



BUREAU OF CUSTOMS
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

BIDDING DOCUMENTS FOR THE RENOVATION OF THE OFFICE OF THE COMMISSIONER

**Project No: BOC-INFRA-2021-01
March 2021**

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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.



Section I. Invitation to Bid

Section I. Invitation to Bid

Renovation of the Office of the Commissioner

1. The Bureau of Customs (BOC), through the FY 2021 General Appropriations Act intends to apply the sum of Four Million Two Hundred Three Thousand Five Hundred Sixty-Four Pesos and Seventy Centavos (Php4,203,564.70) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Renovation of the Office of the Commissioner”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Bureau of Customs (BOC) now invites bids for “Renovation of the Office of the Commissioner”. Completion of the Works is required for 30 calendar days. Bidders should have completed a contract similar to the Project.
3. Bidding will be conducted through open competitive bidding procedures using a 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 the BOC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on March 18, 2021 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00). The proof of payment for the fees was presented in person.
6. The BOC will hold a Pre-Bid Conference on March 25, 2021, 9:00 a.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila, and/or through videoconferencing/webcasting via Microsoft Teams, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before April 6, 2021, 8:30 a.m. 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 15.1.
9. Bid opening shall be on before April 6, 2021, 9:00 a.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The BOC 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



11. For further information, please refer to:

BOC-BAC Secretariat
General Services Division
OCOM Bldg., South Harbor, Gate 3, Port Area, Manila
Telefax No. 527-9757
Email address: bacsecretariat@customs.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://customs.gov.ph/bid-opportunities/>

Date issued: March 18, 2021

Atty. ALVIN H. EBREO, CESE
Chairperson, BOC-BAC

Section II. Instructions to Bidders

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A. General

1. Scope of Bid

The Procuring Entity, BOC invites Bids for the “Renovation of the Office of the Commissioner” with Project Identification Number “BOC-INFRA-2021-01”.

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 Government of the Philippine (GOP) through the source of funding as indicated below for FY 2021 General Appropriations Act in the amount of Four Million Two Hundred Three Thousand Five Hundred Sixty-Four Pesos and Seventy Centavos (Php4,203,564.70).

2.2. The source of funding is: NGA, the General Appropriations Act or Special Appropriations.

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

- 7.1 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 not allowed.
- 7.1. 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 through Microsoft Teams as indicated in paragraph 6 of the **ITB**.

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 **ITB**, 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 **ITB** 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 until August 4, 2021. 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

16.1 Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 10 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

16.2 Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL COMPONENT” and “COPY NO. ___ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ___”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

16.3 The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity’s BAC;
- (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1; and
- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.

16.4 Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

16.5 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.

16.6 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 **ITB**.

18. Opening and Preliminary Examination of the 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 **ITB**. 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 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	
1	<p>The Procuring Entity is the Bureau of Customs (BOC)</p> <p>The name of the Contract is “Renovation of the Office of the Commissioner” The identification number of the Contract is: BOC-INFRA-2021-01</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the FY 2020 General Appropriations Act in the amount of Four Million Two Hundred Three Thousand Five Hundred Sixty-Four Pesos and Seventy Centavos (Php4,203,564.70).</p> <p>The name of the Project is “Renovation of the Office of the Commissioner” located at OCOM Bldg. Gr16th Street, Gate 3, Port Area Manila</p>
3	No further instructions.
5	Only Bids for Bidders found to be legally, technically, and financially capable will be evaluated as defined in ITB Clause 5.1.
5.2	<p>The bidder must have completed, five (5) years prior to April 6, 2021 a single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid and preferably the contractor must have similar completed projects within 2 years in the Bureau of Customs.</p> <p>Bidders shall include in their Bid a photocopy of Single Largest Completed Contract and the corresponding proof of completion, such as (i) Certificate of Final Acceptance or Completion from the bidder’s client; or (ii) Official Receipt issued by the bidder.</p> <p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or failure to prove the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contracts shall refer to contracts which have the same major categories of work as “building construction” or “repair/renovation of building”</p>
5.4	Joint Venture is not allowed.
7.1 (a)	Subcontracting is not allowed.
8	The BOC will hold a Pre-Bid Conference on March 25, 2021, 9:00 a.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3,

	Port Area, Manila, and/or through videoconferencing/webcasting via Microsoft Teams, which shall be open to prospective bidders.		
9	<p>The Procuring Entity's address is:</p> <p>Bureau of Customs OCOM Building, South Harbor, Gate 3, Port Area, Manila. Telefax Number: 527-9757 Email address: <u>bacsecretariat@customs.gov.ph</u></p>		
10.4	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>
	Civil/Site Engr	Building Construction	min of 5 yrs
	Electrical Engineer	Building Electrical	min of 5 yrs
	Safety Officer	Building Construction	min of 5 yrs
	General Foreman	Building Construction	min of 5 yrs
	Masons	Building Construction	min of 5 yrs
	Carpenters	Building Construction	min of 5 yrs
	Electrician	Building Wiring Installation	min of 5 yrs
	Tile setters	Building Construction	min of 5 yrs
	Plumbers	Building Construction	min of 5 yrs
	Welder/s	Building Construction	min of 5 yrs
10.5	<u>Equipment Capacity</u>	<u>Number of Unit/s</u>	
	Truck	1	
	1 Bagger Concrete Mixer	1	
	Scaffoldings	150 sets	
	Electrical tools	As necessary	
	Carpentry Tools	5 sets	
	Welding Machine	1	
	Power tools (drills, grinder, etc)	As necessary	
	Plumbing tools	As necessary	

11	No further instruction.
11.2	The ABC is Four Million Two Hundred Three Thousand Five Hundred Sixty-Four Pesos and Seventy Centavos (Php4,203,564.70) . Any bid with a financial component exceeding this amount shall not be accepted.
13	No further instructions.
14.2 (a)	The bid prices shall be in Philippine Pesos.
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than P84,071.29 , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. The amount of not less than P210,178.23 if bid security is in Surety Bond.
15.2	The bid security shall be valid 120 days until the opening of bids.
16.5	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid with proper tabs. All papers/pages of the Bid (Original and Photocopies), including attachments thereto such as brochures, shall be countersigned/initialed by the bidder or his/her duly authorized representative. "Failure to comply with the above instructions would rate the bids as failed"
17	Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before April 6, 2021, 8:30 a.m. Late bids shall not be accepted. Address: GSD Conference Room, General Services Division (GSD), Ground Floor, OCOM Building, BOC, South Harbor, Gate 3, Port Area, Manila.
18	No further instructions.
19.2	Partial bid is not allowed. 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.
20	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 the following documents: 1. Latest Income Tax Return and business Tax Return with proof of payment (<i>filed and paid through BIR Electronic Filing and Payment System (eFS)</i>);

	<p>2. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months; and</p> <p>3. Other appropriate licenses and permits required by law. (under Philgeps Registration).</p>
21	<p>The following documents shall be submitted by the winning bidder within ten (10) calendar days from receipt of the Notice of Award:</p> <ol style="list-style-type: none"> 1. Manpower schedule; 2. Equipment/tools utilization schedule

Section IV. General Conditions of Contract

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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

- 4.1. 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.
- 4.2. 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

GCC Clause	
2	The Intended Completion Date is s thirty (30) calendar days <i>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</i>
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	Not Applicable.
7.2	1 year warranty on construction defects.
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within ten (10) calendar days of delivery of the Notice of Award.
11.2	The period between Program of Work updates is Ten (10) days. The amount to be withheld for late submission of an updated Program of Work is ten percent (10%) of the amount of the next progress billing.
13	The amount of the advance payment is fifteen percent (15%) of the Contract Price, which shall be given to the Contractor not later than fifteen (15) calendar days from receipt by the Procuring Entity of the Contractor’s request.
14	The Contractor must submit statement of work accomplished (SWA) and corresponding request for progress payment within 50% and 75% of actual work accomplished and upon final completion.
15.1	The “as built” drawings and operating and maintenance manuals shall be submitted within ten (10) calendar days from accomplishment of ninety-five percent (95%) of the Project.
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is Thirty Thousand Pesos (Php30,000.00).

Section VI. Technical Specifications

A. GENERAL CONDITIONS

DESCRIPTION OF THE PROJECT

Complete all works for the **Renovation of the Office of the Commissioner**, including supply of all materials, equipment, and systems, as well as performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.

The contractor is not limited to the scope of works listed. They should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal and relocation he shall include such and all concomitant works to finish as part of the scope of work.

Any discrepancies found between the drawings and specifications and the site conditions or any errors or omission in the drawings or specification should be clarified with Architect/Consultant/Engineer.

Should the contractor fails to verify or clarify discrepancies, errors, conflict or omission in the drawings and specifications, it shall be deemed that the contractor have included in the preparation of his bid the necessary works, materials or items needed to satisfy the general scope of works.

B. SCOPE OF WORKS

1. Mobilization

- a. Preparation of logistics of contractor's equipment.
- b. Setting up of Temporary Facilities within the site.
- c. Setting up of necessary water and power lines required for the Project.

2. Demolition Works

- a. Dismantling and subsequent hauling of existing drywalls and all ceiling as indicated on the proposed plan.
- b. Dismantling and subsequent hauling of existing electrical wiring and auxiliary system affected of demolition works.
- c. Dismantling and subsequent hauling of existing plumbing fixture, piping and other fittings and accessories including ceiling and its framing.

3. **Carpentry Works**

- a. Supply and installation of fiber cement board with complete standard metal furring support on all ceiling as shown on the plans.
- b. Supply and Installation of fiber cement board with complete standard metal stud support on all dry wall partition as shown on the plans.

4. **Painting Works**

- a. Painting of all interior and exterior walls, partitions and ceiling as per plan.
- b. Painting of all existing doors, windows and cabinets.

5. **Mezzanine Works**

- a. Supply and installation steel beam support on the mezzanine floor as shown on the plan.

6. **Flooring Works**

- a. Supply and installation of all floor tile and other floor finishes as shown on the plan.
 - i. For office, Reception and Pantry use 60mmx120mm
 - ii. For Bedroom and Security use 60mmx60mm
 - iii. For Commissioner's Office use Carpets Tiles
 - iv. For Mezzanine, Lavatory Walls and Floor refer for architectural details shown on the plans.

7. **Electrical Works**

- a. Supply and installation of complete electrical system as indicated on the plans.
 - i. Wires
 1. THHN/THWN copper wire stranded 600 volts insulation working pressure, appropriate sizes are indicated on the plans, minimum size of wire for lighting and power system shall be 3.5mm² (AWG no.12 stranded) and must be color coded.

Line 1 – Red	Ground – Green/Yellow Green
Line 2 – Yellow	Control Wire #01 - Black
Line 3 - Blue	Control Wire #02 – White
 - ii. Roughing-ins
 1. - Metallic rigid steel conduit pipe for feeder, service entrance and any exposed wiring system.

2. - rigid non-metallic PVC conduit pipe for branch circuit embedded in concrete slabs, ceiling, concrete walls and partition.
 3. - Rigid EMT conduit pipe for exposed layout in telephone and data system.
 4. - corrugated flexible PVC/metallic conduit pipe for drop wire through lighting fixtures.
 5. -Refer to electrical plans for appropriate size of conduit.
- b. Supply and installation of telephone and data cable for the communication conduit system as indicated on the plans.
 - c. Supply and installation of complete power and control wiring to various mechanical and sanitary equipment unless otherwise specified.
 - d. Supply and installation of standard lighting fixtures as specified by architect and/or owner's representative.
 - e. Supply and installation of wiring devices, switches and outlets, wall receptacles, plates, and accessories.
 - i. Wiring devices/switches
 1. shall be rated at 15amp, 250volts,
 2. Duplex two-pronged convenience outlet
 3. Single three- pronged convenience outlet
 4. Three single pole switch in one plate cover.
 5. Two single pole switch in one plate cover
 6. One single pole switch in one plate cover
 - f. Supply and installation of new control panel board with complete required circuit breakers.
 - i. Panel board – Wall mounted gauge no.16 steel sheet, baked enamel finish (color gray), 1 enclosure with grounding terminal bus with lugs.
 - g. Supply and installation individual circuit breaker for mechanical equipment/air-conditioning unit, for indoor application shall be NEMA-1 and for outdoor application shall be NEMA 3R unless otherwise indicated in the plans.
 - i. Circuit Breaker
 1. Main: 3-Pole, 240V. Bolt-on Industrial type MCCB
 2. Branch circuit: 2-Pole, 240V, Bolt-on type CB.
 3. Individual CB: Indoor - NEMA 1 Enclosure

Outdoor – NEMA 3R Enclosure
 4. Minimum Interrupting capacities: 10kaic

5. Only one single brand shall be used on the entire project requirements.

h. Complete testing and commissioning of all electrical lighting, power and auxiliary systems.

8. Built-in Modular Cabinets and Signage

a. Fabrication of all architectural finishes and built-in furniture (BOC Signage, Office Tables, Office Chairs, Commissioner’s Table and Sofa) as shown on the perspective drawing and as indicated on the plans.

9. Demobilization

a. Site clean-up

b. Hauling of debris materials from project site to appropriate disposal area.

c. Removal and hauling of tools and equipment from project site.

C. SPECIFICATIONS

All drawings, small scale and detail drawings are intended to collaborate with the specifications and to form part thereof, where figures are given, they are to be followed in preference to measurement by scale. Anything shown in the drawings and not mentioned in the specifications or vice-versa or anything not expressly set forth in either, but which is reasonably implied shall be furnished and installed as thought specifically shown in mentioned both.

Staff Office and Reception

A1: Gray machine laminated on 18mm marine plywood.

Provide plywood backing before installation of laminated board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

Black powder coated aluminum frames with 6mm tempered glass.

B1: Textured paint finish on 12mm fiber cement board.

Provide plywood backing before installation of laminated board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

C1: Granite finish on 12mm fiber cement board.

Provide plywood backing before installation of fiber cement. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

- D1: Gray machine laminated on 18mm marine plywood.
Provide plywood backing before installation of laminated board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.
- E1: Faux gray wood grain finish on 18mm marine plywood.
Automotive finish then wood grain faux wood finish and varnish end finish.

Provide plywood backing before installation of faux wood board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.
- F1: Textured paint finish on 12mm fiber cement board.
Provide plywood backing before installation of fiber cement board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.
- G1: Textured paint finish on 12mm fiber cement board.
Provide plywood backing before installation of fiber cement board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.
- H1: Textured paint finish on 12mm fiber cement board.
Provide plywood backing before installation of fiber cement board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

Floor: 60x120 ceramic tiles.

Actual tile to be approved before installation.

Ceiling

Staff's Office – Flat 12mm gypsum board on semi-gloss paint finish

Reception – 2" shadow line with cove ceiling 12mm gypsum board on semi-gloss paint finish.

Mezzanine

Wall: Cement finish on 12mm fiber cement board

Floor: Laminated wood planks.

Commissioner's Office

A3: Capiz veneer finish or natural stone veneer finish.

Provide plywood backing before installation of veneer board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

B3: Natural stone veneer finish.

Provide plywood backing before installation of veneer board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

C3: Semi-gloss finish on 12mm gypsum board.

D3: Semi-gloss finish on 12mm gypsum board.

E3: Faux gray wood grain finish on 18mm marine plywood.

Automotive finish then wood grain faux wood finish and varnish end finish.

Provide plywood backing before installation of faux wood board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

F3: Faux gray wood grain finish on 18mm marine plywood.

Automotive finish then wood grain faux wood finish and varnish end finish.

Provide plywood backing before installation of faux wood board. Plywood backing should be applied with fire retardant and wood preservative (termicide concentrate) solutions.

Ceiling:

Comm's Room – Gypsum board and tanguile (or equivalent wood grain finish). Varnish finish on tanguile (or wood grain finish)

Bedroom – Flay gypsum board on semi-gloss finish.

Floor:

Ceramic marble finish 60x120 or carpet tiles finish. Verify before execution.

Painting Works

Application of Plastered Paint Finish on all interior and exterior walls/partitions, ceiling and concrete within the scope of the interior and exterior renovation works unless otherwise indicated in the plans and specifications.

- a. Concrete surfaces
- b. Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- c. Dry walls
- d. Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- e. Wooden and metal surfaces
- f. Enamel paints shall be used, and preparation and application must be according to the manufacturer's instructions.
- g. Traffic paint
- h. Chlorinated rubber based, semi-gloss traffic paint shall be used on parking lanes and Alkyd based, traffic paint shall be used on curbs and gutters. Preparation and application must be according to the manufacturer's instructions.
- i. Waterproofing and sealants
- j. Waterproofing at all roof slab, parapet, concrete canopies, and comfort rooms shall use rubber based waterproofing membrane and concrete primer and sealer for primer. All windows shall be applied with sealants.
- k. All paint materials shall meet the requirements of the specifications by the standardization committee on supplies and shall be delivered on the job in the original containing, with labels intact and seal unbroken.
- l. Tinting colors for all paints shall be colors in oil, ground and pure in linseed oil, and for the highest grade obtainable.
- m. Color pigments shall be used to produce the exact shades paint, which shall conform to the approved color scheme of the building.

Tiling Works

- a. Wall to be finished with glazed tiles or elsewhere indicated as such in the drawings, shall be chipped off, cleaned thoroughly with wire brush, washed with clean water, and painted up solid with 1:2 cement mortar before applying wainscoting.
- b. The tiles and their accessories shall be free from imperfection that affects their quality, appearance, and strength. The tile should be

thoroughly soaked in water before installation. All tiles for wainscoting shall be set to correct grades and level true to lines, laid even and shall be set truly vertical in accordance with the details shown on the drawing the tiles shall be firmly laid on 1:2 cement paste.

Plumbing Works

- a. All works comply with the requirement and provision of the national plumbing code of the Philippines.
- b. All fixtures shall be separately trapped. The traps shall be placed as near as possible to the fixtures.
- c. No fixtures shall be double trapped.
- d. Horizontal waste lines shall be secured by hook to the building frames or embedded in concrete whenever necessary.
- e. Horizontal waste line receiving the discharge from two or more fixtures shall be provided with vents connected to the station at least 1.20m from floor level.
- f. Connection of the water closet shall be made to soil pipe by means of charges and asbestos packing without the use of water, cement.
- g. Waste pipe potable water line pipes shall be extended to all the fixtures outlets and equipment from the gate valve near the riser.
- h. Provide and installed complete floor drain shown on plan, brass or nickel plated 4"x4" with waste line, P-trap and vents.
- i. All pipes, fitting traps, fixture, appurtenances and devices of plumbing and drainage system shall be inspected and approved by the engineer to ensure compliance with all requirements of all codes and regulation referred in these specifications.

Electrical Works

- a. Quality Assurance - All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall be further be governed by other requirements, impose on other sections of these specifications. Materials shall be subject to test necessary their fitness if so requires.
- b. Alternate Materials - use of any material, not specified in these specifications may be allowed provided such alternate has been approved agency in accordance with generally accepted standards.
- c. Identification of Materials - Each length of pipe, fitting, box, fixture and device used in the electrical system shall have cast, stamped or indelibly

marked on it the manufacturer's trademark or name, the weight, type and classes or product when so required by the standards mentioned above.

d. Conduit

1. Conduit shall be hot dip galvanized mild steel IMC pipe (standard IMC pipe with inside wall epoxy coating) or polyethylene coated (PE Coated) IMC in 3.0 M length. UL listed. Fittings shall be threaded type as required.
2. Stainless Conduit Pipe/ PE Coated IMC Pipe — All exposed & embedded conduit pipes for power, control circuits, feeders & sub-feeders inside anodizing and/or corrosive areas to be installed by the electrical, mechanical, process and fit-out contractors for the refrigeration systems shall comply with this requirement. Likewise, all installation hardware and materials including clamps, hangers and bolts shall be of the same material as the required stainless conduit pipe or PE Coated IMC pipe.
3. Metallic conduits for interior and exterior systems shall be standard weight, mild steel, hot dip galvanized with an interior coating. PVC non-metallic embedded in the concrete slabs, concrete walls and partitions shall be approved of manufacturing standard.
4. Schedule 40 PVC is acceptable in installations embedded in the concrete wall partitions or concrete slab, no installation of PVC in any exposed layout.
5. No conduit shall be used in any system smaller than 15mm dia. Electric trade size, nor shall have more than four 90-degree bends in any one run and when necessary, pull boxes gauge 16 shall be provided as directed. Location and sizes of pull boxes shall be cleared to the engineer prior to fabrication and installation.
6. No wires shall be pulled into any conduit unless the conduit system is complete in all details. In the case of concealed work, no wires shall be pulled until all rough plastering or masonry has been completed and in the case of exposed work, until the conduit has been completed in every detail.
7. The ends of all conduits shall be tightly plugged to include plaster, dust and moisture while the project is in the process of construction.

e. Polyvinyl Chloride Conduit (PVC)

- i. Conduit shall be polyvinyl chloride, schedule 40, 3.0 M length. Fittings shall be slip-on type with threaded end adapter.

- ii. Application – Power Service Entrance, primary and secondary feeder roughing-ins in duct-bank from transformer secondary terminal to low voltage switchgears and from low voltage switchgear to dry warehouse electrical room.

f. Flexible Conduit

- i. Flexible conduit shall be hot-dip galvanized mild steel. This requirement covers installation on indoor electrical rooms and equipment rooms where possible dampening or presence of liquids are ruled out.
- ii. Liquid-tight flexible metallic conduit shall be UL listed to be coupled with liquid-tight die cast metal conduit connectors.
- iii. Applications: Liquid-tight flexible conduit shall be used on all wet or damped areas and control gear areas of installations where liquids materials and dusts are prevalent.

g. Wires and Cables

- i. All wires shall be copper, soft-drawn and annealed, shall be of 99% conductivity, shall be smooth and true and of the cylindrical form and shall be within +/-1% variation of the actual size called for.
- ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type THHN/THWN unless otherwise noted.
- iii. All wires and cables shall be color coded, color-coding of wires are as follows:
 - (a) Line 1 – red
 - (b) Line 2 – yellow
 - (c) Line 3 – blue
- iv. Minimum size of branch circuit wire shall be 3.5 mm² THW or THWN for power and lighting system with 2.0mm² THW minimum ground wire.
- v. Wires 2.5 mm² and smaller shall be solid or stranded and 3.5 mm² and bigger shall be stranded.

h. Conduits & Cable Supports

- i. All conduits and suspended electrical gears and equipment shall be supported by using NEMA Rated and Approved channel support systems. All support systems shall be properly sized and installed as per code requirements.

- ii. The channel support systems including its mounting and hanger accessories shall be hot-dipped galvanized finished.
- iii. Cable ladders and wire-way shall be NEMA rated and approved. It shall be hot-dipped galvanized finished. Hangers and support system for cable ladders & wire-way shall be approved brand conforming to NEMA rating & standards.
- iv. All conduits and cable support systems inside the building areas shall be of stainless materials including installation accessories including bolts & nuts.

i. Outlet Boxes and Covers

- i. Outlet boxes and covers shall be cast hot-dip galvanized steel. Thickness of the outlet boxes and covers shall be code gage and no less than gage #16. Boxes shall be deep type unless otherwise noted. This should be conformed and be used on all dry areas of installations.
- ii. Stainless steel outlet boxes and covers shall be required on all exposed or hazardous location and wet meas.

j. Junction and Pull Boxes

- i. Junction and pull boxes, per code gauge steel, shall be provided as indicated or as required for facilitating the pulling of wires and cables. Pull boxes in finished places shall be located and installed with the permission of and to the satisfaction of the architect and engineer.
Sizes shall be subject to the approval of the engineer.
- ii. Pull boxes shall be fabricated with hinged type, demountable and lockable covers if necessary. Knockouts shall be maintained for straight pull installation along two opposite side of the box only.
- iii. Pull boxes for straight pulls shall have the length of the box not less than forty-eight times the outside diameter of the largest non-shielded conductor or cable.

k. Switches

- i. Switches shall be flush mounted and rated at 15 Amps, 250 volts, one way, three-way as required.

- ii. Switches shall be quiet type, spring loaded, and the cover plates shall be subject to the approval of the Architect and the Engineer.

I. Receptacles

- i. Receptacles shall be duplex, flush mounted and rated at 10 Amps., 250 volts, parallel or tandem slots with grounding slots as required. All 110 volts receptacle outlets shall be rated 15 Amps, 120 volts. 220 volts receptacle outlets shall be distinct from the 110 volts receptacle outlets in terms of configurations and shall be provided with markings.
 - ii. Cover plates shall be subject to the approval of the Architect and the Engineer. **Stainless steel cover plate shall be required on all wet or damped area.**
 - iii. All receptacle outlets with GFCI shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.
- j. Individual Breaker and Switches
- i. Provide individual circuit breakers and disconnect switches when indicated on the plans. Voltage rating shall be suitable in each case of service application.
 - ii. Enclosure for indoor application shall be NEMA-1, and for outdoor application shall be NEMA 3R unless otherwise indicated on the plans.
 - iii. Circuit breakers shall consist of quick-make, quick-break type entirely tip free operating mechanism contacts with arc interrupter and thermal magnetic trip used for each pole and enclosed in molded phenolic case. The thermal magnetic trip shall be provide time delay overload protection and instantaneous short circuit protection and shall operate internal common trip bar which will open all poles in case of overload or short circuit in any one pole. Circuit breaker shall be trip indicating with the trip position of breaker midway between "ON" and "OFF" positions.
 - iv. Only one single brand of circuit breaker shall be used on the entire project requirements.
 - v. Minimum interrupting capacities of each circuit breaker are 10kaic; application of circuit breakers shall be approved for the intended load per panel board schedule.
 - vi. Safety and disconnect switches shall be non-fusible and of sizes indicated on the plans and shall be normal duty type, except as noted otherwise. Enclosure shall be NEMA-1 for indoor use and NEMA3R for outdoor use.

k. Circuit Breakers

- i. Circuit breaker shall be thermal magnetic type with quick make, quick break trip free operating mechanism with contacts.
- ii. Circuit breaker shall be molded case bolt-on type complying with NEMA and UL or IEC standards.
- iii. All main circuit breaker shall be bolt-on, molded case and industrial type circuit breaker located at center complying with NEMA and UL standards.
- iv. The thermal magnetic trip unit shall provide time-delayed for overload protection and instantaneous for short circuit in any on pole.
- v. Multi-pole breaker shall operate on a common internal trip which will open all poles in case of overload or short circuit in any on pole.
- vi. Breaker minimum interrupting capacity shall be as specified in plans.
- vii. Circuit breakers with GFCI are to be rated for the voltage applied and with sensitivity setting of 300 milliamps.
- viii. All feeder circuit breakers of the main switchgear (LVSG) shall be Draw-out type unless otherwise specified or indicated but should have shunt trip mechanism and accessories for future additional protection relays that should be field mountable.

- I. Panel board – Wall mounted gauge no.16 steel sheet, baked enamel finish (color gray), 1 enclosure with grounding terminal bus with lugs.

Individual CB: Indoor – NEMA 1 Enclosure

Section VII. Drawings

Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.

Section VIII. Bill of Quantities

PROJECT: Renovation of the Office of the Commissioner

LOCATION: Ground Floor, OCOM Building, Gate 3, South Harbor, Port Area, Manila

DESCRIPTION		QTY		MATERIAL COST		LABOR COST	TOTAL
		# Units	UM	P/Unit	Total		
A.	Mobilization/Demobilization						
		1	lot				
B.	Demolition Works						
	Demolition and hauling of debris	128	sq.m.				
C.	Carpentry Works						
	Dry Walls and Interior Wall Partitions						
	Metal Studs	185	lgth				
	Metal Tracks	145	lgth				
	Gypsum MR	65	sht/s				
	Fiber Cement Board 4.5mm	45	sht/s				
	Blind Rivet	25	box/s				
	Black Screw	25	box/s				
	Masonry Drill Bit 1/8	35	pcs				
	Metal Drill Bit 1/8	35	pcs				
	Ceiling Works						
	Wall Angle	75	lgth				
	Main Tee	150	lgth				
	Cross Tee 4'	170	lgth				
	Cross Tee 2'	85	lgth				
	Steel Angle	75	lgth				
	Drive Pin 1"	150	pcs				
	Cartridge .27	150	pcs				
	Suspension Rod 3/8	150	lgth				
	Metal Furring	190	lgth				
	Carrying Channel	170	lgth				
	Threaded Rod 3/4	150	pcs				
	Expansion Bolt 3/4	150	pcs				
	Blind Rivet	25	box				
	Black Screw	25	box				
	Fiber Cement Board 6mm	75	sht/s				
	Accent Wall						
	3/4" Plyboard	50	shts				
	Laminate	50	shts				
	Contact Cement	20	bags				
	Black Screw	2500	pcs				

	Common Nail	1	lot				
	Concrete Nail	1	lot				
	Stickwell	15	gals				
	Rugby	20	gals				
	Miscellaneous	1	lot				
					sub-total=		
D.	Painting Works						
	Wall paint interior/exterior	395.78	sq.m.				
	Ceiling paint	172.8	sq.m.				
	Granite Paint	45.5	sq.m.				
	Textured Paint	21.2	sq.m.				
	Cement Finish	62.6	sq.m.				
					sub-total=		
E.	Plumbing Works						
	Sanitary line	1	lot				
	Water line	1	lot				
	Water closet with complete accessories	2	sets				
	Lavatory with complete accessories with drawers and mirror	2	sets				
	Urinal with complete accessories	1	sets				
	Faucet	2	sets				
	Bidet	2	sets				
	Tissue Holder	2	sets				
					sub-total=		
F.	Mezzanine						
	I beam	4	set				
	Welding Rod	1	lot				
	Flooring and Finishes	1	lot				
					sub-total=		
G.	Flooring Works						
	Office, Reception, Pantry (60x120)	50.23	sq.m.				
	Bedroom and Security (60x60)	21.54	sq.m.				
	Comm's Office (Carptet Tiles)	34.76	sq.m.				
	Mezzanine	15.3	sq.m.				
	Lavatory Walls and Floor	46.92	sq.m.				
					sub-total=		
H.	Electrical Works						
	Wires and Cables	1	lot				
	Panelboard and Circuit Breaker	1	set				
	Roughing ins	1	lot				
	Wiring Devices and Accessories	1	lot				
	Lighting Fixtures	1	lot				
	Testing and Commissioning	1	lot				
					sub-total=		

I.	Built in Modular Cabinets and Signage						
	BOC Signage	1	lot				
	Office Tables	6	pcs				
	Office Chairs	6	pcs				
	Mezzanine Table	1	pcs				
	Mezzaning Chairs	6	lm				
	Comm's Table	1	pcs				
	Sofa	1	lot				
				sub-total=			

Direct Cost

Material Cost _____

Labor Cost _____

Mobilization _____

Total Direct Cost _____

Indirect Cost

OCM (15% of DC) _____

Contractors Profit (10% of DC) _____

Total Indirect Cost _____

Tax (5% of DC + IC) _____

TOTAL PROJECT COST _____

Amount in Words:

Submitted by: _____

Date: _____

Section IX. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and
- (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 (Category C&D, Size Range Small B or higher); **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commissioner;
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.

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 guidelines¹ 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;

¹ currently based on GPPB Resolution No. 09-2020

- 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: _____

Form of Contract Agreement

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]

***Statement of Single Largest Completed Contract
which is similar in nature***

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

***List of all Ongoing Government & Private Contracts including
Contracts awarded but not yet started***

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started within five (5) years (government and private contracts, which may be similar or not similar to the project being bid) prior to opening of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

Omnibus Sworn Statement

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

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bid-Securing Declaration

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

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

