CHB  
Portland Cement  
Sand

	<p>Gravel</p> <p>10mmØ x 6m RSB (23-pcs)</p> <p>12mmØ x 6m RSB (9-pcs)</p> <p>#16 Tie Wire</p> <p>1/4" X 4' X 8' Plywood</p> <p>Common Wire Nail, 1"</p> <p>Common Wire Nail, 2-1/2"</p> <p>2"x2"x16ft Coco Lumber</p>
<b>XII</b>	<b>Electrical Works</b>
	<p><b>Pipes, Conduits, and Fittings</b></p> <p>Adapter with Locknut / Straight Connector</p> <p>20mmØ, PVC</p> <p>Pipe</p> <p>20mmØ, PVC</p> <p><b>Conductors, Lead Free</b></p> <p>2.0mm2 THHN</p> <p><b>Wiring Devices</b></p> <p>Utility Box, 2"X4"</p> <p>Junction box with Cover, Octagonal</p> <p>Switches, Wide Series, with Cover Plate</p> <p>1-gang, Single Pole, Single Throw Switch</p> <p>2-gang, Single Pole, Single Throw Switch</p> <p>Electrical Tape, Vini, Big</p> <p><b>Fixtures, and Others</b></p> <p>3 Watts LED Mini Downlight Round Swivel,</p> <p>6500K Daylight, 220 Lumens</p>

## **VII. Drawing**

(Kindly go to: <https://bac.mmsu.edu.ph/bids> to download the plans for the project) or download from Philgeps



## Section VIII. Bill of Quantities

ITEM NO.	DESCRIPTION	QUANTITY	UNIT
<b>I</b>	<b>Removal of Structures and Obstructions</b>	<b>1.000</b>	<b>l.s.</b>
	Removal and disposal of abandoned/dilapidated plumbing pipelines and fixtures. Removal and disposal of old, existing floor and wall tiles. Cutting of concrete flooring and walls. Removal of existing doors. Removal of other obstructions designated and not permitted to remain.		
<b>II</b>	<b>Masonry Works</b>	<b>16.250</b>	<b>m<sup>2</sup></b>
	4" CHB Portland Cement Sand Reinforcing Steel #16 Tie Wire	212.00 9.00 0.65 52.65 1.00	pcs bags m <sup>3</sup> kgs kgs
<b>III</b>	<b>Reinforced Concrete Works</b>	<b>0.657</b>	<b>m<sup>3</sup></b>
	Portland Cement Sand Gravel 10mmØ RSB x 6m 4' x 8' x 1/4" Plywood 2" x 2" x 12' Lumber Assorted CWN	8.00 0.33 0.66 5.00 1.00 4.00 0.50	bags m <sup>3</sup> m <sup>3</sup> pcs pc bd.ft kgs
<b>IV</b>	<b>Cement Plaster Finish</b>	<b>32.50</b>	<b>m<sup>2</sup></b>
	Portland Cement Sand	11.00 1.00	bags m <sup>3</sup>
<b>V</b>	<b>Carpentry and Joinery Works</b>	<b>1.000</b>	<b>lot</b>
	Cabinet-1 Cabinet-2 Cabinet-3 Cabinet-4 Cabinet-5 Cabinet-6 Cabinet-7	2.00 2.00 2.00 2.00 2.00 1.00 1.00	sets sets sets sets sets set set
<b>VI</b>	<b>Millworks</b>	<b>1.000</b>	<b>lot</b>
	<u>Doors and Windows</u> D1 - 2.10m x 1.0m Painted Wood Panel Door complete with accessories and hardware D2 - 2.10m x 0.90m Painted Wood Solid Door complete with accessories and hardware D3 - 2.10m x 0.90m Painted Wood Flush Door complete with accessories and hardware	2.000 1.000 4.000	sets set sets

	D4 - 1.720m x 0.65m Phenolic Type Door complete with accessories and hardware	24.000	sets
	W1 - 3.00m x 0.60m Aluminum Analok Awning Type Window complete with accessories	2.000	sets
	W2 - 1.50m x 0.60m Aluminum Analok Awning Type Window complete with accessories	2.000	sets
	W3 - 2.50m x 1.00m Aluminum Analok Awning Type Window complete with accessories	2.000	sets
	<i>Toilet Partitions and Hardware</i>		
	12mm THK Solid Compact Laminate	97.200	m <sup>2</sup>
	Occupant Indicator with Lock	24.00	pcs
	Door Pull	24.00	pcs
	Stopper	8.00	pcs
	Coat Hook	72.00	pcs
	Rising Hinge	72.00	pcs
	Toilet Paper Holder	24.00	pcs
	Bracket	144.00	pcs
	Adjustable Foot	48.00	pcs
	Top Rail, 3m	12.00	pcs
<b>VII</b>	<b>Red Cement Floor Finish</b>	<b>692.00</b>	<b>m<sup>2</sup></b>
	Portland Cement	503.00	bags
	Sand	39.00	m <sup>3</sup>
	Red Oxide Cement (2kg/bag)	26.00	bags
<b>VIII</b>	<b>Ceiling Works</b>	<b>88.940</b>	<b>m<sup>2</sup></b>
	4.5mm x 4'x8' thk Fiber Cement Board	33.00	pcs
	Metal Furring	101.00	pcs
	Carrying Channel	32.00	pcs
	Hanger Bars/Rod	89.00	pcs
	Channel Clip	534.00	pcs
	Wall Angle	22.00	pcs
	Rivets	1,246.00	pcs
	1" Metal Screw	355.76	pcs
<b>IX</b>	<b>Tile Works</b>	<b>335.721</b>	<b>m<sup>2</sup></b>
	<i>Flooring</i>	<u>205.140</u>	<u>m<sup>2</sup></u>
	60cm x 60cm Non-Skid Granite Tile	23.57	m <sup>2</sup>
	60cm x 60cm Polished Granite Tile	98.44	m <sup>2</sup>
	60cm x 60cm Top Ceramic Tile	69.02	m <sup>2</sup>
	20cm x 20cm Floor Tiles	30.10	m <sup>2</sup>
	Portland Cement	67.00	bags
	Sand	5.50	m <sup>3</sup>
	Tile Grout	26.00	bags
	Tile Adhesive (25kg)	30.00	bags
	Tile Cutting Disk	6.00	pcs
	<i>Wall</i>	102.790	m <sup>2</sup>
	60cm x 60cm Wall Tile	95.84	m <sup>2</sup>
	60cm x 20cm Wall Tile	12.09	m <sup>2</sup>

	Portland Cement	34.00	bags
	Sand	3.00	m <sup>3</sup>
	Tile Grout	13.00	bags
	Tile Adhesive (25kg)	15.00	bags
	Tile Cutting Disk	3.00	pcs
	<i>Countertop</i>	24.541	m <sup>2</sup>
	60cm x 60cm Granite Tile	25.77	m <sup>2</sup>
	Portland Cement	10.00	bags
	Sand	1.00	m <sup>3</sup>
	Tile Grout	4.00	bags
	Tile Adhesive (25kg)	4.00	bags
	Tile Cutting Disk	1.00	pc
<b>X</b>	<b>Painting Works</b>	<b>5,951.250</b>	<b>m<sup>2</sup></b>
	<i>Masonry Painting</i>	5,281.501	m <sup>2</sup>
	Concrete Neutralizer	106.00	gals
	Concrete Sealer/Primer	212.00	gals
	Patching Compound	264.00	gals
	Semi-Gloss Latex (two-coat only)	422.00	gals
	9" Roller Brush with pan	40.00	sets
	2" Paint Brush	10.00	pcs
	Sand Paper	100.00	pcs
	<i>Metal Painting</i>	635.607	m <sup>2</sup>
	Red Oxide Primer	26.00	gals
	Flat Wall Enamel	64.00	gals
	Paint Thinner	40.00	gals
	4" Roller Brush with pan	80.00	sets
	1" Paint Brush	25.00	sets
	<i>Wood Painting</i>	34.140	m <sup>2</sup>
	Glazing Putty	2.00	gals
	Flat wall Enamel	2.00	gals
	Enamel Quick Dry	2.00	gals
	Paint Thinner	2.00	gals
	2" Paint Brush	2.00	pcs
	3" Paint Brush	2.00	pcs
<b>XI</b>	<b>Plumbing Works</b>	<b>1.000</b>	<b>lot</b>
	<b>A. Mess Hall and PWD CR</b>		
	<i>Plumbing Fixtures and Accessories</i>		
	Dual-Flush Water Closet w/ soft close cover	1.00	lot
	Countertop Lavatory w/ Cabinet (complete)	1.00	set
	4"x4" Stainless Floor Drain	1.00	sets
	Bidet (hand shower) complete	4.00	pcs
	Wall Mounted Tissue Paper Dispenser	1.00	pcs
	500ml Wall mounted Soap Dispenser	1.00	pcs
	Face mirror	1.00	pcs
	Kitchen Sink (single tub w/ dish drain)	1.00	set
	Gooseneck Faucet	8.00	sets
	Stainless Steel Rack	8.00	sets

Towel Holder	8.00	sets
750cm Stainless Steel Grab Bar (Corner Type)	1.00	set
80cm Stainless Steel Grab Bar	1.00	set
100cm Stainless Steel Grab Bar	1.00	set
50cm Stainless Steel Grab Bar	1.00	set
	1.00	set
<u>Water Line Pipes and Fittings</u>		
20mm dia. PP-r Gate Valve	<u>1.00</u>	<u>lot</u>
20mm dia. Angle Valve (one way)	1.00	pcs
20mm dia. Angle Valve (two way)	8.00	pcs
20mm dia. Flexible Hose	1.00	pcs
20mm dia. PP-r Female Adapter	10.00	pcs
20mm dia. PP-r Elbow	11.00	pcs
20mm dia. PP-r Tee	18.00	pcs
20mm dia. PP-r Coupling	9.00	pcs
20mm dia. PP-r Pipe PN20	6.00	pcs
Teflon Tape 1"	6.00	pcs
	3.00	rolls
<u>Sewer Line Pipes</u>		
4" dia Cleanout with cover PVC	<u>1.00</u>	<u>lot</u>
Stainless P-trap 1 1/4" (for lavatory)	2.00	pcs
2" dia PVC P-trap	1.00	pcs
4" dia PVC Wye	12.00	pcs
4" dia PVC Elbow 1/8 bend	3.00	pcs
4"x2" dia PVC Wye	3.00	pcs
4" dia PVC Elbow 1/4 bend	6.00	pcs
2" dia PVC Elbow 1/4 bend	3.00	pcs
2" dia PVC Elbow 1/8 bend	2.00	pcs
2" dia PVC Tee	6.00	pcs
4" dia PVC Pipe S1000	4.00	pcs
2" dia PVC Pipe S1000	3.00	pcs
3" dia PVC Pipe S1000	4.00	pcs
3"x2" dia PVC Wye	2.00	pcs
3" dia PVC Elbow 1/4 bend	2.00	pcs
3" dia Clean out with cover PVC	2.00	pcs
400cc PVC Pipe Cement (neltex)	1.00	pcs
	3.00	cans
<b>B. Comfort Rooms, Laundry Area and PWD</b>		
<b>Comfort Room</b>		
<u>Plumbing Fixtures and Accessories</u>		
Dual-Flush Water Closet w/ softclose cover	12.00	sets
Bidet (hand shower type)	2.00	sets
Urinal	12.00	sets
Shower Head	34.00	pcs
Ordinary Faucet	14.00	sets
SS Countertop Double Bowl Wash Sink	14.00	sets
Lavatory Faucet	42.00	pcs
Stainless Floor Drain w/ Strainer (4"x4")	12.00	pcs
Tissue Paper Holder	24.00	pcs
Soap Holder	12.00	pcs

	Stainless Towel Bar	<u>1.00</u>	<u>lot</u>
	<i>Sewer Line (Upvc Pipes and Fittings)</i>	11.00	pcs
	4"Ø uPVC Pipe S1000	16.00	pcs
	4" dia PVC Wye	22.00	pcs
	4" dia PVC Elbow 1/8 bend	10.00	pcs
	4" dia Clean out with cover PVC	6.00	pcs
	4"x2" Tee Reducer	10.00	pcs
	3" dia, uPVC pipe, S1000	12.00	pcs
	3"x2" dia PVC Wye	18.00	pcs
	3"x2" Tee Reducer	8.00	pcs
	3" dia Clean out with cover PVC	6.00	pcs
	3" dia. 45 Bend	1.00	pcs
	3" dia. Wye	22.00	pcs
	2" dia. uPVC pipe, s1000	32.00	pcs
	2" dia. P-trap PVC	16.00	pcs
	2" dia PVC Elbow 1/4 bend	44.00	pcs
	2" dia PVC Elbow 1/8 bend	30.00	pcs
	2" dia. Wye	4.00	pcs
	2" dia. Clean out with cover PVC	30.00	cans
	400cc PVC Pipe Cement (neltex)	<u>1.00</u>	<u>lot</u>
	<i>Waterline (PP-r Pipe and Fittings)</i>	14.00	pcs
	20mm dia. Angle Valve (one way)	12.00	pcs
	20mm dia. Angle Valve (two way)	26.00	pcs
	20mm dia. Flexible Hose	54.00	pcs
	PP-r tee, 20mm dia.	54.00	pcs
	PP-r elbow, 20mm dia.	12.00	pcs
	Shower valve, 20mm dia	20.00	pcs
	PP-r pipe, 20mm dia PN20	4.00	pcs
	PP-r pipe, 32mm dia PN20	4.00	pcs
	Gate Valve, 32mm	2.00	pcs
	Male Adapter	1.00	set
	Fusion Machine	<u>1.00</u>	<u>lot</u>
	<i>Septic Tank and Catch Basin</i>	1.00	pc
	Concrete Pipe, 600mmØ X 0.90m	134.00	pcs
	4" CHB	24.00	bags
	Portland Cement	2.00	m <sup>3</sup>
	Sand	0.50	m <sup>3</sup>
	Gravel	122.82	kgs
	10mmØ x 6m RSB (23-pcs)	48.06	kgs
	12mmØ x 6m RSB (9-pcs)	4.00	kgs
	#16 Tie Wire	2.00	pcs
	1/4" X 4' X 8' Plywood	1.00	kgs
	Common Wire Nail, 1"	1.00	kgs
	Common Wire Nail, 2-1/2"	26.67	bd.ft.
<b>XII</b>	<b>Electrical Works</b>	<b>1.000</b>	<b>lot</b>

	<p><i>Pipes, Conduits and Fittings</i></p> <p>Adapter with Locknut / Straight Connector 20mmØ, PVC</p> <p>Pipe 20mmØ, PVC</p> <p><i>Conductors, Lead Free</i></p> <p>2.0mm2 THHN</p> <p><i>Wiring Devices</i></p> <p>Utility Box, 2"X4"</p> <p>Junction box with Cover, Octagonal</p> <p>Switches, Wide Series, with Cover Plate</p> <p>1-gang, Single Pole, Single Throw Switch</p> <p>2-gang, Single Pole, Single Throw Switch</p> <p>Electrical Tape, Vini, Big</p> <p><i>Fixtures and Others</i></p> <p>3 Watts LED Mini Downlight Round Swivel, 6500K Daylight, 220 Lumens</p>	<p>42.00</p> <p>27.00</p> <p>82.00</p> <p>3.00</p> <p>13.00</p> <p>1.00</p> <p>2.00</p> <p>3.00</p> <p>42.00</p>	<p>pcs</p> <p>pcs</p> <p>meters</p> <p>pcs</p> <p>pcs</p> <p>set</p> <p>sets</p> <p>rolls</p> <p>pcs</p>
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# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or

certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**

- (k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

- (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (o) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (r) Cash Flow by Quarter.



## Bidding Forms:

### Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

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#### 1. BID FORM

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of

Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;

- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> currently based on GPPB Resolution No. 09-2020

## Form of Contract Agreement

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THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications;
  - (d) Invitation to Bid;
  - (e) Instructions to Bidders;
  - (f) Bid Data Sheet;
  - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (h) Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - (i) Eligibility requirements, documents and/or statements;
  - (j) Performance Security;
  - (k) Notice of Award of Contract and the Bidder's conforme thereto;
  - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to

execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor).

Binding Signature of Procuring Entity

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

*[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence**

**through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION

**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant



**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

Standard Form Number: SF-INFR-44

Revised on: August 11, 2004

**Contractor's Organizational Chart for the Contract**

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

**Statement of all Ongoing Government & Private contracts including contracts awarded but not yet started**

Business Name : \_\_\_\_\_ Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Amount		End user's acceptance or official receipt(s) <b>or</b> sales invoice issued for the contract
						Contract	Value of Outstanding Contract	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Note: This statement shall be supported with:  
 1 Notice of Award , Contract, NTP, and other docs if necessary



Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_





Republic of the Philippines  
MARIANO MARCOS STATE UNIVERSITY  
Batac, Ilocos Norte

## A. PROJECT INFORMATION DOCUMENT

Project Title : **REHABILITATION OF COEDS DORMITORY, PHASE 2**

Project Location : **MMSU COEDS-Mens Dormitory, City of Batac, Ilocos Norte**

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The project calls for the furnishing of all materials, labor, tools and equipment needed for the rehabilitation of mess hall, comfort rooms and laundry area; painting/repainting, floor finishing, provision of PWD comfort room of COEDS Dormitory located at MMSU-COEDS Men's Dormitory, City of Batac, Ilocos Norte with conformity with the designs, plans, drawings and other details, as well as the specifications, this Project Information Document and other related contract documents prepared and approved for this project.

It also calls for the employment of men power with the appropriate skills and expertise to undertake the specific items of work and to enable the contractor to produce and deliver to the satisfaction of the owner the needed services and output required of this undertaking. In addition, the Contractor shall have adequate and readily available construction tools and equipment to be utilized during the construction activities of the project. It is also a must as it is necessary that the Contractor shall have regularly at the site a qualified Project Engineer to administer strictly the implementation of the project, including maintaining a log book of construction activities, as well as receiving authorized University Officials and Inspectors.

The Contractor's license required for prospective bidders to undertake this project is at least a holder of **PCAB License with Principal Classification and Category which is under "GENERAL BUILDING – C and with size range of SMALL-B"**.

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## General Instructions

The drawings and specifications intended to be complimentary. Anything shown in the drawings but not mentioned in the specifications or vice-versa shall be done as if it were mentioned or indicated in both. If no numerical indications appear in the drawings, the measurement should be carefully followed according to the scale of the drawing. If there is conflict in ambiguity in the plans and specifications, the matter shall be presented to the Engineer who shall provide the necessary interpretation of the classifications

Specifically, the project covers rehabilitation of mess hall, comfort room and laundry areas; provision of PWD comfort room; painting/repainting and floor finishing of COEDS Men's Dormitory.

## SCOPE OF WORKS

### I. Removal of Structures and Obstructions

This item of work includes the total demolition of unnecessary non-structural members (such as: wall, unnecessary partitions and glass components; ceiling including existing and unnecessary utility installations found such as plumbing and sanitary lines and fixture, electrical wiring and conduits including accessories; and recovery and inventory of items which are still valuable to the University. Demolish and remove existing construction only to the extent required by new construction and as indicated in the approved plans and this Project Information Document. Use methods required to complete the work within limitations of governing regulations and as follows:

- a) Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding. Temporarily cover openings to remain.

- b) Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
- c) Do not use cutting torches until work area is cleared of flammable materials. Maintain fire watch and portable fire-suppression devices during flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
- d) Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
- e) Remove ceiling frames and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
- f) Dispose of demolished items and materials promptly.

Project has been designed to result in end-of-project rates for reuse of building elements. Do not demolish building elements beyond what is indicated on drawings without Project-In-Charge' approval. Protect construction indicated to remain against damage and soiling during this scope of work. When permitted by the Project-In-Charge, items may be removed to a suitable, protected storage location during demolition and reinstalled in their original locations after demolition operations are complete.

Clean adjacent structures and improvements of dust, dirt, and debris caused by demolition operations. Return adjacent areas to condition existing before removal of structures and obstructions began.

- II. **Masonry Works** - This work includes the furnishing and placing of concrete masonry units in conformity with the lines, grades and cross-sections shown on the drawings and in accordance with the specifications.



The size and spacing of bars shall be as follows:

For Vertical Bars:

100 mm (4") CHB - 10 mm dia. RSB at 600 mm

For interior walls

For horizontal bars: - 12 mm dia. RSB at 600 mm

(24") on center (every third Course) for 150 mm (6") and 100 mm (4") CHBs.

**III. Reinforced Concrete Works** – This item of work includes construction of concrete countertop slab structures at mess hall, PWD comfort room and laundry areas complete in accordance with the standard specifications and conformity with the lines, grades, thickness and typical cross section shown on the plan. Concrete shall be placed only after all formworks, materials to be embedded, and preparation of surface involved in the placing have been inspected and approved by the Project-In-Charge.

All imperfections on concrete surfaces are corrected to produce concrete surfaces that conform to the requirements of this section. Unless otherwise approved by the Project-In-Charge, patching with the cement mortar shall repair imperfections on formed surfaces.

**IV. Cement Plaster Finish** - The work consists of furnishing all materials, labour and performing all operations in connection with plastering masonry wall surfaces, complete in every respect as shown in the drawings and as specified herein. Plastering work shall be protected properly from being damaged during plastering operations.

Surface to receive plaster must be free from structural defects and shall be thoroughly dampened prior to application of plaster.

Plaster work shall be finished level, plumb, square and true, without waves, blisters, pits, crazing, discoloration, and projections or other imperfections. Plaster work shall be formed carefully around angles and contours. Special care shall be taken to prevent consequent dropping of applications. There must be no visible junction marks where one day's work adjoins another. Finished work shall be protected in an approved manner to prevent damage.

**V. Carpentry and Joinery Works** - This item of work shall include all management, labor, materials, tools, equipment and services required to furnish and install custom kitchen and laundry cabinet with drawers and shelves as specified herein and shown in the approved plans. Dimension, fabrication and installation of kitchen and laundry cabinets shall be based on the actual measurements and conditions of the site. For hardware and accessories:

a) *Cabinet Doors, Shelves, Carcass and Drawers*

Shall be 0.8mm thick High-pressure Laminate (HPL) with non-scratch property and water resistant, attached/glued to 18mm thick Medium Density Fiberboard (MDF) through a high compact machine pressed process complete with PVC edge bond in double-faced finish (for cabinet doors and backings). Submit color swatches and sample with edge band for End-User's approval.

b) *Framing, Sidings and Backboards*

Framing shall be on 50mm x 50mm and 50mm x 100mm TKD treated kiln dried Tanguile wood framing. Submit varnish/stain color swatches for End-user's approval. Siding and backing shall be 0.8mm thick High Pressure Laminate (HPL) with non-scratch property and water resistant, attached/glued to 12mm/18mm thick Medium Density Fiberboard (MDF) through a high compact machine pressed process complete with PVC edge bond in double faced finish. Submit color swatches and sample for End-user's approval.

c) *Cabinet Hinges*

Shall be 35mm cup size, concealed hinge, free swing with minimum of 100 degrees opening angle, full overlay, soft close and inset type for screw attachment complete with mounting plates in nickel-plated or stainless steel finish. Provide two (2) units per door installations. Submit brochure and sample for Architect's approval.

d) *Drawer/Rack Slides*

Shall be medium to heavy duty usage stainless steel, full extension soft closed, ball-bearing drawer slides with side-mounted rails. Length shall be as required in the drawings.

e) *Cabinet Handle*

Shall be 6 inches stainless steel, back mounted in matt brush finish. Submit samples for Architect's approval

f) *Cabinet Shelf Supports*

Shall be 7-10mm diameters stainless steel pin type shelf support pegs. Submit brochure and sample for Architect's approval.

Examine surfaces for conditions that would prevent quality installation of interior woodwork. Verify that surfaces and blocking are in place to support installation. Notify the End-user of any defective work and coordinate with affected trade prior execution of works. On completion of installation, touch up marred or abraded finished surfaces and wipe down surfaces to remove fingerprints and markings, and leave in clean condition. Protect installed products until completion of project.

- VI. Millworks** - This item shall consist of furnishing of all materials, hardware, tools, labor and services necessary for the fabrication, delivery and installation of wooden, Phenolic panel doors of the type and size as shown in the schedule of doors and windows for this project. It also includes the fabrication, delivery and installation of analog framed windows of the type and sizes as shown in the schedule of doors and windows of the plans and drawings prepared and approved for this project. Also includes in this item of work 12mm Phenolic Board all the hardwares needed for toilet partitions.

**VII. Red Cement Floor Finish** - This work includes red cement floor finish including labour, materials and equipment and other facility to complete the work in accordance with the plans and specifications.

Red cement shall be thoroughly dry, mixed with fresh Portland cement using dry and clean equipment. The proportion shall be three (3) parts red cement to one (1) part Portland cement. Cement top finish shall be one (1) part Portland cement – red cement mix and one (1) part sand, mix with minimum water content.

**VIII. Ceiling Works** - The work under this item shall consist in furnishing of all the required materials, tools and equipment, as well as labor necessary for the satisfactory completion of all ceiling system in strict accord with the drawings, details and specifications for this project.

Ceiling boards shall be 4.5 mm thick cement fiber board (hardiflex) with ceiling frames as follows: 19mm x 50mm x 0.40mm thk Metal furring spaced at 0.40m on center; 12mm x 38mm x 0.80mm thk carrying channel spaced at 1.20m on center; and 25mm x 25mm x 0.40mm thk wall angle on all perimeter. Hanger bars or rods spaced at 1.20m on center bothways

**IX. Tile Works** - Work consists of furnishing all materials, labour and performing all operations in connection with tile finishing of floors, walls and countertop, including mortar beds for the tile. Tile work shall not be started on portions where embedded lines crossed – over the area until roughing-ins for plumbing and electrical work has been completed and tested. The work of all other trades in the areas where the work is to be done shall be protected from damage in a workmanship manner as directed by the Project-In-Charge.

a) *Floor Tiles* - Shall be of standard grade with colour and pattern shall as specified in the drawings or as approved by the End-User or Architect. For all other floor finishes not indicated below, refer to approved specifications in the plans.

- 60cm x 60cm Non-Skid Granite Tiles (at Kitchen)
- 60cm x 60cm Semi-Polished Granite Tile (at Dining Area)
- 60cm x 60cm Non-Skid Top Ceramic Tile (at Comfort Rooms and Laundry Area)

- 20cm x 20cm Non-Skid Floor Tiles (at PWD Comfort Room)
- b) *Wall Tiles* - Shall be of standard grade with colour and pattern shall as specified in the drawings or as approved by the End-User or Architect. Tiles shall be free from lamination, serrated edges, chipped off corners and other imperfections affecting their quality, appearance and strength.
- 60cm x 60cm Wall Tile, Polished
  - 60cm x 20cm Wall Tile, Polished
- c) *Granite Tiles* - Countertop tile shall be 60cm x 60cm granite tile with color and pattern as shown in the drawing or as approved by the end-user. Countertop backsplash shall be with the same materials as the countertop tiles.

Granite tiles and baseboards shall be the best obtainable under its respective classification and shall be natural, hard, durable, resistant to acids, free from stains, porous streaks, and other defects and shall contain nothing which would cause discoloration. Veins shall be tight and sound.

**X. Painting Works** - This scope of works includes repainting of all wood and metal surfaces such as the wooden partitions and doors and existing steel window casement of the mess hall. For repainting of wood surfaces to be finished with enamel paints, apply two (2) coats of gloss enamel finish. Repainting preparations for masonry surfaces shall include the following:

- Clean surfaces by mixing a solution of TSP with warm water to the proportions recommended by the manufacturer. *TSP* is a strong cleaner, degreaser and deglosser that has long been used for cleaning surfaces in preparation for painting.
- Check surface for possible nicks, gouges and scratches. If necessary, fill these with a wood filler.
- Sand, smooth surfaces, corners and details of wood with sanding paper.
- Remove dust and clean the surface.

For metal repainting, metal surface shall be sanded or scraped with the use of sandpaper or any scraping tool to remove dirt, grease, old paint and rust. All exposed metals shall be applied with the appropriate primer before finishing with the final painting topcoats.

- XI. Plumbing Works** - This includes installation of plumbing fixtures, 1-unit septic tank, pipes and fittings following the layout and specifications indicated in the plans and specifications. The contractor shall employ the services of a registered master plumber to undertake and carry out the installation and layout of all pipes and fittings or it shall be under the direct supervision of a full time sanitary engineer for this scope of works.
- XII. Electrical Works** - The works shall mainly cover the rewiring of the comfort rooms and the additional PWD comfort room of the COED's Dormitory. This includes roughing-in installation of electrical materials such as electrical conduits, junction boxes, PVC connectors and pulling out wires. All circuit home runs shall run to the location of panel boards through the existing cable tray.

All electrical works shall be done by an electrician/s that is/are holder of at least a TESDA NC II certificate. All electrical installations shall be done under the direct supervision of a duly licensed electrical practitioner, i.e. Professional Electrical Engineer, Registered Electrical Engineer or Registered Master Electrician who shall regularly be at the site during the implementation stage until the system is satisfactorily completed and tested. It is a must that the electrical works are duly supervised to assure that the work is done in conformity with the contract documents and to resolve field conflicts or installation deficiencies with the MMSU Technical staff in case there is one. Said electrical practitioner shall have a PCAB license specializing and/or with experience in the installation of ECB, FEEDER LINES, TRANSFORMER, METERING ACCESSORIES and CABLE TRAY.

Lighting fixtures shall be utilized following the approved lighting layout all busted lightings shall be refurbished. All damaged lighting fixtures due to dismantling shall be of contractor's liability.

Sample of each fixtures, wires, wiring devices shall be submitted for approval by the University prior to their installation. No installation of materials shall be made without the prior approval by the technical committee or the designated personnel of MMSU.

All wires shall be copper 99%, plastic insulated for 600V type THHN, lead free, stranded, except for the feeder lines, transformer wirings, THW must be use or approved brand by the end-user. AND USED ONLY 1 TYPE WIRES AND BRAND.

All wirings shall be tested for circuit continuity and shall be tested to assure that the wiring system is free of short-circuit, accidental grounding or other defects prior to normal system operation. After the electrical system is satisfactorily completed in accordance with the contract documents, the same shall be tested in the presence of University Inspection team and other designated technical personnel of the University.

Tests shall be performed after all wiring is completed and connected ready for the attachment of the fixtures and equipment and again after fixture and equipment are connected ready for use. Tests shall be made with an instrument capable of measuring accurately the resistance involved and having a voltage rating of 500 volts. Reading shall be taken after the voltage has been applied continuously for one minute. The insulation resistance between the conductors and between each conductor and ground shall be measured.

Tests shall be such that each item of control equipment will function not less than five times. All tests shall be performed in the presence of the university inspection or technical committee. All tests results shall be submitted in triplicate.

Energizing the systems - After the Contractor is assured that the wiring systems are free of faults, the Contractor shall energize the systems from their normal power sources and confirm that all systems are operational as required by the contract documents, prior to final inspection.

All electrical fixtures after they are installed and mounted in specific locations as shown in the plans and drawings shall be subjected to the required testing in the presence of the University Technical inspectors.

### **XIII. SUPPLEMENTARY PROVISIONS**

All other items or scope of works not mentioned in this document but shown and/or indicated in the plans, drawings and specifications, except where it is specifically mentioned as “to be provided by others”, the contractor shall likewise furnish all materials, labor and equipment necessary to complete the same.

In case that a conflict arise in specifications and quality of materials, installation procedure and in the plans and drawings as well as in the other contract documents before and during the implementation stage, the same should be referred to the end-user for proper resolution of the said conflict.

Where the above mentioned items or scope of works require the approval of the quality and design of the materials to be used or their testing before they are installed, embedded in concrete or enclosed with specified covering materials, the contractor shall secure from the University clearance or permission related hereto. The Contractor is required to pre-approve all materials needed in the construction prior to purchasing and installation.

After all the works have been completed, the surrounding immediate areas affected in the execution of the project shall be cleaned and cleared of all excess materials and debris, temporary structures, facilities and utilities used during the construction period. All spillages and scattered caused by the painting works, grouts, adhesives, as well as markings and signage shall likewise be removed to the full satisfaction of the Owner.

A. Time is a very important factor in the implementation of this project and as such, all works indicated in the plans, specifications and in this document shall be fully completed within **TWO HUNDRED FIFTY-TWO CALENDAR DAYS (252 C.D.)** – inclusive of 31 calendar days as pre-determined unworkable days from receipt of the Notice to Proceed.



B. Before final acceptance by the end-user, the Contractor shall post a warranty security in accordance with the following schedule as prescribe in Section 62.2.3.3 of RA 9184

Form of Warranty Security	Amount of Warranty Security (Equal to percentage of the Total Contract Price)
a) Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, that the LC shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
b) Bank guarantee confirmed by a Universal or Commercial Bank.	Ten percent (10%)
c) Surety bond callable upon demand issue by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

to cover warranty against structural defects to cover the following periods as follows in accordance with Section 62.2.3.2

- a) Permanent Structures (15 years)
- b) Semi-Permanent Structures (5 years)
- c) Other Structures (2 years)

C. The approved budget for the project to be bid is **Four Million Nine Hundred Ninety-Nine Thousand Nine Hundred Seventy Pesos and 92/100 (P 4,999,970.92)**