



**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

**Bidding Documents  
for the  
Repair and Renovation of the  
Office of Warehouse  
Coordination Division (WCD)  
and Office of Assessment  
Coordination Monitoring  
Division (ACMD)**

Project No: BOC-INFRA-2023-02  
September 2023

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## *Section I. Invitation to Bid*

### **Section I. Invitation to Bid**

#### **Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Office of Assessment Coordination Monitoring Division (ACMD)**

1. The Bureau of Customs (BOC), through the FY 2023 General Appropriations Act intends to apply the sum of Two Million Four Hundred Twelve Thousand Fifty-Three Pesos and Sixty-Seven Centavos (Php2,412,053.67) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Office of Assessment Coordination Monitoring Division (ACMD)”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Bureau of Customs (BOC) now invites bids for “Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Office of Assessment Coordination Monitoring Division (ACMD)”. Completion of the Works is required for ninety (90) 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 September 23, 2023 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). Proof of payment for the fees was presented in person.
6. The BOC will hold a Pre-Bid Conference on October 02, 2023, 2:30 p.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 October 16, 2023, 2:00 p.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 October 16, 2023, 2:30 p.m. at the given address below. 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](mailto:bacsecretariat@customs.gov.ph)**

12. You may visit the following websites:

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

Date issued: September 23, 2023

**MICHAEL C. FERMIN**  
*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 “Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Office of Assessment Coordination Monitoring Division (ACMD)” with Project Identification Number “BOC-INFRA-2023-02”.

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 2023 General Appropriations Act in the amount of Two Million Four Hundred Twelve Thousand Fifty-Three Pesos and Sixty-Seven Centavos (Php2,412,053.67).

- a. 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 Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 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 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, subject to Domestic Preference requirements under **ITB** Clause 18.

#### **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.
- 7.2 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 February 13, 2024. 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 **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 <b>“Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Office of Assessment Coordination Monitoring Division (ACMD)”</b></p> <p>The identification number of the Contract is: BOC-INFRA-2023-02</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the FY 2023 General Appropriations Act in the amount of <b>Two Million Four Hundred Twelve Thousand Fifty-Three Pesos and Sixty-Seven Centavos (Php2,412,053.67)</b>.</p> <p>The name of the Project is <b>“Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Office of Assessment Coordination Monitoring Division (ACMD)”</b></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 October 16, 2023, 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.</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 <b>“building construction” or “repair/renovation of building”</b>.</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 October 02, 2023, 2:30 p.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	The Procuring Entity's address is: Bureau of Customs OCOM Building, South Harbor, Gate 3, Port Area, Manila. Telefax Number: 527-9757 Email address: <a href="mailto:bacsecretariat@customs.gov.ph">bacsecretariat@customs.gov.ph</a>																																	
10.3	PCAB License Category C&D, Size Range Small B																																	
10.4	The minimum work experience requirements for key personnel are the following: <table border="1"> <thead> <tr> <th><u>Key Personnel</u></th> <th><u>General Experience</u></th> <th><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Civil/Site Engr</td> <td>Building Construction</td> <td>min of 5 yrs</td> </tr> <tr> <td>Electrical Engineer</td> <td>Building Electrical System Installation</td> <td>min of 5yrs</td> </tr> <tr> <td>Safety Officer</td> <td>Building Construction Safety Requirements</td> <td>min of 5yrs min of 5yrs</td> </tr> <tr> <td>General Foreman</td> <td>Building Construction</td> <td>min of 5yrs</td> </tr> <tr> <td>Masons</td> <td>Building Construction</td> <td>min of 5yrs</td> </tr> <tr> <td>Carpenters</td> <td>Building Construction</td> <td>min of 5yrs</td> </tr> <tr> <td>Electrician</td> <td>Building Wiring Installation</td> <td>min of 5yrs</td> </tr> <tr> <td>Tile setters</td> <td>Building Construction</td> <td>min of 5yrs</td> </tr> <tr> <td>Plumbers</td> <td>Building Construction</td> <td>min of 5yrs</td> </tr> <tr> <td>Welder/s</td> <td>Building Construction</td> <td>min of 5yrs</td> </tr> </tbody> </table>	<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 System Installation	min of 5yrs	Safety Officer	Building Construction Safety Requirements	min of 5yrs min of 5yrs	General Foreman	Building Construction	min of 5yrs	Masons	Building Construction	min of 5yrs	Carpenters	Building Construction	min of 5yrs	Electrician	Building Wiring Installation	min of 5yrs	Tile setters	Building Construction	min of 5yrs	Plumbers	Building Construction	min of 5yrs	Welder/s	Building Construction	min of 5yrs
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10.5	The minimum major equipment requirements are the following: <table border="1"> <thead> <tr> <th><u>Equipment Capacity</u></th> <th><u>Number of Unit/s</u></th> </tr> </thead> <tbody> <tr> <td>Truck</td> <td>1</td> </tr> <tr> <td>1 Bagger Concrete Mixer</td> <td>1</td> </tr> <tr> <td>Scaffoldings</td> <td>150 sets</td> </tr> <tr> <td>Electrical tools</td> <td>as necessary</td> </tr> <tr> <td>Carpentry Tools</td> <td>5 sets</td> </tr> <tr> <td>Welding Machine</td> <td>3</td> </tr> <tr> <td>Power tools (drills, grinder, etc)</td> <td>as necessary</td> </tr> <tr> <td>Plumbing tools</td> <td>as necessary</td> </tr> </tbody> </table>	<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	3	Power tools (drills, grinder, etc)	as necessary	Plumbing tools	as necessary															
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	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	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>P48,241.07</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than <b>P120,602.68</b> if bid security is in Surety Bond.</li> </ol>
15.2	The bid security shall be valid 120 days until the opening of bids.
16.3	<b>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid with proper tabs and must be certified as true copies by the authorized representative.</b>
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	<p>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:</p> <ol style="list-style-type: none"> <li>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>);</li> <li>2. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months;</li> <li>3. Latest Audited Financial Statement; and</li> <li>4. Other appropriate licenses and permits required by law. (under Philgeps Registration).</li> </ol>
21	<p><b>The following documents shall be submitted by the winning bidder within ten (10) calendar days from receipt of the Notice of Award:</b></p> <ol style="list-style-type: none"> <li>1. Manpower schedule;</li> <li>2. Equipment/tools utilization schedule</li> </ol>

# *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

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*

GCC Clause	
2	The <b>Intended Completion Date</b> is <b>ninety (90) calendar days</b>  <i><b>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</b></i>
4.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	Not Applicable.
7.2	1year warranty.
10	No dayworks are applicable to the contract.
11.1	<b>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.</b>
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 30%, 50% and 80% of actual work accomplished and upon final completion.
15.1	No further instruction.
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**

Complete all works for the project “**Repair and Renovation of the Office of Warehouse Coordination Division (WCD) and Assessment Coordination Monitoring Division (ACMD)**” including supply of all materials, equipment, and systems, as well as the 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 omissions in the drawings or specifications should be clarified with Architect/Consultant/Engineer.

Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has 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; and
- c. Setting up of necessary water and power lines required for the Project.

#### **2. Demobilization**

- a. Site clean-up;
- b. Hauling of debris and materials from the project site to the appropriate disposal area;
- c. Removal and hauling of tools and equipment from the project site; and
- d. The contractor shall submit an as-built plan drawing of the architectural, electrical and plumbing/sanitary layout.

#### **3. Carpentry Works**

- a. Supply and installation of 9mm gypsum board with complete standard metal furring support on all ceilings as shown in the plans and Bill of Quantities (BOQ);
- b. Supply and installation of 6mm fiber cement board with complete standard metal stud support on all drywall partitions as shown in the plans and Bill of Quantities (BOQ); and

- c. Fabrication of built-in cabinets, and backdrops as indicated in the plans and Bill of Quantities (BOQ).

#### **4. Floor and Tiling Works**

- a. Supply and installation of 60cm x 60cm floor tiles in the ACMD and WCD workstation area, and pantry as indicated in the plans and Bill of Quantities (BOQ);
- b. Supply and installation of 60cm x 60cm floor and wall tiles in the comfort rooms as indicated in the plans and Bill of Quantities (BOQ); and
- c. Supply and install 50cm x 50cm carpet floor tiles in the ACMD and WCD Chief's offices as indicated in the plans and Bill of Quantities (BOQ).

#### **5. Concrete and Masonry Works**

Provision of concrete partition and countertop as indicated in the plans and Bill of Quantities (BOQ).

#### **6. Roofing Works**

- a. Replacement of all metal roofing sheets of ACMD Office including all roof steel framings, trusses, gutter, downspouts, and other accessories for the whole structure as indicated in the plans and Bill of Quantities (BOQ); and
- b. Replacement of all metal roofing sheets of WCD Office as indicated in the plans and Bill of Quantities (BOQ).

#### **7. Electrical Works**

- a. Supply and installation of all lighting fixtures as shown on the Reflected Ceiling Plan (RCP) or as specified by the architect and/or end-users' representative;
- b. Supply and installation of wiring devices, switches, outlets, and accessories as shown in the plans and Bill of Quantities (BOQ);
- c. Supply and installation of panel board with circuit breakers as shown in the plans and Bill of Quantities (BOQ);
- d. Supply and installation of wiring cables and roughing-ins as per plans and Bill of Quantities (BOQ); and
- e. Supply and Installation of complete electrical system as indicated in the plans including auxiliary/data structured cabling.

#### **8. Plumbing Works**

- a. Replacement of all water closets, wall-hung lavatories, urinal, pipes and fittings with complete accessories as indicated in the plans and Bill of Quantities (BOQ); and
- b. Re-piping all sanitary and waterline systems as indicated in the plans and Bill of Quantities (BOQ).

#### **9. Painting Works**

- a. All surface defects shall be repaired and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials. Surfaces shall then be cleaned with steam or with a commercial cleaner to remove all grease, oil, and chemical residues;



- b. Prior to painting works, surfaces on masonry, wood, and metal must be free from any dirt, grease, old paint, and rust, eliminate loose or peeling paint, and get rid of rust deposits before applying primer/putty and paint finish; and
- c. Contractor shall ensure that all delivered painting materials to the work site shall be in original containers with seals and labels intact. Containers shall not be opened until after they have been inspected by the End-user or its duly authorized representative.

**10. Doors and Windows**

- a. Supply and installation of flush door, sliding flush door and PVC flush door with door jamb as shown in the plans and Bill of Quantities (BOQ) including its accessories such as door-knobs lever type heavy duty and hinges; and
- b. Supply and installation of sliding aluminum window as shown in the plans and Bill of Quantities (BOQ).

**11. Others**

- a. Supply and installation of two (2) 800 mm diameter BOC seals as indicated in the plans and Bill of Quantities (BOQ); and
- b. Relocation of existing air-conditioning condenser unit at the back of the ACMD office (verify actual location).

**12. Permits, Licenses, and Taxes**

- a. The contractor shall secure and pay all permits, fees, licenses, taxes, etc. necessary for the execution of the general construction works for the project;
- b. The contractor shall prepare the complete Contract Documents consisting of detailed designs and construction drawings (**architectural, electrical, structural, mechanical, plumbing/sanitary, electronic and communication layout**) in accordance needed by the Municipal Engineering Office for the building permit purposes; and
- c. The contractor shall prepare a monthly progress report which shall include an overall progress chart based on the actual physical accomplishment of construction work and a progress chart based on the actual value of accomplished construction work, among others.

**13. Payment Terms**

The Schedule of Billing specified in the table below shall be followed by the contractor:

<b>Order of Billing</b>	<b>Project Accomplishment Percentage</b>
First (1 <sup>st</sup> ) Billing	At least <b>30%</b> of the work has been accomplished
Second (2 <sup>nd</sup> ) Billing	At least <b>50%</b> of the work has been accomplished
Third (3 <sup>rd</sup> ) Billing	At least <b>80%</b> of the work has been accomplished
Final Billing	<b>100% accomplished</b>

## **C. SPECIFICATIONS**

All drawings, whether small-scale or detailed drawings, are intended to work in unison 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 but 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.

### **1. Painting Works**

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

- a. Concrete surfaces;  
Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- b. Drywalls;  
Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- c. Wooden and metal surfaces;  
Enamel paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- d. All paint materials shall meet the requirements of the specifications set by GSD and shall be delivered on the job in the original container, with labels intact and seal unbroken.
- e. Tinting colors for all paints shall be colors in oil, ground and pure in linseed oil, and of the highest grade obtainable.
- f. Color pigments shall be used to produce the exact shades of paint, which shall conform to the approved color scheme of the building.
- g. Hudson Polyurethane floor varnish and subsequent sealer shall be used for the existing tiles involved.

### **2. Carpentry Works**

The scope of work under this section consists of furnishing of all materials, labor, tools, equipment, and performance of all operations relative to the fabrication, delivery to the site.

a. Ceiling works

Ceiling works shall utilize fiber cement boards with complete standard metal furring supports. Manholes shall be provided.

b. Drywalls

h. Drywalls shall utilize fiber cement boards with complete standard metal studs supports.

### **3. Floor and 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 a 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 levels true to lines, laid even, and shall be set truly vertically in accordance with the details shown on the drawing the tiles shall be firmly laid on 1:2 cement paste.

### **4. Plumbing Works**

a. All works shall 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 the soil pipe by means of charges and asbestos packing without the use of water, or 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, fixtures, 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 regulations referred in these specifications.

## *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: Repair and Renovation of General Services Division (GSD)

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

DESCRIPTION		QTY		MATERIAL COST		LABOR COST	TOTAL
		# Units	UM	P/Unit	Total		
<b>A.</b>	<b>Mobilization/Demobilization</b>	1	lot				
<b>B.</b>	<b>Demolition Works</b>	1	lot				
				<b>sub-total=</b>			
<b>C.</b>	<b>Carpentry Works</b>						
	<b>Ceiling (220 sq.m)</b>						
	Gypsum board (9mm)	85.00	sht/s				
	Metal Furring (3m length)	255.00	lgth				
	Carrying Channel (3m length)	85.00	lgth				
	Blind Rivet	3,080.00	pcs				
	Metal Screw	880.00	pcs				
	Wall Angle – 3m Length	60.00	lgth				
	Miscellaneous	1.00	lot				
	<b>Backdrop (20 sq.m.):</b>						
	PVC wall cladding (6x.15 m)	25.00	pcs				
	Metal Screw	300.00	pcs				
	Plyboard 3/4"	4.00	sht/s				
	Duco paint	1.00	lot				
	Miscellaneous	1.00	lot				
	<b>Built-in Cabinets (42 sq.m.):</b>						
	Plyboard 3/4"	15.00	sht/s				
	Skim coat (25 kg)	6.00	bag				
	Duco paint	1.00	lot				
	Sandpaper	1.00	lot				
	Cabinet accessories	1.00	lot				
	Consumables	1.00	lot				
	<b>Built-in office staff table (50.62 sq.m.):</b>						
	Plyboard 3/4"	18.00	sht/s				
	Skim coat (25 kg)	6.00	bag				
	Duco paint	1.00	lot				
	Sandpaper	1.00	lot				
	Cabinet accessories	1.00	lot				
	Consumables	1.00	lot				
	<b>Drywall Partitions (19.5 sq.m.):</b>						
	4' x 8' – Plywood / Fiber Cement Board (6 mm)	16.00	sht/s				

	3m Length – Metal Studs	25.00	pcs				
	Rivets	260.00	pcs				
	Metal Screw	85.00	pcs				
	Miscellaneous	1.00	lot				
				<b>Sub-total=</b>			
<b>D.</b>	<b>Floor and Tiling Works</b>						
	50cm x 50cm Floor Carpet Tiles (58 sq.m.)	235.00	pcs				
	60cm x 60cm floor tiles (157 sq.m.)	440.00	pcs				
	60cm x 60cm wall tiles "full height" (82.5 sq.m.)	235.00	pcs				
	Portland Cement (219.5 sq.m.)	80.00	bags				
	Tile adhesive (25 kg)	43.00	bags				
	Tile grout	35.00	bags				
	Sand	8.00	cu.m.				
	Consumables	1.00	lot				
				<b>Sub-total=</b>			
<b>E.</b>	<b>Concrete and Masonry Works</b>						
	<b>Masonry Wall (19 sq.m.):</b>						
	4" Concrete Hollow Block	240.00	pcs				
	Portland Cement	11.00	bags				
	Sand	0.90	cu.m				
	6m Length – 10mm Deformed Reinforcing Bars	10.00	pcs				
	GI Tie Wire #16	0.90	kg				
	<b>Cement Plaster Finish – 2 faces:</b>						
	Portland Cement	13.00	bags				
	Fine Sand	1.50	cu.m				
	Consumables	1.00	lot				
				<b>sub-total=</b>			
<b>F.</b>	<b>Roofing Works</b>						
	4"x2" Tubular 1.5mm THK. (6 meters)	18.00	lgth				
	2"x2" Tubular 1.5mm THK. (6 meters)	8.00	lgth				
	4"x2" C-purlins 1.2mm THK. (6 meters)	15.00	lgth				
	Pre-painted Metal Roofing Sheet GA 26 (220 sq.m.)	220.00	sqm				
	Tek Screw / J-Bolt w/ Washers	850.00	pcs				
	Fabricated stainless gutter	20.00	l.m				
	Welding rod	25.00	box				
	Blind Rivet	1,700.00	pcs				

	Pre-painted flashing 4x4 ft. (28 sq.m.)	20.00	sht/s				
	12 mm anchor bolt w/ std and washer	25.00	pcs				
	<b>Downspout:</b>						
	PVC Pipes (89.0 mm D)	12.00	pcs				
	Roof Drain w/ Strainer	10.00	pcs				
	PVC 87.deg. (6mm bend x 101mm)	25.00	pcs				
	PVC Coupling (101mm D)	35.00	pcs				
	Solvent	8.00	can				
	Miscellaneous	1.00	lot				
				<b>sub-total=</b>			
<b>G.</b>	<b>Electrical Works</b>						
	<b>Conduits, Boxes and Fittings</b>						
	15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	105.00	pcs				
	15mmØ 90° PVC Elbow (Long bend)	48.00	pcs				
	15mmØ PVC Adapter w/ Locknut and Bushing	60.00	sets				
	40mmØ x 3.00 m IMC Pipe	10.00	pcs				
	40mmØ IMC Elbow	5.00	pc				
	40mmØ IMC Adapter w/ Locknut and Bushing	5.00	sets				
	Junction Box w/ Cover (PVC)	116.00	pcs				
	Utility Box (PVC)	65.00	pcs				
	Square Box (PVC)	58.00	pcs				
	40mmØ Service Entrance Cap	1.00	pcs				
	<b>Wiring and Wiring Devices</b>						
	3.5 mm <sup>2</sup> Electric Wire THHN Stranded	5.00	boxes				
	5.5 mm <sup>2</sup> Electric Wire THHN Stranded	2.00	boxes				
	38 mm <sup>2</sup> Electric Wire THHN Stranded	70.00	l.m.				
	1-Gang Switch, 16A, 250V	11.00	pcs				
	2-Gang Switch, 16A, 250V	6.00	pcs				
	3-Gang Switch, 16A, 250V	5.00	pcs				
	LED Strip light Warm White	1.00	lot				
	LED Square Panel Light 12W (Recessed Type)	48.00	pcs				
	LED Square Panel Light 9W (Recessed Type)	68.00	pcs				
	Duplex Convenience Outlet Wall Mounted Type	29.00	pcs				
	Pop-up Duplex Convenience Outlet Floor Mounted Type	30.00	pcs				
	Polarized 3-prongs (ACU Outlet)	7.00	pcs				

	UTP Cable Cat6	1.00	lot				
	Pop-up 1-Gang LAN Cat6 Outlet Floor Mounted	28.00	pcs				
	1-Gang LAN Cat6 Outlet	4.00	pcs				
	1-Gang Telephone Outlet	4.00	pcs				
	6U Server Rack Cabinet	1.00	sets				
	Exhaust Fan 10" Ceiling Mounted w/ Flexible pipe/Ducting	7.00	sets				
	Data Switch 24 ports	2.00	sets				
	<b>Panelboard</b>						
	Lighting and Power Panelboard (Bolt-on)	1.00	sets				
	Pipping point 125AT/250AF, 240V, 3P, MCCB						
	Top Main: 125AT/250AF,240V,3P MCCB						
	Branches: 22						
	11 x 20AT, 2P, 230V MCB						
	11 x 32AT, 2P, 230V MCB						
	<b>Miscellaneous and Consumables</b>	1.00	lot				
					<b>sub-total=</b>		
<b>H.</b>	<b>Plumbing Works</b>						
	<b>Fixtures:</b>						
	Water Closet with Bidet	5.00	sets				
	Wall-Hung lavatory	5.00	sets				
	Urinal	1.00	set				
	Pipes and fittings	1.00	lot				
	stainless sink	1.00	pc				
	Consumables	1.00	lot				
					<b>Sub-total=</b>		
<b>I</b>	<b>Painting Works</b>						
	<b>Ceiling &amp; drywall partitions (265 sq.m):</b>						
	Flat Latex	12.00	gals				
	Semi-Gloss Latex (double coat)	25.00	gals				
	Skim coat (25 kg)	25.00	bags				
	Paint Thinner	15.00	gals				
	Paint Brush	1.00	lot				
	Paint Roller	1.00	lot				
	Drop cloths	1.00	lot				
	Paint tray	1.00	lot				
	Sandpaper	1.00	lot				
	<b>Consumables</b>	1.00	lot				
					<b>Sub-total=</b>		
<b>J.</b>	<b>Doors and Windows</b>						



	Supply and Installation of flush door with jamb	5.00	sets				
	Supply and Installation of sliding flush door	1.00	set				
	Supply and Installation of PVC flush door	5.00	sets				
	Supply and Installation of Sliding Aluminum Window	1.44	sq.m.				
	Door Accessories and Consumables	1.00	lot				
				<b>Sub-total=</b>			
<b>K.</b>	<b>Others</b>						
	BOC Seal (800 mm dia.)	2.00	pcs				
	Relocation of air-conditioning condenser unit	1.00	lot				
	Consumables	1.00	lot				
				<b>Sub-total=</b>			

**Direct Cost**

Material Cost \_\_\_\_\_

Labor Cost \_\_\_\_\_

Mobilization \_\_\_\_\_

**Total Direct Cost** \_\_\_\_\_

**Indirect Cost**

Overhead, Contingencies  
Miscellaneous 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:** \_\_\_\_\_

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

#### Technical Documents

- (b) 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**
- (c) 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**
- (d) 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**
- (e) 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**
- (f) 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**
- (g) 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

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
- (i) 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

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

#### Other documentary requirements under RA No. 9184

- (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (l) Duly accomplished Detailed Estimate 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**

(m) Cash Flow by Quarter.



## Bid Form

---

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

IB<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (i) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (j) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (k) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (l) 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;
- (m) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (n) 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;
- (o) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (p) 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
- (q) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

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<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

- (r) 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].
- (s) 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: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

## 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 *[contract price in words and figures in specified currency]* 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Philippine Bidding Documents (PBDs);
    - i. Drawings/Plans;
    - ii. Specifications;
    - iii. Bill of Quantities;
    - iv. General and Special Conditions of Contract;
    - v. Supplemental or Bid Bulletins, if any;
  - b. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder's conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*



# ***Statement of Single Largest Completed Contract***

***which is similar in nature***

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

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

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

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 three (3) 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 \_\_\_\_\_

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

**BID SECURING DECLARATION FORM**

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.  
X-----X

**BID SECURING DECLARATION**  
**Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>2</sup>, 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 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 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;
  - (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.

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<sup>2</sup> Select one and deschedulelete the other. Adopt the same instruction for similar terms throughout the document.

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'S 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 \_\_\_\_\_



