



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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Bidding Documents for the Design and Renovation of BOC Building, Port of Clark

**Project No: BOC-INFRA-2024-01
February 2024**

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Section I. Invitation to Bid

Section I. Invitation to Bid

Design and Renovation of BOC Building, Port of Clark

1. The Bureau of Customs (BOC), through the FY 2024 General Appropriations Act intends to apply the sum of Sixteen Million Eight Hundred Thirty-Seven Thousand One Hundred Fifty-One Pesos and Sixty Centavos (PhP16,837,151.60) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Design and Renovation of BOC Building, Port of Clark”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Bureau of Customs (BOC) now invites bids for “Design and Renovation of BOC Building, Port of Clark”. The project shall be completed in two hundred twenty-five (225) 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 February 08, 2024, 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 Twenty-Five Thousand Pesos (P25,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.
6. The BOC will hold a Pre-Bid Conference on February 15, 2024, 10:00 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 February 27, 2024, 9:30 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 16.
9. Bid opening shall be on February 27, 2024, 10:00 a.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



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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. 526-6571
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: February 08, 2024

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 “Design and Renovation of BOC Building, Port of Clark” with Project Identification Number “BOC-INFRA-2024-01”.

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 2024 General Appropriations Act in the amount of Sixteen Million Eight Hundred Thirty-Seven Thousand One Hundred Fifty-One Pesos and Sixty Centavos (PhP16,837,151.60).

- 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 June 26, 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 “Design and Renovation of BOC Building, Port of Clark</p> <p>The identification number of the Contract is: BOC-INFRA-2024-01</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the FY 2024 General Appropriations Act in the amount of Sixteen Million Eight Hundred Thirty-Seven Thousand One Hundred Fifty-One Pesos and Sixty Centavos (PhP16,837,151.60).</p> <p>The name of the Project is “Design and Renovation of BOC Building, Port of Clark”</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 February 27, 2024 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, Notice of Award (NOA), Notice to Proceed (NTP), Certificate of Completion and Acceptance Report or equivalent in the Private Sector.</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 February 15, 2024, 10:00 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: bacsecretariat@customs.gov.ph</p>												
10.3	PCAB License Category B, Size Range Small B												
10.4	<p>The minimum work experience requirements for key personnel are the following:</p> <p><u>DESIGN PERSONNEL</u></p> <table border="1" data-bbox="400 629 1401 2029"> <thead> <tr> <th data-bbox="400 629 735 701">KEY PERSONNEL</th> <th data-bbox="735 629 1066 701">GENERAL EXPERIENCE</th> <th data-bbox="1066 629 1401 701">RELEVANT</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 701 735 1106">Project In-Charge</td> <td data-bbox="735 701 1066 1106"> <ul style="list-style-type: none"> Must be a licensed Civil Engineer or Architect with ample experience in the direction and administration of activities pertinent to the planning and design of infrastructure projects. </td> <td data-bbox="1066 701 1401 1106"> <ul style="list-style-type: none"> At least five (5) years' experience </td> </tr> <tr> <td data-bbox="400 1106 735 1615">Structural Engineer</td> <td data-bbox="735 1106 1066 1615"> <ul style="list-style-type: none"> Must be duly licensed Civil Engineer with ample experience in structural design; has substantial knowledge in earthquake design of building structures and shall preferably be knowledgeable in the application of rapid construction technologies. </td> <td data-bbox="1066 1106 1401 1615"> <ul style="list-style-type: none"> At least five (5) years' experience </td> </tr> <tr> <td data-bbox="400 1615 735 2029">Design Architect (Architect-of-Record)</td> <td data-bbox="735 1615 1066 2029"> <ul style="list-style-type: none"> Must be duly licensed and an active member of Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in the architectural design of residential, </td> <td data-bbox="1066 1615 1401 2029"> <ul style="list-style-type: none"> At least five (5) years' experience </td> </tr> </tbody> </table>	KEY PERSONNEL	GENERAL EXPERIENCE	RELEVANT	Project In-Charge	<ul style="list-style-type: none"> Must be a licensed Civil Engineer or Architect with ample experience in the direction and administration of activities pertinent to the planning and design of infrastructure projects. 	<ul style="list-style-type: none"> At least five (5) years' experience 	Structural Engineer	<ul style="list-style-type: none"> Must be duly licensed Civil Engineer with ample experience in structural design; has substantial knowledge in earthquake design of building structures and shall preferably be knowledgeable in the application of rapid construction technologies. 	<ul style="list-style-type: none"> At least five (5) years' experience 	Design Architect (Architect-of-Record)	<ul style="list-style-type: none"> Must be duly licensed and an active member of Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in the architectural design of residential, 	<ul style="list-style-type: none"> At least five (5) years' experience
KEY PERSONNEL	GENERAL EXPERIENCE	RELEVANT											
Project In-Charge	<ul style="list-style-type: none"> Must be a licensed Civil Engineer or Architect with ample experience in the direction and administration of activities pertinent to the planning and design of infrastructure projects. 	<ul style="list-style-type: none"> At least five (5) years' experience 											
Structural Engineer	<ul style="list-style-type: none"> Must be duly licensed Civil Engineer with ample experience in structural design; has substantial knowledge in earthquake design of building structures and shall preferably be knowledgeable in the application of rapid construction technologies. 	<ul style="list-style-type: none"> At least five (5) years' experience 											
Design Architect (Architect-of-Record)	<ul style="list-style-type: none"> Must be duly licensed and an active member of Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in the architectural design of residential, 	<ul style="list-style-type: none"> At least five (5) years' experience 											

	Interior Designer	<p>academic or institutional facilities and corporate buildings and site planning.</p> <ul style="list-style-type: none"> • Must be duly licensed with good outstanding record in interior design practice with ample experience in interior design works. 	
	Professional Electrical Engineer	<ul style="list-style-type: none"> • Must be duly licensed with ample experience in building electrical design, lighting, power distribution, switches and panels and preferably knowledgeable in efficient lighting technologies and energy management; has substantial knowledge in electronics systems design as well as smoke detection and fire alarm systems in buildings. 	<ul style="list-style-type: none"> • At least five (5) years' experience
	Professional Mechanical Engineer	<ul style="list-style-type: none"> • Must be duly licensed with ample experience in mechanical design and installation of fire protection and suppression systems. 	<ul style="list-style-type: none"> • At least five (5) years' experience
	Sanitary Engineer / Registered Master Plumber	<ul style="list-style-type: none"> • Must be duly licensed with ample experience in the design of building water supply and distribution systems, plumbing and sanitary systems including waste water management and treatment, and preferably knowledgeable in 	<ul style="list-style-type: none"> • At least five (5) years' experience

		and emergent, alternative effluent collection and treatment systems.	
	Electronics / Communications Engineer	<ul style="list-style-type: none"> Must be duly licensed with ample experience in building electronics and communications design, and preferably knowledgeable in efficient technologies; has substantial knowledge in electronics systems design in buildings. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Cost/Quantity/ Specifications Engineer	<ul style="list-style-type: none"> Must be duly licensed Civil Engineer with ample experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. 	<ul style="list-style-type: none"> At least five (5) years' experience

REPAIR/RENOVATION KEY PERSONNEL

KEY PERSONNEL	GENERAL EXPERIENCE	RELEVANT
Project-In-Charge	<ul style="list-style-type: none"> Must be a licensed Civil Engineer or Architect with ample experience in similar and comparable projects; must have a proven record of managerial capability through directing, managing and supervising of major civil engineering works of buildings and facilities similar in nature and complexity 	<ul style="list-style-type: none"> At least five (5) years' experience

	Supervising Architect (Architecture In-Charge of Construction)	<ul style="list-style-type: none"> • Must be duly licensed and an active member of IAPOA with ample experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies. 	<ul style="list-style-type: none"> • At least five (5) years' experience
	Structural Engineer	<ul style="list-style-type: none"> • Must be duly licensed Civil Engineer with ample experience in structural design; has substantial knowledge in earthquake design of building structures and shall preferably be knowledgeable in the application of rapid construction technologies. 	<ul style="list-style-type: none"> • At least five (5) years' experience
	Registered Electrical Engineer	<ul style="list-style-type: none"> • Must be duly licensed with ample experience in building electrical design, lighting, power distribution, switches and panels and preferably knowledgeable in efficient lighting technologies and energy management; has substantial knowledge in electronics systems design, smoke detection and fire alarm systems in buildings. 	<ul style="list-style-type: none"> • At least five (5) years' experience
	Registered Mechanical Engineer	<ul style="list-style-type: none"> • Must be duly licensed with ample experience in mechanical design and installation of fire protection system. 	<ul style="list-style-type: none"> • At least five (5) years' experience

	Sanitary Engineer / Registered Master Plumber	<ul style="list-style-type: none"> Must be duly licensed with ample experience in the design of building water supply and distribution systems, plumbing and sanitary systems including waste water management and treatment, and preferably knowledgeable in and emergent, alternative effluent collection and treatment systems. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Cost/Quantity/ Specifications Engineer	<ul style="list-style-type: none"> Must be duly licensed Civil Engineer with ample experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Materials Engineer	<ul style="list-style-type: none"> Must be duly licensed Civil Engineer with Level 1 or 2 DPWH Accreditation for Materials Engineer and with ample experience in supervising materials investigations and quality control; must have a duly recognized experience in similar and comparable projects. 	<ul style="list-style-type: none"> At least five (5) years' experience
10.5	The minimum major equipment requirements are the following:		
	<u>Equipment Capacity</u>	<u>Number of Unit/s</u>	
	Truck	1	

	Welding Machine Power Tools (Jack Hammer, Electric Drill, Angle Grinder, etc.) Steel Scaffoldings	1 as necessary as necessary
11	No further instruction.	
11.2	<p>The ABC is Sixteen Million Eight Hundred Thirty-Seven Thousand One Hundred Fifty-One Pesos and Sixty Centavos (PhP16,837,151.60).</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>	
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"> 1. The amount of not less than P336,743.03, 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 P841,857.58 if bid security is in Surety Bond. 	
15.2	The bid security shall be valid 120 days after the opening of bids.	
16.3	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid with proper tabs.</p> <p>All documents within the Original Bid, along with any accompanying attachments like brochures etc., must be certified as true copies by the authorized representative.</p> <p>In the absence of CTC, the BAC may require submission of the original documents for the purposes of verification, validation, and ascertaining its authenticity.</p>	
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"> 1. Certificate of Site Inspection 	

	<ol style="list-style-type: none"> 2. Company Profile 3. Company Organizational Structure 4. 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>); 3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months; 4. Latest Audited Financial Statement; and 5. Updated Mayor's Permit, Tax Clearance and DTI or SEC Registration.
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

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	<p>The Intended Completion Date is two hundred twenty-five (225) calendar days</p> <p><i>NOTE: The contract duration shall be reckoned from the date of the receipt of the Notice to Proceed.</i></p>
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	1year warranty.
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	<p>The period between Program of Work updates is Ten (10) days.</p> <p>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.</p>
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% and 100% for final billing 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

I. PROJECT SITE

1. Preliminary Survey and Mapping of Existing Site Conditions

The Contractor shall conduct the preliminary survey, mapping of existing Site conditions and meeting with owner/occupants on the proposed renovation methodology of the project.

2. Preliminary Investigations

The contractor shall conduct detailed and comprehensive investigations; and measurements required to produce and develop an as-built plan which will be the basis of the proposed renovation works.

3. Existing Structure

The contractor shall conduct a comprehensive assessment of the existing structure primarily investigating its current occupancy type and its architectural and structural characteristics and recommends to the owner a possible structural integrity investigation of the existing building.

4. Existing Utility Locations

The project site and its surrounding existing utility location specifically water source, electrical power, and communication networking shall be identified and then evaluated so as to properly included in the engineering planning of the project.

II. PROJECT DEFINITION

1. General Requirements

The Owner/Procuring Entity does not guarantee that the preliminary data provided are fully correct, up to date, and applicable to the project. The Contractor shall be solely responsible for the accuracy and applicability of all data that it will use in building methodology proposals and services. It shall also be responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval of the Owner/Procuring Entity. It shall also be solely responsible for the design and liable for the structural defects and/or failures of the completed project.

The Contractor shall conceptualize a high-performance office space that will enhance energy and environmental performance, increase space productivity, greater flexibility, safe, healthy, comfortable, durable, aesthetically pleasing, and technologically advanced office environment.

The required space and related occupancy as well as suggested minimum areas are shown in the attached drawings.

2. General Concept

2.1 Architectural Design and Interior Design Concept

Sustainability and environmentally low-impact design shall be integrated with the selection of building materials and renovation methodology. The concept of *Green Architecture* is significantly

recommended to address the effects of climate change and global warming as these two have vastly affected society's living conditions penetrated the world. This concept mainly advocates sustainable energy sources, the conservation of energy, and the reuse and safe application of building materials. The site selection for the project shall take into consideration its potential impact on the environment. The architectural design shall take into consideration and put a premium on the relationship between the user and its space environment design that studies the psychology of man in relation to his habitat shall be integrated with the planning and designing of the project.

The design shall consider the utilization of natural lighting and highly efficient materials thereby reducing energy costs. The roof design shall help improve stormwater management as it delay run-off into the storm drainage system.

2.1.1. Codes and Standards

The architecture works shall be in accordance with the following Laws, Codes and Standards.

1. Laws and Codes:

- National Building of the Philippines and its Latest and Amended IRR
- RA 9266 or Architect Law and its Latest Amended IRR
- RA 4226 or General Building Licensing Act and its Latest and Amended IRR
- BP 344 or Accessibility Law and its Latest and Amended IRR
- RA 9514 Fire Code of the Philippines
- Existing Local Codes and Ordinances
- And other Laws that applies to the projects

2. Standards

- Bureau of Product Standards (BPS)

2.1.2. General Drawing Guidelines

2.1.2.1 General

- Licensed software in drafting is required. Drawings shall be submitted both in printed and electronic copies.
- Keep the same orientation in all plans. The north orientation shall be indicated in all architectural floor plans. The orientation of the architectural plans shall be consistent with all engineering plans.
- Existing buildings and new works shall be clearly indicated and labeled in the plans.
- Detailed plans shall have a scale not smaller than 1:50 meters.
- Spot detailed plans, elevations, and sections shall have a scale not smaller than 1:10 meters.
- Avoid notes such as 'see architectural detail' or 'see structural'.
- Always repair with a call out to the specific detail drawing and sheet number.

2.1.2.2 Floor Plans

- All plans shall be 1:1 meters. The same scale shall be used for the rest of the architectural, structural, sanitary, plumbing, electrical and mechanical plans, except for its trade's site plan, detailed plans, and spot details.
- Elevation callouts shall be indicated on the floor plan and shall be consistent with the elevation drawing.
- Section line callouts on the floor plans shall be dated consistent with the section drawing.
- Floor plans shall be indicated with boxed room callout numbers, including the callout for floor finishes and wall finishes.
- Floor elevations shall be indicated in the floor plans. These shall be in reference to the natural grade line or the established finished floor lines of the adjoining existing buildings.
- The location of mechanical equipment, e.g. air conditioning shall be indicated in the floor plans. This shall be consistent with the mechanical electrical plans.
- Door callouts shall be circles with the proper numbering, e.g. D-01
- Window callouts shall be hexagons with the proper numbering, e.g. W-01

2.1.2.3 Elevations and Sections

- Finish floor lines and top of truss lines shall be consistent in all the elevation, sections and structural plans and details. Detailed material callouts shall be provided for all sections and elevations.

2.1.2.4 Reflected Ceiling Plans

- Reflected ceiling plans shall be indicated with boxed room callout numbers, including the callout for ceiling finishes and lighting fixtures.
- Ceiling height relative and in reference to the finish floor line shall be indicated in the reflected ceiling plans in each room with boxed dimensions. This is to ensure that the ceiling heights in all rooms are established whether or not reflected in the sections.
- The description and the location of the fixtures, e.g. lighting, smoke detectors, air condition vents, and exhaust fans, in the reflected ceiling plans shall be consistent with the electrical and mechanical plans.

2.1.2.5 Roof Plans

- The location of all downspouts shall be indicated in the roof deck plans. Detailed specifications and technical drawings must be provided for and indicated in all drawings.

2.1.2.6 Doors and Windows

- Door and window schedules shall be indicated in the type of door or window, the number of sets, the location/s of the door or window, the materials and accessories included and other special specifications, e.g. color of finish.

2.1.2.7 Details

- Provide a minimum of one (1) bay section of a scale not smaller than 1:50 meters for each major building preferably cut along the area with special construction design.

- Provide spot detail plans, elevations, and sections of a scale not smaller than 1:50 meters for all areas needing the pattern, e.g. lobby, corridor, entrance walk, showing the position and pattern of tiles.
- Center line location of plumbing fixtures shall be indicated in detailed plans with lines of reference and its corresponding dimensions. This is to indicate the exact locations of the plumbing/ sanitary roughing-ins.

2.1.3. Building Architectural Works

Floor Plans

- The structural, sanitary, plumbing, electrical and, mechanical designs are required to refer to the architectural plan and specifications in case of discrepancies. If an engineering design will have any possible conflict or interference with the structural design the latter may be adjusted provided that the aesthetic value not be compromised.
- The architectural and engineering plans shall be consistent all throughout in terms of dimensions and locations of columns, beams, walls, roof lines, conduits, ducts, pipes, and fixtures, among others. Column and beam grid lines shall also be consistent in all the architectural and engineering plans.
- Verify and coordinate floor plans with the mechanical, electrical and sanitary design with regard to the requirements for mechanical rooms, electrical rooms, pipes chase, and other engineering requirements.
- Toilets shall be in accordance with the standards of the Department of Public Works and Highways (DPWH).

2.1.3.1. Walls

- Exterior walls shall be the existing concrete and windows to match to the existing window frame and to maintain the original looks of the building.
- Toilet wall tiles shall be in accordance with the standards of the Department of Public Works and Highways (DPWH).
- Layout and work on wall and floor tiles must be aligned, plumb, level and square.
- All edges, corners and intersections of toilet tiles, including the topmost tile not reaching the ceiling shall be provided with polyvinyl chloride tile trims.
- The color and design shall be approved first before installations.

2.1.3.2. Floors

- If floor tiles in two adjacent rooms with different materials, colors or designs meet at the door opening, the cut shall be located in the middle of the door thickness when in a closed position. Provide details in the floor pattern design.
- Floor at the openings of the toilet for persons with disabilities shall be sloping. Indicate in the plans and sections.
- The size of the toilet floor tiles shall be in accordance with the standards of the Department of Public Works and Highways (DPWH).
- The size of the kitchen/pantry non-skid floor tiles shall be 600mm x 600mm. Indicate the tile pattern.
- The size of the floor tiles of the offices shall be 600mm. x 600mm. or the bigger depending on the proportion to the size of the room.

- The size of the floor tiles of the lobby and corridor shall not be less than 600 mm x 600 mm. The tile size of 600 mm x 600 mm is recommended for bigger areas. Indicate the tile pattern.
- Layout and work on wall and floor tiles must be aligned, plumb, level, and square.
- All edges, corners, and intersections of toilet tiles, shall be provided with polyvinyl chloride trims.
- Tile color and design shall be approved first before installation.

2.1.3.3. Ceiling Works

- All floors to ceiling shall have a minimum height of 2.4 meters for offices.
- Ceiling height for areas with special aesthetic treatment, e.g. lobby, major conference room, auditorium, executive office, shall be proportional to the area or room or as required by the designer. However, this shall not be lower than 3.0 meters. Provide details.
- If acoustic boards on aluminum T- runners would be used for the ceiling, the layout should be in the center and avoid cut pieces. If the remaining perimeter of the ceiling is less than 600mm. wide, it shall be complementary designed with fiber cement boards on light gauge metal furring. Likewise with acoustic boards on big areas, e.g. offices shall be designed in a way to break the redundancy. Provide details.
- Soffit of exterior beams and slabs shall have drip molds to prevent damage due to water sipping into the eaves or ceiling. Section details shall be required to show drip mold.

2.1.3.4. Doors and Windows

- Major rooms that require security shall have sturdy doors, wood panels and metal.
- Minor rooms that do not require security shall at least have wood flush doors.
- Toilets and other wet areas shall have flush-type doors with 2.5mm thick medium-density fiber (MDF) board with PVC film cover.
- Heavy-use doors, e.g. kitchen, exit doors should be provided with stainless steel kick or push plates and door closers.
- Fire escape doors, should be provided with panic hardware and door closers, and shall conform to the requirements of the Fire Code of the Philippines.
- Aluminum frames of glass doors shall be powder-coated.
- Door finish and color shall be approved first before application.
- Window sills shall be slightly sloped outwards to prevent damage to window and paint due to water slippage. Section details shall be required to show this slope.
- All doors of high-occupancy rooms shall swing outwards and as required by the Fire Code of the Philippines.
- Door jambs without molding/casing installed on concrete walls shall have construction grooves all around. Provide details.
- All doors and windows shall have reinforced concrete lintel beams. Provide details.

Ramps and Corridors

- Ramps for persons with disabilities shall have a slope not higher than 1: 12. Handrails and clearances shall conform to the requirements of BP 344.

2.1.3.5. Fixtures and Accessories

- Electrical light switches shall be located by the knob side of the door.
- Fixtures and accessories shall conform to the requirements of BP 344.

2.1.3.6. Roofing Works

- Should be water-tight and can withstand at least 240kph of wind pressure.
- Parapets, designed as roof protection from winds, must be reassessed to satisfy the preceding parameters. Provide details.
- The slope of the roof if required shall not be less than 30 degrees.
- All trusses shall be replaced by steel trusses.
- The concept of roofing design will be outside the gutter of the building based on the approved design.

2.1.3.7. Painting

- Painted ceilings shall be in flat latex finish, while cornices and moldings shall be in gloss enamel finish.
- Painted interior wall shall be at least in semi-gloss latex finish for ordinary rooms, e.g. offices, unless specified to a higher type of paint.
- Painted exterior wall shall be at least in moisture-resistant/ water-repellant solvent-based finish, texture or smooth, unless otherwise specified.
- Paint color and shade shall be approved first before application.

2.1.4. Specific Requirements

Provide spot detail plans and sections of the following:

- a. Gutter, eaves and parapet
- b. Ceiling- cove light, special connections and designs, moldings balances.
- c. Stairs-handrail, and baluster
- d. Ramps-handrail design and floor pattern.
- e. Doors, windows and gates-grille works
- f. Special Architectural treatment and Design, e.g. facade design
- g. Specials Carpentry Works, e.g. partitions, cabinetry
- h. Other details as may be required.

2.1.5. Summary of Materials

- Materials to be used shall be fire-resistant, non-toxic, moisture-resistant and termite-resistant, e.g. fiber cement board, light-gauge steel frame, and polyvinyl chloride ceiling panels.
- Wet areas, e.g. toilets, and kitchens shall use non-skid/ non-slip vitrified Ceramic floor tiles.
- Heavy traffic areas, e.g. corridors shall use heavy-duty seamless Granite floor tiles.
- Ramps and stairs shall use non-skid/ non-slip floor tiles, and materials as specified.
- Aluminum T-runners shall be powder coated.

- Metal rod hangers with adjustable clips, and not galvanized iron wires, shall be used to support and suspend the aluminum T-runners and light gauge metal furring.

2.2 Electrical Design Concept

General lighting design shall be adequate for space functions. The use of LED lighting systems is recommended. Ornamental lighting design can be considered if it is necessary. Electrical wiring systems shall also consider provisions for future electrical expansions and developments.

2.2.1. Codes and Standards

The electrical System Parameters shall be in accordance with the following Laws, Codes and Standards.

2.2.1.1. Codes

- Philippine Electrical Code
- National Electrical Code
- Fire Code of the Philippines
- National Building Code of the Philippines and its New IRR
- Existing Local Codes and Ordinances

2.2.1.2. Standards

- Bureau of Product Standards(BPS)
- Underwriters Laboratory (UL)
- National Fire Protection Association
- International Electrotechnical Commission (IEC)
- Illumination Engineering Society (IES)
- National Electrical Manufacturer's Association (NEMA)

2.2.2. Electrical Works

Based on the existing building, the Electrical Works shall provide a complete Electrical layout of the following:

1. Panel Board Layout
2. Electrical Metering Devices
3. Service Conductors and Conduit Layout
4. Grounding System
5. Emergency Standby Generators

2.2.3. Building Facilities Electrical System

2.2.3.1. Lighting System

Provide and install adequate normal branch circuits for the Lighting System to all areas using the standard Lighting Design Analysis. Utilize the standard illumination requirements per area of concern using the preferred particular type of luminaries.

2.2.3.2. Power System

Provide and install adequate normal branch circuits for the Power System.

2.2.3.3. Standby / Emergency System

Provide and install adequate equipment life safety and critical emergency branch circuit for lighting and utilization equipment connected to the alternate power source.

2.2.3.4. Auxiliary System

Provide and install the following Auxiliary System:

- a) Communication System
 - Telephone System
 - Local Area Network System
 - Private Branch Exchange (PABX)
- b) Fire Alarm System
- c) Security System

2.2.3.5. Lighting Protection System

The building lighting protection system shall include roof-mounted air terminals grounding conductors, ground rods, conduits, clamps and auxiliary equipment as required for a complete and operational lighting protection system.

2.2.4. Provide details of the following:

1. Lighting Fixtures/ Luminaires
2. Panel board and Circuit Breakers
3. Switchgear and other Metering Devices
4. Electrical and General Building Equipment
5. Installation and Termination of Auxiliary and other Special Devices and Equipment
6. Power and Telephone Hand holes (as may be required)
7. Pedestal and Service Entrance to Bldg.
8. Grounding System Layout
9. For primary metering only
10. Transformer and Generator Mounting
11. Others as may be required

2.2.5. Summary of Materials

2.2.5.1. General Lighting Luminaires

Fixture type shall be as indicated on the Lighting Layout Plan using LED lamps. Other Special Lighting requirements shall be approved by the implementing agency.

2.2.5.2. Wiring Devices

Wiring devices shall be non-automatic control devices, the contract is guaranteed by the pressure of the special spiral springs.

- Switches shall be of 15A, 250V or 300V except as otherwise noted and approved. Terminals shall be screw-type or quick connected type.
- General use receptacle shall be 15A, 240V grounding type unless otherwise indicated on the drawings.
- Special purpose receptacles shall be as called for on the drawings. Matching plugs shall be supplied.

2.2.5.3. Panel Boards and Circuit Breakers

The Panel board and Circuit Breakers shall be equipped the type as indicated in the panel board schedule and details.

- Provide molded-case circuit breakers of frame, trip rating and interrupting capacity as shown on the drawings. The circuit breakers shall be a quick make, quick break, and thermal-magnetic, trip-indicating, bolt-on type and shall have a common trip on all multiple breakers with internal mechanisms.
- All current-carrying parts of the panel board shall be plated. Provide solid neutral (S/N) assembly when required. The assembly shall be isolated from the enclosure.

2.2.5.4. Electrical Conduit, Boxes and Fittings

All conduits, boxes and fittings shall be standard rigid steel, zinc coated or galvanized.

- Rigid Steel Conduits (RSC)
- Rigid Metal Conduits (RMC)
- Intermediated Metal Conduits (IMC)
- Electrical Metal Conduits (EMT)
- Unplasticized Polyvinyl Chloride (UPVC) if required shall be scheduled 40

2.2.5.5. Conductors

Wires and cables shall be of approved type and unless specified or indicated otherwise, all power and lighting conductors shall be insulated for 600 volts.

- The conductors used in the wiring system shall be of soft-annealed copper having a conductivity of not less than 98% of that of pure copper and insulated for 60° C Temperatures.
- All conduits of convenience outlets and wire ways for lighting branch circuit home runs shall be wired with a minimum of 3.5mm square in size.

2.2.5.6. Structural Cabling & Telephone System

- A minimum provision for an estimated 500 mixed PABX extension and direct telephone lines shall be required for tertiary general buildings.
- Final details of the system shall follow specific requirements, quantity and type of service.

2.2.5.7. Fire Detection and Alarm System

- The Fire Detection and Alarm System shall be of multiplex, microprocessor-controlled addressable or zonal conventional fire detection, alarm and communication system.
- The system shall consist of full integration of automatic fire detection, voice alarm communication and firefighters telephone system.
- The system shall consist of control station, mimic panel initiating and indicating devices, control modules and system wirings.
- Actuation of the protective signaling system shall occur by manual pull station, automatic smoke or heat detector, sprinkler flow switch and tamper switch.
- The system shall be able to monitor the status of flow switches and supervisory switches.

2.3 Mechanical Design Concept

Fire protection and fire suppression systems shall be provided with wet and dry standpipes, fire hose cabinets, fire extinguishers, addressable type fire alarm system and sprinkler system, smoke detectors and fire exits, among others.

2.3.1 Codes and Standards

The Mechanical Design shall be in accordance with the following Codes and Standards:

2.3.1.1. Codes:

National Building Code of the Philippines and its New IRR

1. New Fire Code of the Philippines
2. Mechanical Engineering Code of the Philippines (ME Code)
3. Existing Local Government Code and Ordinances

2.3.1.2. Standards:

1. Bureau of Product Standards (BPS)
2. Philippine National Standards (PNS)
3. Underwriters Laboratory (UL) and Factory Manual (FM)
4. International Electrotechnical Commission (IEC) 1988
5. National Fire Protection Association (NFPA)

2.3.2 Automatic Fire Sprinklers System

The Automatic fire sprinklers system shall be composed of complete plans and Drawing of the Following:

1. Site Development Plan and Vicinity Map, indicating the location of the buildings, firewater reserve tank, firewater line, yard loop and private fire hydrant.
2. General Notes, legends and symbols including a Schematic Diagram of the Alarm Monitoring System.
3. Floor Layout and Isometric Layout of the Automatic Fire Sprinklers System indicating pipe size and the location of the pipes, valves, sprinkler head, riser nipples, fire hose cabinet, sprinkler main riser, drain pipes, cross mains, branch lines, inspectors text connection, hangers and sway braces.
4. Equipment Schedule, Detail drawing, fire pump and jockey pump layout.
5. Architectural, Structural, Electrical and Plumbing drawing of the Firewater tank and Pump house.
 - Automatic fire sprinklers shall be provided in all parts of the building.
 - Hazard Classification shall be Light Hazard Occupancy.
 - The area of Coverage shall be 146 square meters and water density shall be 4.071lps/ sq.
 - Protection area per sprinkler head shall be 20 square meters at 2.2 meters minimum distance between sprinklers and 4.2 meters maximum spacing.
 - All floor control valves shall be equipped with a supervisory switch water flow detector and drain system.

- Water supply shall be horizontal split case centrifugal fire pumps with diesel engine or AC motor and a vertical in-line jockey pump with controller.
- Hydraulic calculation report shall be based on NPFA-13 format.

2.3.4 Specific Requirements

Provides details of the following:

1. Elevated Water Tanks

2.3.5 Summary of Materials

2.3.5.1 Automatic Fire Sprinkler System

a. Sprinkler head shall be UL Listed/ FM Approved, Pendant, upright or sidewall unit, 83 LPM flow capacity per head and temperature fusing at 57.5 C to 74 C.

b. The alarm assembly shall be UL Listed / FM approved, constructed and installed that any flow of water from the sprinkler equal to or greater than that from the single automatic head shall result in audible and visual signal in the vicinity of the building.

c. Alarm and supervision of the automatic water sprinkler shall include the monitoring water flow switch at each floor of the building, fire pump and the jockey pump running condition and power condition and power supplies, level of water in the reservoir and control valves.

d. pipes shall be B.I schedule 40. Screw fittings shall be used for inside piping.

2.4 Information and Communication Design Concept

Data and voice system shall include Local Area Network (LAN) wiring, cabling and roughing-ins. All tables and cubicles shall have ready provision for data and voice systems. Telephone system design shall suit the BUREAU OF CUSTOMS operations with easy and quick communication links between main and satellite offices. Provisions for LAN and telephone system expansion and development shall be considered.

2.5 Sanitary and Plumbing Design, Sewage Treatment Plan Concept

Plumbing and sanitary systems shall use low-flow plumbing fixtures. Rooftop downspouts shall be directed to the rain catcher system. Such rain catcher system shall serve as a retention pond to delay surface run-off into the street drainage. It shall be designed to infiltrate the rainwater back into the ground while the excess are discharged to the storm drainage. A sewerage system shall be considered in the design.

Provisions for future plumbing and sanitary expansions and development shall be considered.

2.5.1. Codes and Standards

The Sanitary/ Plumbing Design shall be in accordance with the following Codes and Standards:

2.5.1.1. Codes:

1. National Building Code of the Philippines and its Revised IRR
2. Fire Code of the Philippines
3. National Plumbing Code of the Philippines (NPCP)
4. Sanitation Code of the Philippines

5. Existing Local Codes and Ordinances

2.5.1.2. Standards:

1. Bureau of Products Standards (BPS)
2. Philippine National Standards for Drinking Water
3. Underwriters Laboratory (UL)
4. National Water Resources Board (NWRB)
5. National Plumbers Association of the Philippines(NAMPAP)
6. Philippine Society of Sanitary Engineers, Inc. (PSSE)

2.5.2. Building Facilities Sanitary/Plumbing System

2.5.2.1. Sewer Line and Vent System

- Provide complete sewer line and vent system from all (domestic) plumbing pictures and floor drains, laid by gravity flow/pumping from lift/transfer station leading to the sewage treatment plant.
- For Drainage Fixture Units; refer to Chapter 7 Table 7-2, NPCP.

2.5.2.2. Waste water Line and Vent System

- For all Wash Areas dealing and generating with oil/grease at the Dietary, provide separate Waste line and vent system solely tap to the proposed Grease Trap and then connect its effluent to the Sewage Treatment Plant.
- For Drainage Fixture Units; refer to Chapter 7 Table 7-2, NPCP.

2.5.2.3. Water Line System

- Provide complete cold water supply pipes to all plumbing fixtures including the replacement of the overhead tank located at the roof of OCOM building. From the main water source to cistern, the water shall be pumped to the elevated water tank (EWT) and conveyed to the fixtures by gravity system and or distributed to fixtures by transfer pump with constant pressure through a Pneumatic Storage Tank to plumbing fixtures, whichever is feasible.

2.5.2.4. Storm Drainage System

- Complete storm drainage system shall be provided for all groups, canopies, concrete ledges and balconies including condensate drains laid for gravity flow connected to a leader/pipeline leading to the natural ground-level storm drainage network.

2.5.3. Specific Requirements

- Provide details of the following:
 1. Grease Trap (for Dietary and Pantry)
 2. Elevated Water Tanks

2.5.4. Summary of Materials

- Sewer and Vent pipes; Unplasticized Polyvinyl Chloride (UPVC) extra
 1. Series 1000 (Conforming to ISO 4435/ ASTM D2729 including Trims and Fittings)
- Storm Drainage pipes Downspouts, Unplasticized Polyvinyl Chloride

1. (UPVC) extra series 1000 (Conforming to ISO 3633, ISO 4435, ASTM
 2. D2729 including Trims and Fittings, BPS Certified
- Drainage pipes, 250mm diameter and below, Non-Reinforced Concrete Pipe (NRCDP), 300 diameters and above, Reinforced Concrete pipe (RCDP)
 - Drainage Manholes; Street Inlet, Curb Inlet, Traffic Type Reinforced Concrete Area, Street Inlet, Curb Inlet, Traffic Type Reinforced Concrete Area Darin/Catch Basin Reinforced Load Bearing CHB
 - Sewage manholes; Traffic type Reinforced Concrete with standard Cat Iron Cover, sealed Type.
 - Wastewater Pipeline; wash areas/dietary (same as sewer & vent) Laboratory HDPE pipes & Fitting PNIG.
 - Cleanouts; HQ stainless Steel/ brass with counter sunk plug/ screw locks (BPS certified)
 - Floor Drains / Deck Drains, HQ Stainless Steel/ Brass (BPS Certified)
 - Gutter Drains; Dome Type Brass/ Stainless steel (BPS Certified)
 - Cold Waterline pipes; for buildings, Polypropylene Pn16/ Pn20 Fusion weld pipes including Trims and Fittings (BPS Certified)
 - Trench Grating; Galvanized/ Stainless Steel Iron grates
 - Plumbing Fixtures including Trims and Fittings and accessories; (BPS Certified)

2.6 Minimum Requirements for Construction Safety and Health

No Contractor or subcontractor shall require any employee to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his health or safety. In order to meet this general requirement, the Contractor must:

- 2.6.1. Initiate and maintain programs (written) to comply with this general requirement.
- 2.6.2. Provide frequent and regular inspections of the job sites by competent persons.
 - Competent person means one who is capable of identifying: existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to prompt corrective measures to eliminate them.
- 2.6.3. Prohibit the use of any machinery, tool material, or equipment that is not in compliance with applicable requirements
- 2.6.4. Permit only those employees adequately trained to operate machinery or equipment.
- 2.6.5. Provide training for all employees in
 - Recognition and avoidance of unsafe conditions
 - Workplace safety and health requirements
 - Applicable hazards, safe handling, and personal protective equipment necessary for handling poisons, caustics, flammables, and other harmful substances relevant to their job duties
 - Specific hazards and procedures for entering confined spaces if applicable
- 2.6.6. Provide training for all employees in
- 2.6.7. Provide provisions for medical care and first aid.
- 2.6.8. Develop an effective fire protection and prevention plan.
- 2.6.9. Ensure appropriate housekeeping measures including walkways and removal of combustible scrap and debris.

- 2.6.10. Require the wearing of appropriate personal protective equipment such as hard hats, safety glasses, steel toe shoes, or other appropriate protective equipment in all operations where there is an exposure to hazardous conditions.
- 2.6.11. Develop an emergency action plan covering designated actions employers and employees must take to ensure employee's safety from fire and other emergency.
 - Plan must be in writing for employers with greater than 10 employees.
 - All employees must be trained upon initial assignment on the parts of the plan the employee needs to know in the event of an emergency.
- 2.6.12. Provide access to hand washing facilities, toilets, and an adequate supply of drinking water.
- 2.6.13. Provide safety and health signage that are clearly visible to construction workers and public.
- 2.6.14. Conduct regular safety meetings.

III. GENERAL CODE AND STANDARDS

The design and specifications shall conform to, but shall not be limited to the following standards set by this:

- (i) National Building Code of the Philippines (NBCP), latest edition
- (ii) National Structural Code of the Philippines (NSCP), latest edition
- (iii) Fire Code of the Philippines (PD 1185)
- (iv) Uniform Building Code
- (v) Accessibility Law (BP 344)
- (vi) Philippine Electrical Code (RA 184)
- (vii) Philippine Mechanical Code
- (viii) Revised National Plumbing Code of the Philippines (RA 1378)
- (ix) Code on Sanitation of the Philippines (PD 856)
- (x) Ecological Solid Waste Management Act (RA 9003)
- (xi) Applicable Local Regulations and Ordinances

With respect to the actual construction, applicable rules and regulations prescribed by the following agencies and/or embodied in the following shall be observed:

- (i) Department of Public Works and Highways
- (ii) Department of Health
- (iii) National Pollution Control Commission
- (iv) Department of Environment and Natural Resources
- (v) Bureau of Fire Protection
- (vi) Applicable Building Laws in the City of Manila

IV. ANNEXES

A. SCOPE OF WORK

The Contractor is required to perform the following scope of work:

1. Review of Existing Information

Review the basic design parameters, space distribution matrix, affected facilities and detailed scope of work.

The Contractor shall ensure that it will procure from the owner significant project information such as environmental conditions, environmental surveys & investigation reports. The information provided by the owner for the contractor may not be as detailed as complete and as desired hence, therefore that it's contractor's responsibility to secure any information that may be lacking. These are readily available from the owner, such shall be used to define project design criteria and shall serve as a basis for any revised established detailed project cost estimates.

2. Architectural Works

The Contractor is enjoined to have thorough understanding of the activities and services conducted on the BUREAU OF CUSTOMS MICP Building. The architectural layout of the building is aligned to the development of the institution and its environs. The architectural features to be installed shall address the needs of the institution and its clientele. The design shall be responsive to the flow of people in and out of the structure and activity within and proximate to the project site and to the nearby buildings.

The building façade shall be a combination of drywall painted panels, glass walls, and CHB. Flooring finishes shall be a combination of homogeneous tiles, ceramic tiles and carpet tiles except in the area that requires special flooring finish. Drop Ceiling shall be a combination of acoustic board and gypsum board.

The architectural design shall address all the requirements and other requirements elsewhere in these specifications and shall be compliant to the National Building Code of the Philippines and all other relevant codes and standards.

All furnishings required in the scope of work shall be to the satisfaction and approval by the Owner.

3. Mechanical Works

The Contractor shall design all mechanical works in conformity to the Philippine Mechanical Code, Fire Code of the Philippines and other relevant codes, laws and ordinances.

The scope of work of the Contractor consists of performing all operations involved in the detailed design, supply, installation, balancing and testing of fire protection and suppression systems, all in compliance to the Philippine Mechanical Code, Fire Code of the Philippines and other relevant codes, laws, ordinances and regulations and to the satisfaction of the Owner.

4. Electrical and IT Works

The Contractor shall design for the electrical and power supply system of the building in accordance with the Philippine Electrical Code, Philippine Mechanical Code, Fire Code of the Philippines, International Life Safety Code (NFPA 101), National Electrical Code (NFPA 70), National Building Code of the Philippines and other relevant codes, laws and ordinances.

The Contractor shall supply and install complete lighting system including all lighting fixtures, conduits, fittings, wires and wiring devices as well as grounding system and lightning arrester. The use of energy efficient lights is mandatory. The Contractor shall likewise furnish and install complete power system including all feeders, branch, circuits, wires and wiring devices. The Contractor shall supply and furnish all materials brand new and of superior quality. All wires

must be sized to accommodate peak loads and future installation of additional electric-powered equipment and machineries.

The Contractor shall likewise supply and install local area network (LAN) wiring and structured cabling and other accessories suited for fiber optic connection for automatic link between main and satellite offices. All tables and cubicles shall have ready-provision for voice and data system. The Contractor shall coordinate with the BUREAU OF CUSTOMS-ICT personnel and its voice and data service providers for the configuration of the communications system. The Contractor shall supply and furnish all materials brand new and of superior quality. All wiring and accessories must be properly sized and suited for the operation of BUREAU OF CUSTOMS.

In general, electrical and IT works shall consist of the following:

1. Electrical layout plan showing the system of wiring, source, distribution, riser diagrams, panel boxes, and switches, and all other pertinent material as required by approving agencies.
2. Power house/mechanical room with transformer pad shall be strategically located and designed as part of the site development.

Electrical wirings and accessories shall be:

- i. Service Entrance – All wirings shall be THHN, IMC conduit, UL listed or approved equal.
 - ii. Interior Wiring – All wirings shall be THHN, 3.5mm² minimum size in PVC, sch. 40 conduit.
 - iii. Devices – All switches and receptacles shall be flush mounted type, 15 amperes, grounding type for convenience outlet.
 - iv. Lighting Fixtures – Use power-saving type fixtures or LED lighting fixtures.
 - v. Circuit Breaker – Bolt-on type
 - vi. Panel Board – Ga. 16 GI sheet powder-coated finish.
3. Fire Detection and Alarm System
 - i. Every room and office shall be provided with smoke detector with 6.5 meter radius coverage or as specified in the Fire Code of the Philippines.
 - ii. Every exit door and stairs shall be provided with Manual Pull Station and Bell/Siren.
 - iii. Fire Alarm Control Panel (FACP) for the building shall be located at the ground floor near the receiving or information area.
 4. Telephone
 - i. Service Entrance Provision – Shall be provided by the local utility provider.
 - ii. Location of Service Entrance – Shall coordinate up to the Main Distribution Frame (MDF) of the building.
 - iii. Provide 1-50mm diameter PVC conduit spare for future expansion.
 - iv. Main Distribution Frame (MDF) – Size shall be size up to 30% spare provision for future expansion, use Ga. 16 GI sheet in powder coated finish.
 - v. Telephone Terminal Connection (ITC) – Shall be provided for every floor level.
 - vi. New telephone units shall be provided as required.
 - vii. Telephone system design shall suit the BUREAU OF CUSTOMS operations with easy and quick communication links between main and satellite offices.
 5. Data
 - i. Main Tapping Hub – Shall be provided inside the IT/EDP room or electrical room.
 - ii. Local Area Network (LAN) – Shall be provided including LAN wiring using fiber optic cabling and provisions for LAN expansion and development.

- iii. Wide Area Network – Shall be provided for data linkages of Owner's remote offices with fiber optic cabling.
 - iv. Every room and office shall be provided with data point, size and type shall correspond to the need of every office.
6. Structured Cabling

The Contractor shall supply and set up full cabling infrastructure to support data and voice points. The Owner reserves the right to revise the number of data and voice points required during the actual implementation. The Contractor is required to propose a solution to implement cabling system with the Structured Cabling System which include the following sub-systems:

- Work Area Sub-System
- Horizontal Sub-System
- Backbone Sub-System

The Structured Cabling System shall comply with the ANSI/EIA/TIA-568-B.2-1 Class E performance requirements, including 'Component Compliance' and 'Channel Compliance'. Independent channel test reports must be produced for the system that is to be installed for both the channel and verification that the individual components are compliant.

International standards may be referenced where local standards do not provide adequate information for detailed administration schemes and support of BAS (Building Automation System) cabling systems. These include but are not limited:

- ANSI/TIA/EIA-606-A – Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
- ANSI/TIA/EIA-568-B.2-1 – Commercial Building Telecommunications Cabling Standard
- ANSI/TIA/EIA-607 "Commercial Building Grounding / Bonding Requirements".
- TIA-942 – Telecommunications Infrastructure Standard for Data Centers
- ANSI/NFPA 70 National Electrical Code, CSA C22.1
- ANSI/EIA/TIA 492AAAC (OM3)
- BICSI Telecommunications Distribution Methods Manuals
- SSCP5-2000 (Singapore)
- Any local mandatory regulations

5. Plumbing and Sanitary Works

The design of the water distribution system and facilities, sewer and waste disposal system and storm drainage system, among others, shall conform to the following codes and standards:

1. Revised National Plumbing Code of the Philippines
2. Uniform Plumbing Code
3. Sanitation Code of the Philippines
4. Uniform Building Code
5. American Society of Plumbing Engineers Handbook
6. American Society of Sanitary Engineers Handbook
7. ASHRAE Handbook

All design considerations/assumptions shall be based on technical and detailed analyses and design computations.

The Contractor shall supply and install complete plumbing and sanitary systems including fixtures, fittings, appurtenances and piping system, among others. The use of low-flow fixtures is hereby recommended. Complete installation shall mean not only the major equipment and apparatus conveyed in these specifications but all the incidental sundry components necessary for the complete execution of the works and for the proper operation of the installation, whether or not these supply components are not mentioned in detail in these specifications.

The Contractor shall supply and furnish all materials brand new and of superior quality. All fixtures must be sized according to use and its projected number of users.

The technical drawings and specifications shall clearly brand new and of superior quality. All fixtures must be sized according to use and its projected number of users.

5.1 Design criteria

1. Sanitary Drainage and Sewerage
 - 1.1 Sanitary waste generated shall be drained by gravity to the existing sewer line at ground level.
 - 1.2 Drainage and sewerage shall be underground and covered type system.
 - 1.3 The drainage layout shall show all the required information such as direction of flow, manhole-to-manhole distances, and sizes of lines, invert elevation of manholes/catch basins/canals, location of outfalls, grits, grease traps, etc.
 - 1.4 Sewerage system shall be provided and designed at appropriate size to manage sanitary wastes.
 - 1.5 Sewer line shall be connected to the sewerage system before discharging to the nearest city drainage system.
 - 1.6 Waste from kitchen sink shall be provided with grease trap under the sink.
 - 1.7 All sewer and waste lines shall be de-clogged and leak tested.
 - 1.8 All fixtures shall be individually vented.
 - 1.9 Cleanouts shall not exceed 15m apart for straight horizontal run sewer line.
 - 1.10 Provide a secured and isolated storage within the laboratory premises for toxic heavy metals that are due for disposal.
2. Storm Drainage System
 - 2.1 Storm drainage shall be designed for an average rainfall intensity of 12 inches per hour, 15-minute duration, based on a 10-year precipitation curve.
 - 2.2 Minimum slope for pipes shall not be lesser than ½%.
 - 2.3 Storm drainage shall be by gravity collection system.
 - 2.4 Roofs, decks, ledges and areas exposed to weather shall be provided with the appropriate type of drains and be connected into the downspouts or leaders for disposal at the grade level into the rain catcher system.
 - 2.5 Storm drainage system for floors above grade level shall be drained by gravity to the drainage line at ground level.
 - 2.6 Drainage shall be provided for machine rooms, air handling unit (AHU) rooms, pump rooms, genset rooms, transformer pads, air-conditioned units and other utilities where needed.
 - 2.7 All gutter/roof drains shall be provided with strainer.
 - 2.8 Final disposal point shall be into the drainage line at ground level.
3. Cold Water Distribution System
 - 3.1 Metering – main water meter for the building.

- 3.2 Hose bib shall be provided for the machine rooms, genset rooms, pump rooms, parking areas, and other utility rooms that require water supply.
- 3.3 Group fixtures shall be provided with isolation valve (IV) per toilet area supplied. Irrigation supply stub-outs or hose bibs shall be provided on all planter's areas.
- 3.4 Water tank shall be clean, disinfected, and leak-tested.
- 3.5 Booster pump and pressure tank, if any, shall be provided to meet the required minimum pressure.
- 3.6 Pressure-reducing valve shall be provided on floors where pressure exceeds 80 psi.
- 3.7 Operating pressures of toilet/bathroom fixtures shall be considered.
- 3.8 Occupant water demand as per code requirement.
- 4. Water Supply and Distribution System
 - 4.1 The design shall be on the basis of the source and volume of water supply, water consumption, piping network, and conveyance in accordance with the applicable laws, rules and regulations governing health, safety and sanitation.
 - 4.2 Water storage tank shall be designed to accommodate fire and domestic uses where the number and size shall be supported with design computations.

5.2 Materials Specification Guidelines

1. Sewer and Vent System

- 1.a Sewer Lines – Lateral pipes shall be Polyvinyl Chloride (PVC) Pipes and Fittings, series 1000, locally manufactured.
- 1.b Kitchen Waste Lines – Hubless cast iron pipes and fittings, imported, locally available.
- 1.c Vent Lines – Polyvinyl Chloride (PVC) Pipes and Fittings, series 1000, locally manufactured.
- 1.d Brand Vent – Polyvinyl Chloride (PVC) Pipes and Fittings, series 1000, locally manufactured.

2. Storm Drainage System

- 2.a Roof Drains – Dome type strainer with C.I. body, locally manufactured.
- 2.b Floor Drains – Square type with C.I. body, locally manufactured.
- 2.c Downspouts – Polyvinyl Chloride (PVC) Pipes and Fittings, series 1000, locally manufactured.
- 2.d Collectors – Polyvinyl Chloride (PVC) Pipes and Fittings, series 1000, locally manufactured.

3. Water Distribution System

- 3.a Cold Water Lines – For risers and down-feeds: Galvanized Iron (G.I.) pipes and fittings, imported, locally available. For roughing-in of toilets: Polypropylene (PPr) pipes and fittings, imported, locally available.

- 3.b Fire Line – Shall be Galvanized Iron (G.I.) pipe, sch. 40, locally manufactured; fittings shall be malleable steel, imported, locally available.
- 4. Plumbing Fixtures
 - 4.a Water Closet – flush valve or tank type, siphon jet, floor or wall outlets, floor mounted, locally available. Consider sensor type fixture.
 - 4.b Lavatory – countertop or wall-hung or under-the-counter model, locally available. Consider sensor type fixture.
 - 4.c Urinal – flush valve, locally available. Consider sensor type fixture.
 - 4.d Kitchen sink – locally available.
 - 4.e Utility sink – locally available.

At the end of the design stage, the Contractor is expected to come up with the design construction plans, at a suitable scale, as enumerated in these specifications.

All furnishings required in the scope of work shall be to the satisfaction and approval by the Owner.

6. Fire Protection and Suppression Systems

The fire prevention requirements, automatic fire sprinklers, fire hydrants and fire hoses shall be provided on locations as specified in the codes, standards and local building laws, as applicable.

The work shall consider the design of fire hose cabinets, wet and dry standpipe system, provision of fire hose cabinets and wet and dry standpipe system, and design/layout of automatic fire sprinkler system. Fire suppression systems shall be the **addressable type**.

6.1 Codes and Standards

- a. ASHRAE Handbook
- b. NFPA 101 – Life Safety Code
- c. NFPA 10 – Portable Fire Extinguishers
- d. NFPA 14 – Standard for the Installation of Standpipe and Hose System

6.2 Design Criteria

- a. Portable Fire Extinguishers – shall be strategically located and shall conform to NFPA 10 with maximum travel distance equal to 75 ft.
- b. For the hydraulic analysis, hose allowance shall be 2-50GPM.
- c. Drain line for the system shall be provided with individual remotest test connections for each zone served.
- d. Special extinguishing system shall be provided on areas where expensive/or electronic equipment are stored.
- e. Generator room to be provided with portable fire extinguishers.
- f. Electrical room to be provided with portable fire extinguishers, CO2 or FE-36 type.
- g. Fire Hose and Wet & Dry Stand Pipe

- i. The fire hose cabinet shall be installed for the purpose of extinguishing of fire in its incipient stage. Standpipe system shall be meeting Class II requirement.
- ii. The fire hose cabinet shall be located at prominent and accessible position of each floor and the place shall be near exits in corridor.
- iii. The number of fire hose cabinet in each section of the building is within 30 ft (9.20 m) of a nozzle attached to not more than 100 ft (30.50 L/min)
- iv. The hose cabinets shall be made of sheet steel and consist of hose valve, discharge nozzle and hose for easy handling. The table of "HYDRANT" shall be affixed to the front of cabinets.
- v. Each discharge nozzle shall discharge water at more than 50GPM (189.40 L/min.).
- vi. Hose length shall be 1-1/2"Ø x 100 ft. (40mmØ x 30m) hose.
- vii. The pump shall start automatically.
- viii. The wet and dry stand pipe shall be located in non-combustible fire-rated stair enclosures.
- ix. The capacity of fire hose valve in dry standpipe system shall be more than 100GPM (379 L/min) and the discharge pressure shall not be less than 65 psi.
- h. The portable and mobile-type fire extinguishers of required number and type shall be installed.
- i. The portable ABC powder-type fire extinguishers shall be installed at the other areas (mechanical rooms, storage rooms).
- j. For flammable liquid, use Aqueous Film Foam System (AFFF) to prevent pre-ignition. Maximum travel distance is 75 ft.
- k. Use 1230 fire protection fluid fire suppression system for server room/data center.

6.3 Material Specification Guideline

- 1. Fire Hose Cabinet
 - 1.a Cabinet – Gauge #18, M.I. Steel, locally manufactured.
 - 1.b Hose – Imported, UL-listed, rubber-lined gasketed hose.
 - 1.c Fog Nozzle – Imported, UL listed, combination fog/nozzle stream.
 - 1.d Rack Pin – Locally manufactured.
- 2. Portable Fire Extinguisher – UL listed/FM approved, conforming to NFPA 10.
- 3. Signs – Locally manufactured, samples for approval.

6.4 Pump and Motor System

The Contractor shall design, supply and install fire suppression pumping and motor system that can accommodate the minimum requirements in the operation of the system. All fire pumps, jockey pumps, motor, sprinkler heads, alarm assembly and alarm supervision systems shall be UL-listed and FM-approved.

At the end of the design stage, the Contractor is expected to come up with the design construction plans, as enumerated in these specifications.

All furnishings required in the scope of work shall be to the satisfaction and approval by the Owner.

7. Permits

The Contractor shall process and secure all the necessary permits as required by authorities for the preparation, execution and upon completion of the contract. The Contractor shall coordinate with other government/private agencies and pay all fees incidental to the acquisition of the required permits.

Such documents include repair/renovation permits but not necessarily limited to the following documents:

1. Demolition Permit
2. Occupational Safety and Health Program
3. Building Permit
4. Electrical Permit
5. Mechanical Permit (Plumbing/Sanitary)
6. Fire Clearance Certificate
7. Occupancy Permit

Owner-furnished documents that will form part of the requirements in securing such permits have been consolidated and will be endorsed to the Contractor.

8. Renovation Works

Proposed spaces for construction/renovation shall comply with all the regulations and specifications herein set forth governing quality, characteristics and properties of materials, methods of design and construction, type of occupancy and classification. All other matters relative to the design and construction of the building and other structures not provided for in these specifications shall conform to the provisions of the Fire Code of the Philippines and National Structural Code of the Philippines, as adopted and promulgated by the Board of Civil Engineering pursuant to Republic Act Number 544, as amended, otherwise known as the "Civil Engineering Law".

The Contractor shall perform the construction activities, but not limited to, the following:

i. Mobilization/Demobilization

The Contractor shall mobilize and bring out into work, all personnel, plant and equipment, in accordance with his approved renovation program, equipment moving and utilization schedule and manpower schedule, from its regular place of business to the site to undertake the contract.

Mobilization shall include the obtaining and transporting to the site of equipment, materials, tools, personnel, construction plant and all necessary items for the execution and completion of the work and shall also include the setting up and the verification of all equipment, instruments and all other plant until it is rendered operable. It shall also include sufficient supply of spare parts for the construction plant. Breakdowns are to be repaired on-site by the most expeditious, method possible at no cost to the Owner. In the event repairs are beyond the personnel or tools at the site to effect repairs in a reasonable time, such that the construction plant has to be removed from the site, then a replacement of machine or plant or equipment of a similar capacity shall be provided by the contractor at no additional mobilization costs to the Owner nor extension of completion of works.

ii. Demolition and Relocation of Affected Structures

Demolition and dismantling works shall include the complete removal of materials and debris of existing roofing and its framing and accessories from project site premises and other items affected by the demolition.

iii. Site Clearing & Proper Waste Disposal

General clearing operations include removal of demolished materials and objectionable matter, protection of existing structures/facilities left functional, and clearing to allow for new retrofitting. Provide barricades, coverings, or other types of protection necessary to prevent damage to existing structures/facilities not indicated to be removed.

The work includes cleaning up of debris resulting from site clearing operations continuously with the progress of the work. Remove debris from the site in such a manner as to prevent spillage. Keep area adjacent to site clean and free from dirt and debris at all times. Remove all waste material from site.

Dispose of materials, waste including toxic materials, trash and debris in a safe, acceptable manner in accordance with applicable laws and ordinances. Burying and burning of trash and debris at the site will not be permitted. Remove trash and debris from the site at frequent intervals so its presence will not delay the progress of the work or cause hazardous conditions to workers and the public.

Removed materials and debris that can be reused or recycled shall be disposed of properly to a site designated by the Owner. However, waste and trash that could no longer be reused or recycled shall be removed from the BUREAU OF CUSTOMS property and disposed of in a legal manner to a site preferred by the Contractor and agreed by the Owner. Location of the former's disposal site and length of haul shall be for the Contractor's responsibility.

iv. Other General Requirements

The Contractor shall carry out and complete all items of work within the scope of work in accordance with the approved plans and specifications.

1. Contractor's Temporary Facilities

The Contractor shall provide and maintain field offices including all the necessary utilities such as electricity, water, drainage, security, safety requirements and other temporary works necessary for the successful completion of the work. The cost for all the utilities shall be borne by the Contractor.

The Contractor's temporary facilities shall have sufficient area that will accommodate the offices for the Contractor and Owner's representative, storage area, complete with toilet fixtures and interior finishes. Plans and details shall be approved by the Project Manager prior to installation and/or construction.

The Contractor's temporary facilities shall include a stockpile area for bulky construction materials such as pre-cast panels, wire mesh, etc. The ground area shall be appropriately maintained, improved and leveled to provide mobility and easy access for identification and inspection of materials.

The facilities shall conform to the best standard for the required types and shall include office equipment, apparatus, pieces of furniture and other tools necessary for the prosecution of the work.

The Contractor shall provide all necessary safety tools, identifications, uniforms and equipment for the workers and his staff in accordance with the Safety Standard. The Contractor shall provide construction safety barricades along the perimeter of and/or within the project site. The type and material of these barricades shall be subject to the approval of the Project Manager.

The Contractor's temporary facilities shall be dismantled and removed from the site after completion of the contract.

2. Engineering Support Services

The Contractor shall submit additional detailed plans and analyses as required, which are necessary for the faithful completion of the works.

3. Progress Reports

The Contractor shall prepare a daily accomplishment report, supported with progress photographs and S-curves to monitor actual progress status report and to be used as basis for progress billing.

4. Certification

The contractor shall submit a Certificate of Satisfactory Performance issued by the Bureau of Customs (for contracts entered into with the Bureau) or from any other office/agency.

9. Testing & Commissioning

This work includes the testing and commissioning of all mechanical, electrical, IT, plumbing/sanitary and other related works for the completion of the project that has been installed to provide the Owner a high level of assurance that all equipment are installed in a prescribed manner.

Commissioning also includes installation observation, spot testing, verification and functional performance testing and providing performance and operating information to the Owner. Problems observed shall be addressed immediately by the Contractor.

V. DESIGN AND RENOVATION SCHEDULE

The project shall be carried out within the duration herein specified.

1. Design Phase: Detailed Architectural and Engineering Design and other related matters for the complete delivery of the project - **95 Calendar Days**
2. Renovation Phase: **120 Calendar Days**
3. Post Renovation Phase: **10 Calendar Days**

VI. MINIMUM REQUIREMENTS FOR A CONSTRUCTION SAFETY AND HEALTH PROGRAM

Every construction project shall have a suitable Construction Safety and Health Program, which must be in accordance with these rules, and other orders and issuances issued by the DOLE.

DESIGN KEY PERSONNEL		
Required Professional	Minimum Qualification	Responsibility
Project In-Charge	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer or Architect with ample experience in the direction and administration of activities pertinent to the planning and design of infrastructure projects. • At least five (5) years experience 	<ul style="list-style-type: none"> • Responsible for all the aspects of the project. • Responsible for the conduct of planning and finalization of project requirements, detailed engineering design and pre-construction activities including finalization of the Contractor's scope of work.
Structural Engineer	<ul style="list-style-type: none"> • Must be duly licensed Civil Engineer with ample experience in structural design; has substantial knowledge in earthquake design of building structures and shall preferably be knowledgeable in the application of rapid construction technologies. • At least five (5) years experience 	<ul style="list-style-type: none"> • Responsible for the conduct of structural design and evaluation of the structural elements of the building during the detailed engineering stage.
Design Architect (Architect-of-Record)	<p>Must be duly licensed and an active member of Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in the architectural design of residential, academic or institutional facilities and corporate buildings and site planning.</p>	<ul style="list-style-type: none"> • Responsible for the conduct of architectural designs and details of the project components and other aesthetic aspects during the detailed engineering stage.
Interior	<p>Must be duly licensed with good outstanding record in interior design practice with ample</p>	<ul style="list-style-type: none"> • Responsible for the conduct of interior design and details of the project components and other aesthetic aspects.

Designer	<p>experience in interior design works.</p> <p>At least five (5) years experience</p>	
Professional Electrical Engineer	<p>Must be duly licensed with ample experience in building electrical design, lighting, power distribution, switches and panels and preferably knowledgeable in efficient lighting technologies and energy management; has substantial knowledge in electronics systems design as well as smoke detection and fire alarm systems in buildings.</p> <p>At least five (5) years experience</p>	<ul style="list-style-type: none"> • Responsible for the conduct of all electrical design and details during detailed engineering stage.
Professional Mechanical Engineer	<p>Must be duly licensed with ample experience in mechanical design and installation of fire protection and suppression systems.</p> <p>At least five (5) years experience</p>	<ul style="list-style-type: none"> • Responsible for the conduct of all mechanical design and details during detailed engineering stage.
Sanitary Engineer / Registered Master Plumber	<p>Must be duly licensed with ample experience in the design of building water supply and distribution systems, plumbing and sanitary systems including waste water management and treatment, and preferably knowledgeable in and emergent, alternative effluent collection and treatment systems.</p> <p>At least five (5) years experience</p>	<ul style="list-style-type: none"> • Responsible for the conduct of all plumbing and sanitary design and details of the building during detailed engineering stage.

<p>Electronics / Communications Engineer</p>	<p>Must be duly licensed with ample experience in building electronics and communications design, and preferably knowledgeable in efficient technologies; has substantial knowledge in electronics systems design in buildings.</p> <p>At least five (5) years experience</p>	<ul style="list-style-type: none"> • Responsible for the conduct of all electronics and communications design and details during detailed engineering stage. • Responsible for the design and layout of data and communication facilities during the detailed engineering stage.
<p>Cost/Quantity/ Specifications Engineer</p>	<p>Must be duly licensed Civil Engineer with ample experience in the preparation of technical specifications and detailed analysis of all applicable unit prices.</p> <p>At least five (5) years experience</p>	<ul style="list-style-type: none"> • Responsible for the preparation of detailed cost estimation for items of work, materials specifications and updating of the detailed bill of quantities based on detailed engineering plans.

REPAIR/RENOVATION KEY PERSONNEL

<p>1.</p>	<p>Project-In-Charge</p>	<p>Must be a licensed Civil Engineer or Architect with ample experience in similar and comparable projects; must have a proven record of managerial capability through directing, managing and supervising of major civil engineering works of buildings and facilities similar in nature and complexity</p> <p>At least five (5) years experience</p>	<ul style="list-style-type: none"> • Responsible for all aspects of the project implementation. • Responsible for the mobilization, construction management and supervision of phases of work. • Responsible for organizing and directing the work of his staff in carrying activities required to ensure that the specified works are built in full conformity with approved contract documents and that payments to Contractor represent actual in-placed accomplishment.
<p>2.</p>	<p>Supervising Architect (Architecture Charge Construction) In- of</p>	<p>Must be duly licensed and an active member of Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in similar and comparable projects and shall</p>	<ul style="list-style-type: none"> • Responsible for the supervision of the architectural works during construction phase.

		preferably be knowledgeable in the application of rapid construction technologies. At least five (5) years experience	
3.	Structural Engineer	Must be duly licensed Civil Engineer with ample experience in structural design; has substantial knowledge in earthquake design of building structures and shall preferably be knowledgeable in the application of rapid construction technologies. At least five (5) years experience	<ul style="list-style-type: none"> • Responsible for the supervision of the structural works during the construction.
4.	Registered Electrical Engineer	Must be duly licensed with ample experience in building electrical design, lighting, power distribution, switches and panels and preferably knowledgeable in efficient lighting technologies and energy management; has substantial knowledge in electronics systems design, smoke detection and fire alarm systems in buildings. At least five (5) years experience	<ul style="list-style-type: none"> • Responsible for the supervision of all electrical works. • Responsible for the supervision of the electronics and communication works.
5.	Registered Mechanical Engineer	Must be duly licensed with ample experience in mechanical design and installation of fire protection system. At least five (5) years experience	<ul style="list-style-type: none"> • Responsible for the supervision of the mechanical works.
6.	Sanitary Engineer / Registered Master Plumber	Must be duly licensed with ample experience in the design of building water supply and distribution systems, plumbing and sanitary systems including wastewater management and treatment, and preferably knowledgeable in and emergent, alternative effluent collection and treatment systems. At least five (5) years experience	<ul style="list-style-type: none"> • Responsible for the supervision of all plumbing and sanitary works during construction.

7.	Cost/Quantity/ Specifications Engineer	Must be duly licensed Civil Engineer with ample experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. At least five (5) years experience	<ul style="list-style-type: none"> Responsible for the qualification of the actual construction progress and related variation order; Responsible in quantity surveys and cost estimation for items of work for buildings and facilities of similar nature.
8.	Materials Engineer	Must be duly licensed Civil Engineer with Level 1 or 2 DPWH Accreditation for Materials Engineer and with ample experience in supervising materials investigations and quality control; must have a duly recognized experience in similar and comparable projects. At least five (5) years experience	<ul style="list-style-type: none"> Responsible for organizing and supervising the sampling and testing of materials proposed for use in the project components, so as to ensure adequate quality control of the works being constructed.

VII. SUBMITTALS, STAGES AND DELIVERY

A. STAGE 1 – DESIGN PHASE (Architectural)				
Delivery		Architectural Design	Form	Efficiency
40 Calendar Days				
Activity	Duration	1. Site Development Plan	Colored Print A3 size paper	Complete Set of Detailed Architectural Plans , duly signed and sealed by the Designer and drawn in suitable scale, for Owner's review & approval.
Initial Submittals	10 CD	2. Floor Plans		
To begin immediately after the issuance of NTP		3. 3D Rendered Perspective <ul style="list-style-type: none"> Exterior Perspective (4 views) Interior Perspective (6 views) 		
Review and approval of initial Architectural Design	10 CD			

<p>Final Submittals</p> <p>To begin immediately after the approval of initial Architectural Design</p>	<p>15 CD</p>	<p>Complete Architectural and Interior Design Plans for application of Building Permit</p> <ol style="list-style-type: none"> 1. Site Development Plan 2. Vicinity Map 3. 3D Rendered Perspective (Interior, Exterior and every offices) 	<p>24" x 36"</p> <p>Blue Print</p>	<p>Complete Sets of the Plans, duly signed and sealed by the Designer, for Owner's approval.</p>
<p>Review and approval of final Architectural Design</p>	<p>5 CD</p>	<ol style="list-style-type: none"> 4. Floor Plans 5. Elevation Plan (Front, Rear, Left and Right) 6. Sections 7. Detailed Plan/ Blow-up Plan 8. Doors and Windows Schedule 9. Reflected Ceiling Plan 10. Schedule of finishes for Floors, Walls and Ceiling <p>All of the above considering the Owner comments/ revisions to be checked and approved immediately</p>		

<p>B. STAGE 2 –DESIGN PHASE (ENGINEERING DESIGN)</p>			
<p>Delivery</p> <p>55 Calendar Days</p>	<p>Engineering Design</p>	<p>Sheet Size</p>	<p>Efficiency</p>

<p>Initial Submittals</p> <p>To begin immediately upon approval of Complete Architectural Design</p>	<p>20 CD</p>	<p>Complete Engineering Design Plans for application of Building Permit</p> <ol style="list-style-type: none"> 1. Structural Plans 2. Electrical Plans 3. Mechanical Plans/Fire Protection Plan 4. Plumbing and Sanitary Plans 5. Electronics and Communication Plans 	<p>A3 size paper</p>	<p>Complete Set of Detailed Engineering Plans, duly signed and sealed by the Designer and drawn in suitable scale, for Owner's review & approval.</p>
<p>Review and approval of initial Engineering Design</p>	<p>10 CD</p>	<ol style="list-style-type: none"> 6. Network Cabling 7. Utilities / Ancillaries Plans 8. Other Required Plans <p>All of the above considering the Owner's comments/ revisions to be checked and approved immediately</p>		
<p>Final Submittals</p> <p>To begin immediately after the approval of initial Engineering Design</p>	<p>15 CD</p>		<p>24" x 36" Blue Print</p>	<p>Complete Sets of the Plans, duly signed and sealed by the Designer, for Owner's approval.</p>
<p>Review and approval of Final Engineering Design</p>	<p>10 CD</p>			

A. Detailed Report Submittals

The Contractor shall submit five (5) copies of signed and sealed reports and documents together with the Detailed Design Construction Plans as follows:

i. Quantity Calculations

Complete quantity and cost calculations for every item of construction work specified in the Bill of Quantities. In particular, the quantities and cost of each work item

according to area of application shall be calculated and a bill of quantities shall be prepared.

ii. Design Report

Summarizing the basis for the design presented and including all design calculations properly indexed.

iii. Consolidated copy of All Specific References

B. Permits

The Contractor shall submit to the Owner original copy of all permits and clearances/certificates issued by regulatory body. Photocopies may be retained by the Contractor for use in the field.

Prior to any construction work, the Contractor shall submit all construction permits but not necessarily limited to the following documents:

- (1) Demolition Permit
- (2) Building Permit
- (3) Electrical Permit
- (4) Certificate of Final Electrical Inspection

- (5) Mechanical Permit
- (6) Fire Clearance Certificate
- (7) Occupational Safety and Health Program

Upon completion of the project, the Contractor shall submit:

- (1) Occupancy Permit
- (2) Other permits/clearances as may be required.

C. Post Renovation Phase

Initial Submittals

Within 10 calendar days upon completion of the project, the Contractor shall submit **One (1) Complete Set of As-Built Plans** (printed in blueprinted paper) duly signed and sealed by the Contractor, drawn in 24" x 36" drawing sheets, subject for review by the owner. Such review by the Owner is limited only as to completeness and correctness of the details of the plans submitted.

Final Submittals

When the preliminary submittal is in accordance to the as-built structure, upon notification by the Project Manager, the Contractor shall submit another set of the same plans and other documentation, subject for approval by the Owner, in the following form:

- (1) 1 – complete set of As-Built Plans (in tracing paper/reproducible copy)
- (2) 1 – complete set of AS-Built Plans (blue print copy)
- (3) 1 – set of Electronic File of the As-Built Plans (CADD editable file)

- (4) 5 – Sets of Operation and Maintenance Manual, in book form and printed in 8" x 11" size paper, of all equipment and machineries installed, incorporating the technical literature as designed and as actually installed. The O&M information shall be system specific, concise, to the point and tailored specifically to the facility.
- (5) 1 – set original & 4 – sets duplicate copies of Warranty Certificates of all equipment supplied and installed.
- (6) 1 – set original & 4-sets duplicate copies of Occupancy Permit and other permit(s) or clearances as may be required.

When the reproducible copy (tracing paper) of the As-Built Plans has been approved, upon notification by the Project Manager, the Contractor shall reproduce the as-built plans in 5-complete sets (blue print copy) and submit the same to the Owner.

The list of contractor's equipment units shall be supported by a certificate of commitment that all are present and committed to the project if awarded the contract

VIII. EQUIPMENT REQUIREMENTS

The following are the minimum requirement units to be included in the list of contractor's equipment units, which are owned, leased, and/or under purchase agreements:

1. Truck
2. Welding Machine
3. Power Tools (Jack Hammer, Electric Drill, Angle Grinder, etc.)
4. Steel Scaffoldings

IX. PAYMENT TERMS

Advance Payments

- a. The maximum amount of the advance payment shall be fifteen percent (15%) of the total contract price. The said amount shall be released to the contractor not later than fifteen (15) calendar days from the receipt by the Procuring Entity of the contractor's request. The said period shall be exclusive of the time necessitated by and as a result of external factors such as pre-audit of the request for advance payment.

Progress Payment

- a. Progress payments shall be based on the updated detailed bill of quantities based from the detailed cost estimates prepared and submitted by the contractor during the Design Phase which is part of his submittals. Updating shall be limited only to minor items or sub-items not initially considered by the contractor, but in no way shall the updated changes the bid amount for each particular pay item.
- b. The bill of quantities as submitted by the contractor during bidding process shall serve only for that purpose and shall not in no way become the basis for payment.

- c. The Contractor must submit statement of work accomplished (SWA) and corresponding request for progress payment within thirty percent (30%), fifty percent (50%) and seventy-five percent (75%) of actual work accomplished and upon final completion.
- d. Materials delivered on site but not completed put in place shall not be included for payment. Mechanical and electrical equipment and electronics devices completely put in place but does not satisfactorily pass the performance testing shall not be included for payment.
- e. Progress payment shall deduct for fifteen percent (15%) advance payment.
- f. Progress payment shall deduct for ten percent (10%) retention money.

Final Payment

- a. The contractor may request for final payment upon one hundred percent (100%) of work completion of the work.
- b. Final payment shall deduct for fifteen percent (15%) advance payment.

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		
A. Mobilization/Demobilization	1	lot				
Temporary Facilities						
Electric and Water Bill						
Site Clearing and Disposal of Debris						
Materials Delivery						
Safety Equipment						
Board up/enclosure						
Building Permit						
Occupancy Permit						
Professional Fees						
B. Demolition Works						
	1	lot				
				sub-total=		
C. Carpentry Works						
Ceiling (943 sq.m):						
Gypsum board (12 mm)	350.00	sht/s				
Metal Furring (5m length)	1,075.00	lgth				
Carrying Channel (5m length)	350.00	lgth				
Blind Rivet	13,300.00	pcs				
Metal Screw	3,780.00	pcs				
Wall Angle – 3m Length	230.00	lgth				
PVC Ceiling Panel:						
PVC Ceiling Panel (4.5in x 12 ft)	340.00	pcs				
Metal Screw	560.00	pcs				
PVC Fluted Wall Panel:						
PVC Fluted Wall Panel (6x.15 m)	260.00	pcs				
Metal Screw	480.00	pcs				
Drywall Partition "Low wall" (215 sq.m.):						
4' x 8' – Plywood / Fiber Cement Board (6 mm)	220.00	sht/s				
3m Length – Metal Studs	260.00	pcs				
Rivets	2,820.00	pcs				
Metal Screw	1,350.00	pcs				
Fabricated Office Tables:	65.00	pcs				
Fabricated Cabinets:	50.00	pcs				

	Miscellaneous	1.00	lot				
				Sub-total=			
D.	Floor and Tiling Works						
	Floor and Tiling Works	235.00	pcs				
	60cm x 60cm floor tiles(885 sq.m.)	440.00	pcs				
	50cm x 50cm Floor Carpet Tiles for Collector's Office and Conference room (65 sq.m.)	235.00	pcs				
	60cm x 60cm floor tiles for Collector's toilet (5.5 sq.m.)	80.00	pcs				
	60cm x 60cm wall tiles "full height" for Collector's toilet (27 sq.m.)	43.00	pcs				
	60cm x 60cm floor tiles for Porch/Entrance (60 sq.m.)	35.00	pcs				
	60cm x 60cm floor tiles for ESS and X-Ray Office (225 sq.m.)	8.00	bags				
	Portland Cement (977.5 sq.m.)	1.00	bags				
	Tile adhesive (25 kg)	140.00	bags				
	Tile grout	110.00	cu.m.				
	Sand	30.00	lot				
	Consumables	1.00	pcs				
				Sub-total=			
E.	Electrical Works						
	Conduits, Boxes and Fittings						
	15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	220.00	pcs				
	15mmØ 90° PVC Elbow (Long bend)	65.00	pcs				
	15mmØ PVC Adapter w/ Locknut and Bushing	120.00	sets				
	Junction Box w/ Cover (PVC)	290.00	pcs				
	Utility Box (PVC)	185.00	pcs				
	Wiring and Wiring Devices						
	2.0 mm ² Electric Wire THHN Stranded	12.00	boxes				
	3.5 mm ² Electric Wire THHN Stranded	8.00	boxes				
	1-Gang Switch, 16A, 250V	25.00	pcs				
	2-Gang Switch, 16A, 250V	15.00	pcs				
	LED Square Panel Light 12W (Recessed Type)	290.00	pcs				
	LED Strip Light	1.00	lot				
	Duplex Convenience Outlet 16A, 250V.	150.00	pcs				
	Duplex Convenience Outlet 16A, 250V. Weatherproof type	15.00	pcs				
	Exhaust Fan 10" Ceiling Mounted w/ Flexible pipe/Ducting	10.00	sets				

	Data swith and data cabinet	1.00	lot				
	Miscellaneous and Consumables	1.00	lot				
				sub-total=			
F.	Plumbing Works						
	Fixtures:						
	Water Closet with Lavatory Sets	1.00	set				
	Urinal	1.00	set				
	Pipes and fittings/Roughing-ins	1.00	lot				
	Consumables	1.00	lot				
				sub-total=			
G.	Painting Works						
	Flat Latex	150.00	gals				
	Semi-Gloss Latex (double coat)	300.00	gals				
	Tinting paint	50.00	ltr.				
	Skim coat (25 kg)	160.00	bags				
	Paint Thinner	130.00	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				
	Perimeter Fence:	1.00	lot				
	Consumables	1.00	lot				
				sub-total=			
H.	Glass Works						
	Supply and Installation of 4.40m x 3.2m Fix Tempered Glass w/ Door (Deputy Collector for Admin)	1.00	set				
	Supply and Installation of 2.45m x 3.2m Fix Tempered Glass w/ Door (MISTG)	1.00	set				
	Supply and Installation of 4.45m x 3.2m Fix Tempered Glass w/ Door (Deputy Collector for Operations)	1.00	set				
	Supply and Installation of 3.5m x 3.2m Fix Tempered Glass w/ Door (Collection Division)	1.00	set				
	Supply and Installation of 5.15m x 3.2m Fix Tempered Glass w/ Door (Deputy Collector for Assessment)	1.00	set				
	Supply and Installation of 5.87m x 3.2m Fix Tempered Glass w/ Door (Main Storage / File Room)	1.00	set				
	Supply and Installation of 5.45m x 3.2m Fix Tempered Glass w/ Door (District Collector's Office)	1.00	set				

	Supply and Installation of 11.25m x 3.2m Fix Tempered Glass w/ Door (District Collector's Staff Work Area)	1.00	set				
	Supply and Installation of 6.27m x 3.2m Fix Tempered Glass w/ Door (Customer Care Center)	1.00	set				
	Supply and Installation of 4.4m x 3.2m Fix Tempered Glass w/ Door (Main Entrance)	1.00	set				
	Door Accessories and Consumables	1.00	lot				
				Sub-total=			
I	Concrete and Masonry Works						
	Portland Cement						
	4" Concrete Hollow Block	350.00	pcs				
	Portland Cement	150.00	bags				
	Sand	8.00	cu.m				
	6m Length – 10mm Deformed Reinforcing Bars	40.00	pcs				
	GI Tie Wire #16	5.00	kgs				
	Cement Plaster Finish – 2 faces:						
	Portland Cement	30.00	bags				
	Fine Sand	3.00	cu.m				
	Miscellaneous and Consumables	1.00	lot				
				Sub-total=			
J.	Roofing Works						
	Pre-painted Metal Roofing Sheet GA 24 (660 sq.m.)	660.00	sqm				
	Tek Screw / J-Bolt w/ Washers	6,600.00	pcs				
	Pre-painted metal gutter (Gauge 24 (0.7mm) x 2.44 m)	35.00	l.m				
	Blind Rivet	10,560.00	pcs				
	Downspout:						
	PVC Pipes (89.0 mm D)	20.00	pcs				
	Roof Drain w/ Strainer	30.00	pcs				
	PVC 87.deg. (6mm bend x 101mm)	60.00	pcs				
	PVC Coupling (101mm D)	50.00	pcs				
	Solvent	15.00	can				
	Miscellaneous	1.00	lot				
				Sub-total=			
K.	Others						
	BOC Seal Brass finish (900 mm dia.)	4.00	pcs				
	Siphoning	1.00	lot				
	Drainage System	1.00	lot				
	Landscaping	1.00	lot				
	Consumables	1.00	lot				
				Sub-total=			

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 : _____
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;
- 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.

¹ currently based on GPPB Resolution No. 09-2020

- 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: _____

**Contract Agreement Form for the
Procurement of Infrastructure Projects (Revised)**
*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days
after receiving the Notice of Award]*

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]

Acknowledgment

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

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 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

[Jurat]

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

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: [Insert number]

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

