



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

**BIDDING DOCUMENTS
FOR THE
DESIGN AND SITE DEVELOPMENT OF
PARKING AREA AND PERIMETER FENCE
OF THE BUREAU OF CUSTOMS, PORT OF
MINDANAO CONTAINER TERMINAL
(MCT)**

**Project No: BOC-INFRA-2024-08
November 2024**

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Section I. Invitation to Bid

Section I. Invitation to Bid

Design and Site Development of Parking Area, and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)

1. The Bureau of Customs (BOC), through the FY 2024 General Appropriations Act intends to apply the sum of Twenty-Four Million Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php24,999,986.94). being the Approved Budget for the Contract (ABC) to payments under the contract for the “Design and Site Development of Parking Area, and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)”. 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 Site Development of Parking Area, and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)” The project shall be completed in two hundred eighty (280) 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 November 22, 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 November 29, 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 December 11, 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 December 11, 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.



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10. The BOC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

BOC-BAC Secretariat

General Services Division

OCOM Bldg., South Harbor, Gate 3, Port Area, Manila

Telefax No. 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: November 22, 2024

ATTY. ERWIN T. MENDOZA
Chairperson, BOC-BAC

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A. General

1. Scope of Bid

The Procuring Entity, BOC invites Bids for the “Design and Site Development of Parking Area, and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)” with Project Identification Number “BOC-INFRA-2024-08”.

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 Twenty-Four Million Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php24,999,986.94).

- 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 April 10, 2025. 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 Site Development of Parking Area, and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)”</p> <p>The identification number of the Contract is: BOC-INFRA-2024-08</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 Twenty-Four Million Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php24,999,986.94).</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 December 11, 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 “Design and Construction”</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 November 29, 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</p>

	OCOM Building, South Harbor, Gate 3, Port Area, Manila. Telefax Number: 527-9757 Email address: bacsecretariat@customs.gov.ph								
10.1	<p>In the submission of bids, the following additional documents are required to be submitted during the opening of bids.</p> <ul style="list-style-type: none"> i. Preliminary Conceptual Design Plan (paper size A3); <ul style="list-style-type: none"> a. Architectural plan <ul style="list-style-type: none"> • Site development plan • Perspective drawing (4 views) b. Electrical plan <ul style="list-style-type: none"> • General notes, legends & symbols, lighting layout, power layout, single line diagram and schedule of loads c. Plumbing/Drainage layout <ul style="list-style-type: none"> • Details of reinforced concrete manhole with gratings • Details of box culvert d. Structural plan <ul style="list-style-type: none"> • Details of footings, columns, walls and pavement (Perimeter Fence and Pavement) ii. Design and Construction Method; and iii. Value Engineering Analysis of Design and Construction Method. 								
10.3	PCAB License Category B, Size Range Medium A								
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 1406 1401 2011"> <thead> <tr> <th data-bbox="400 1406 603 1514">KEY PERSONNEL</th> <th data-bbox="603 1406 874 1514">GENERAL EXPERIENCE</th> <th data-bbox="874 1406 1153 1514">RESPONSIBILITY</th> <th data-bbox="1153 1406 1401 1514">RELEVANT</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 1514 603 2011">Project In-Charge</td> <td data-bbox="603 1514 874 2011"> <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 </td> <td data-bbox="874 1514 1153 2011"> <ul style="list-style-type: none"> • Responsible for the conduct of planning and finalization of project requirements, detailed engineering design and pre-construction activities including finalization of </td> <td data-bbox="1153 1514 1401 2011"> <ul style="list-style-type: none"> • Five (5) years </td> </tr> </tbody> </table>	KEY PERSONNEL	GENERAL EXPERIENCE	RESPONSIBILITY	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 	<ul style="list-style-type: none"> • Responsible for the conduct of planning and finalization of project requirements, detailed engineering design and pre-construction activities including finalization of 	<ul style="list-style-type: none"> • Five (5) years
KEY PERSONNEL	GENERAL EXPERIENCE	RESPONSIBILITY	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 	<ul style="list-style-type: none"> • Responsible for the conduct of planning and finalization of project requirements, detailed engineering design and pre-construction activities including finalization of 	<ul style="list-style-type: none"> • Five (5) years 						

		infrastructure projects.	the Contractor's scope of work.	
	Geodetic Engineer	Must be a licensed Geodetic Engineer with extensive experience in process data presented on graphs, plans, maps, charts and documents relevant to the planning and design of infrastructure projects.	<ul style="list-style-type: none"> Responsible to conduct surveys to determine exact positions, measurement of points, elevations, lines, areas, volumes, contours, or other features of land surfaces. 	<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"> Responsible for the conduct of structural design and evaluation of the structural elements of the building during the detailed engineering stage. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Design Architect (Architect-of-Record)	Must be duly licensed and an active member of the Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in the	Responsible for the conduct of architectural designs and details of the project components and other aesthetic aspects during the detailed engineering stage.	<ul style="list-style-type: none"> At least five (5) years' experience

		architectural design of site development.		
	Professional 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 as well as smoke detection and fire alarm systems in buildings.	Responsible for the conduct of all electrical design and details during detailed engineering stage.	<ul style="list-style-type: none"> At least five (5) years' experience
	Sanitary Engineer / Registered Master Plumber	Must be duly licensed with ample experience in the design of drainage system 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"> Responsible for the conduct of all plumbing and sanitary design and details of the drainage system during detailed engineering stage. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Cost/Quantity/	Must be duly licensed Civil	<ul style="list-style-type: none"> Responsible 	<ul style="list-style-type: none"> Five (5)

Specifications Engineer	Engineer with ample experience in the preparation of technical specifications and detailed analysis of all applicable unit prices.	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.	years
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CONSTRUCTION KEY PERSONNEL

KEY PERSONNEL	GENERAL EXPERIENCE	RESPONSIBILITY	RELEVANT
Project-In-Charge	<ul style="list-style-type: none"> Bachelor of Science in Architecture/Bachelor of Science in Civil Engineering (Licensed Civil Engineer/ Licensed Architect) and Building Construction Experience 	<ul style="list-style-type: none"> Responsible for the supervision of the project from the construction phase to completion. 	<ul style="list-style-type: none"> At least five (5) years' experience
Geodetic Engineer	Licensed Geodetic Engineer and Building Construction Experience	<ul style="list-style-type: none"> Responsible for surveying, measuring, and mapping land parcels of the site from the construction phase to project completion. 	<ul style="list-style-type: none"> At least five (5) years' experience

	Registered Electrical Engineer	Registered Electrical Engineer and Building Construction Experience	<ul style="list-style-type: none"> Responsible for ensuring that electrical systems are designed, installed, and tested in compliance with safety standards, electrical codes and project specifications. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Master Plumber	<ul style="list-style-type: none"> Registered Master Plumber and Building Construction Experience 	<ul style="list-style-type: none"> Responsible for supervising general plumbing components from the construction phase to the project completion. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Sanitary Engineer	Licensed Sanitary Engineer and Building Construction Experience	<ul style="list-style-type: none"> Responsible for managing the construction and operation of sanitation projects. Such as waterworks, sewerage, waste and trash disposal. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Safety Officer	Building Construction Experience, National Certification Level II and Construction Occupational Safety and Health (COSH) Certificate	<ul style="list-style-type: none"> Responsible for implementing and enforcing safety policies that reduce the risk of accidents. 	<ul style="list-style-type: none"> At least five (5) years' experience
	Materials Engineer	Licensed Civil Engineer and DPWH-accredited materials engineer with	<ul style="list-style-type: none"> Responsible for testing and evaluating 	<ul style="list-style-type: none"> At least five (5) years'

	Building Construction Experience and	materials used in construction.	experience
Foreman	<ul style="list-style-type: none"> • Building Construction Experience 	<ul style="list-style-type: none"> • Responsible for scheduling, coordinating and supervising the work of all site operatives, ensuring that all work is delivered safely on time and within budget along with managing equipment and materials required. 	<ul style="list-style-type: none"> • At least five (5) years' experience
Carpenter	Building Construction Experience	<ul style="list-style-type: none"> • Responsible for working with wood to build and repair structures and other items and they also may have to select and source appropriate materials depending on project needs. 	<ul style="list-style-type: none"> • At least five (5) years' experience
Steelman	<ul style="list-style-type: none"> • Building Construction Experience 	<ul style="list-style-type: none"> • Responsible for laying out and fabricating structural steel in order to build metal structures. 	<ul style="list-style-type: none"> • At least five (5) years' experience
Welder	<ul style="list-style-type: none"> • Building Construction Experience and National Certification Level II 	<ul style="list-style-type: none"> • <i>Responsible for assembling pieces of metal or repairing damage in components using heavy</i> 	<ul style="list-style-type: none"> • At least five (5) years' experience

			<i>machinery that emits high heat.</i>	
Electrician	<ul style="list-style-type: none"> • Building Wiring Installation Experience and National Certification Level II 	<ul style="list-style-type: none"> • Responsible for installing, maintaining, and repairing electrical control, wiring, troubleshooting electrical issues, lighting systems and general electrical maintenance. 	<ul style="list-style-type: none"> • At least five (5) years' experience 	
Painter	<ul style="list-style-type: none"> • Building Construction Experience 	<ul style="list-style-type: none"> • Responsible for matching paint, stain and other finishes to job specifications. 	<ul style="list-style-type: none"> • At least five (5) years' experience 	
Mason	<ul style="list-style-type: none"> • Building Construction Experience 	<ul style="list-style-type: none"> • Responsible for smoothing and finishing surfaces of poured concrete, such as floors, walkways, pavements, roads, or curbs using a variety of hand and power tools. 	<ul style="list-style-type: none"> • At least five (5) years' experience 	
Laborer	<ul style="list-style-type: none"> • Building Construction Experience 	<ul style="list-style-type: none"> • Responsible for various manual tasks such as digging trenches, unloading building materials, and preparing job sites. 	<ul style="list-style-type: none"> • At least five (5) years' experience 	

	Warehouseman	<ul style="list-style-type: none"> • Building Construction Experience 	<ul style="list-style-type: none"> • Three (3) years 	<ul style="list-style-type: none"> • At least three (3) years' experience
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10.5	The minimum major equipment requirements are the following:																																																							
	<table border="1"> <thead> <tr> <th data-bbox="478 577 549 696"></th> <th data-bbox="549 577 1126 696">Equipment/Tools</th> <th data-bbox="1126 577 1318 696">Number of Unit/s</th> </tr> </thead> <tbody> <tr> <td data-bbox="478 696 549 815">1</td> <td data-bbox="549 696 1126 815">4x2 Mini Dump Truck (4 cubic meter Capacity)</td> <td data-bbox="1126 696 1318 815">1 unit</td> </tr> <tr> <td data-bbox="478 815 549 891">2</td> <td data-bbox="549 815 1126 891">6-wheeler Elf Truck (18ft length)</td> <td data-bbox="1126 815 1318 891">1 unit</td> </tr> <tr> <td data-bbox="478 891 549 967">3</td> <td data-bbox="549 891 1126 967">One Bagger Concrete Mixer</td> <td data-bbox="1126 891 1318 967">1 unit</td> </tr> <tr> <td data-bbox="478 967 549 1043">4</td> <td data-bbox="549 967 1126 1043">Chipping Gun</td> <td data-bbox="1126 967 1318 1043">1 unit</td> </tr> <tr> <td data-bbox="478 1043 549 1120">5</td> <td data-bbox="549 1043 1126 1120">Jackhammer</td> <td data-bbox="1126 1043 1318 1120">1 unit</td> </tr> <tr> <td data-bbox="478 1120 549 1196">6</td> <td data-bbox="549 1120 1126 1196">Rotary Hammer Drill</td> <td data-bbox="1126 1120 1318 1196">2 units</td> </tr> <tr> <td data-bbox="478 1196 549 1272">7</td> <td data-bbox="549 1196 1126 1272">Electric Drill</td> <td data-bbox="1126 1196 1318 1272">2 units</td> </tr> <tr> <td data-bbox="478 1272 549 1348">8</td> <td data-bbox="549 1272 1126 1348">Cut Off Machine</td> <td data-bbox="1126 1272 1318 1348">1 unit</td> </tr> <tr> <td data-bbox="478 1348 549 1424">9</td> <td data-bbox="549 1348 1126 1424">Concrete vibrator</td> <td data-bbox="1126 1348 1318 1424">1 unit</td> </tr> <tr> <td data-bbox="478 1424 549 1500">10</td> <td data-bbox="549 1424 1126 1500">20 KVA Genset</td> <td data-bbox="1126 1424 1318 1500">1 unit</td> </tr> <tr> <td data-bbox="478 1500 549 1576">11</td> <td data-bbox="549 1500 1126 1576">Backhoe loader</td> <td data-bbox="1126 1500 1318 1576">1 unit</td> </tr> <tr> <td data-bbox="478 1576 549 1653">12</td> <td data-bbox="549 1576 1126 1653">Surveying equipment</td> <td data-bbox="1126 1576 1318 1653">1 set</td> </tr> <tr> <td data-bbox="478 1653 549 1729">13</td> <td data-bbox="549 1653 1126 1729">Road roller/pison with compactor</td> <td data-bbox="1126 1653 1318 1729">1 unit</td> </tr> <tr> <td data-bbox="478 1729 549 1805">14</td> <td data-bbox="549 1729 1126 1805">Grader machine</td> <td data-bbox="1126 1729 1318 1805">1 unit</td> </tr> <tr> <td data-bbox="478 1805 549 1881">15</td> <td data-bbox="549 1805 1126 1881">Mini compactor</td> <td data-bbox="1126 1805 1318 1881">1 unit</td> </tr> <tr> <td data-bbox="478 1881 549 1957">16</td> <td data-bbox="549 1881 1126 1957">300A Welding Machine</td> <td data-bbox="1126 1881 1318 1957">1 unit</td> </tr> <tr> <td data-bbox="478 1957 549 2018">17</td> <td data-bbox="549 1957 1126 2018">Multi-Tester Equipment</td> <td data-bbox="1126 1957 1318 2018">1 unit</td> </tr> </tbody> </table>		Equipment/Tools	Number of Unit/s	1	4x2 Mini Dump Truck (4 cubic meter Capacity)	1 unit	2	6-wheeler Elf Truck (18ft length)	1 unit	3	One Bagger Concrete Mixer	1 unit	4	Chipping Gun	1 unit	5	Jackhammer	1 unit	6	Rotary Hammer Drill	2 units	7	Electric Drill	2 units	8	Cut Off Machine	1 unit	9	Concrete vibrator	1 unit	10	20 KVA Genset	1 unit	11	Backhoe loader	1 unit	12	Surveying equipment	1 set	13	Road roller/pison with compactor	1 unit	14	Grader machine	1 unit	15	Mini compactor	1 unit	16	300A Welding Machine	1 unit	17	Multi-Tester Equipment	1 unit	
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	18	Construction Ladder	1 lot
	19	Scaffolding and accessories	1 lot
	20	Personal Protective Equipment (PPE)	1 lot
11	No further instruction.		
11.2	<p>The ABC is Twenty-Four Million Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php24,999,986.94).</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 P599,999.73, 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 P1,499,999.34 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 and one (1) USB flash drive containing of soft/scanned documents of the original technical components and original financial components (excel/word file for BOQ, Detailed Estimate and DUDA) of the bid.</p> <p>All documents within the Original Bid, along with any accompanying attachments like brochures etc., must be originally signed and certified as true copies by the bidder and/or authorized representative.</p> <p>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	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 Single/Lowest Calculated Bid, the Bidder shall submit the following documents:		

	<ol style="list-style-type: none"> 1. ISO Certification; 2. Certificate of Site Inspection; 3. Company Profile; 4. Company Organizational Structure; 5. Latest Income Tax Return and business Tax Return with proof of payment (<i>filed and paid through Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS)</i>); 6. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment for the last 2 quarters; 7. Latest Audited Financial Statement duly received by the BIR and Security and Exchange Commission (SEC); and 8. Updated Mayor's Permit, Tax Clearance and DTI or SEC
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. Construction Schedule (PERT/CPM in Gantt Chart Form and S-Curve); 2. Manpower schedule; 3. Equipment/tools utilization schedule; and 4. Construction Safety and Health Program approved by DOLE.

Section IV. General Conditions of Contract

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1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines. If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

Section V. Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is two hundred eighty (280) calendar days <i>NOTE: The contract duration shall be reckoned from the date of the receipt of the Notice to Proceed.</i>
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	No further instruction.
7.2	One (1) year warranty except under conditions provided for in Section 62.2.3.2 of the 2016 revised IRR of RA No. 9184.
10	No further instruction.
11.1	The Contractor shall submit the Program of Work to the BAC Secretariat within ten (10) calendar days from the receipt of the Notice of Award.
11.2	The Contractor is given a period of ten (10) days to submit an updated Program of Work upon receipt of the recommendation from the Technical Inspection and Acceptance Committee (TIAC).
13	No further instruction.
14	Please refer to item 9 of Section VI. Technical Specifications
15.1	No further instruction.
15.2	Failure to submit the required documents stated in GCC Clause 15.1, the BOC shall withhold the last payment.

Section VI. Technical Specifications

B. GENERAL CONDITIONS

Complete all works for the project “**Design and Site Development of Parking Area and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)**” including supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.

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

Any discrepancies found between the drawings and specifications and the site conditions or any errors or omissions in the drawings or specifications should be clarified with General Services Division (GSD) Architect /Engineer and End-user.

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

During the construction phase to completion, the contractor shall deploy a licensed civil engineer and architect to supervise and direct the work of his staff in carrying out the activities required to ensure that the specified works are constructed in full accordance with the approved Contract Documents and shall be responsible for all aspects of the project.

All drawings to be submitted by the Contractor must be in accordance with the attached plan and comply with the standard guidelines of the National Building Code of the Philippines (PD1096).

The contractor must demonstrate prior experience in successfully completing projects within the Visayas and Mindanao (VisMin) region and maintain an operational office in Mindanao for efficient coordination and project management to ensure accessibility and efficient project implementation.

C. PROJECT DESCRIPTION

This project involves the design and construction of comprehensive site development for the Bureau of Customs at the Mindanao Container Terminal (MCT). The scope of work covers the establishment of essential infrastructure, including a parking area, drainage system, painting and marking, landscaping, spotlights, and a secure perimeter fence. The project aims to enhance the functionality, security, and aesthetic appeal of the customs facilities, supporting the efficient handling of cargo and improving overall operational capabilities at the port.

OBJECTIVES:

The key objectives of the project are:

- a) **Enhance Operational Efficiency:** Develop infrastructure that supports efficient customs operations, reducing bottlenecks and improving the flow of vehicles and goods.
- b) **Improve Safety and Security:** Install secure perimeter fencing and enhanced lighting to prevent unauthorized access and ensure the safety of personnel and cargo.
- c) **Promote Sustainable Development:** Incorporate sustainable design practices in landscaping and drainage systems to minimize environmental impact.
- d) **Optimize Site Utilization:** Create well-marked parking areas and traffic flow systems to optimize the use of available space.

D. PERFORMANCE SPECIFICATIONS AND PARAMETERS

1. The Construction Project

The structured design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), Accessibility Law (BP 344), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9514) and other laws and regulations covering environmental concerns and local ordinances and regulations whichever is applicable.

Site Development includes the following Scope of works:

a) Site Development

a.1 Cement Concrete Pavement (CCP), 0.25m THK.

This item shall consist of Cement Concrete pavement, with or without reinforcement, constructed on the prepared base in accordance with the

specification and in accordance with the lines, grades, thicknesses and typical cross-sections as specified in the National Building Code of the Philippines (PD1096).

- Cutting depth will be 1/3 of the thickness of the CCP. Cutting shall be done after 24 hours after pouring and shall be applied with asphalt sealant;
- 16mm diameter deformed bar with a length of 0.75m shall be installed as the tie bars every 0.60m spacing, and dowels of 36mm plain round bars spaced at 0.30 meters;
- Aggregate Base Course shall have a thickness of 0.20 meters, and compaction every 3rd layer of application. Also, a Field Density Test (FDT) must be conducted by the contractor before the scheduled pouring;
- The CCP shall be made with Class A Concrete Mixture with a compressive strength of 20.68 MPa (3,000 psi), and a 28-day curing period; and
- The CCP will also have a slope of 1.50% from center sloping to the gutters.

a.2 Curb and Gutter

This item shall consist of the construction of curb and gutter, either prefabricated or cast-in-place, made of concrete as per specification and in accordance with the lines, grades, dimensions and design as specified in the National Building Code of the Philippines (PD1096).

- Curb and Gutter shall be constructed on both sides of the road;
- Ramps shall be constructed on location where access for PWD and entrance for a building is needed; and
- Dimensions shall conform to standards.

a.3 Sidewalk

This item shall consist of cement concrete sidewalk in accordance with the specifications and to the lines, grades, levels, and dimensions as specified in the National Building Code of the Philippines (PD1096).

- A 1.00-meter-wide sidewalk shall be constructed on both side of the road; and
- It shall have a slab-on-fill thickness of 0.10 meters with a 2.00 slope going to the gutters.

b) Parking Area

This item shall consist of cement concrete parking in accordance with the specifications and to the lines, grades, levels, and dimensions as specified in the National Building Code of the Philippines (PD1096).

- The area should be cleared/cleaned before and after the construction work. Unusable used formworks, excessive soil fill and all other unwanted debris of construction works should be disposed properly;
- Use grader and compactor for correction and compaction of grade before laying gravel fill;
- Gravel fill must be at least 75mm thick;

- Use ready-mix concrete;
- Adopt 3500 psi at 28 days strength of concrete;
- Driveway and parking area should be 150mm thick; and
- Provide 12mm Ø deformed bars spaced at 0.40m in the center for the driveway and parking area.

c) Drainage System

This item shall consist of cement concrete drainage system in accordance with the specifications and to the lines, grades, levels, and dimensions as specified in the National Building Code of the Philippines (PD1096).

- Construction of drainage system including supply and placing of lean concrete, 3,000 PSI concrete, and installation of reinforcing steel bars (RSB);
- Supply, fabricate, and install pipe culvert and steel gratings cover for drainage; and
- The Contractor shall provide complete structural drawings of the drainage system, including steel grating and pipe culvert, based on the attached drawings.

d) Painting and Marking

This item consists of the painting and marking of the parking area, sidewalk, driveway, curb and gutter in accordance with the specifications of the National Building Code of the Philippines (PD1096).

- Painting of parking spaces, sidewalk, curb and gutter and directional arrows with reflective paint; and
- The contractor shall provide safety and warning signs and adequate barriers to ensure the job site is adequately marked and segregated so access is restricted to only those authorized to perform the work.

e) Landscape and Spotlights

This item consists of the landscaping of the site development and the installation of spotlights in the perimeter fence in accordance with the specifications and standard guidelines of the National Building Code of the Philippines (PD1096).

- The Contractor shall provide landscape designs including a list of plants and landscaping materials for the project area; and
- The Contractor shall provide electrical plans and design for the provision of Spotlights as shown on the attached drawings.

f) Perimeter Fence

This item shall consist of cement concrete perimeter fencing in accordance with the specifications and the lines, grades, levels and dimensions as specified in the National Building Code of the Philippines (PD1096).

- The Contractor shall submit complete sets of structural and architectural designs for the perimeter fence based on the attached drawings for approval by the end users and the General Services Division (GSD) Technical Team.

E. GENERAL CONCEPT

1. Architectural Design Concept

Sustainability and environmentally low-impact design shall be integrated with the selection of building materials and construction 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.

1.1. Codes and Standards

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

1.1.1. 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
- RA 9514 Fire Code of the Philippines
- BP 344 or Accessibility Law and its Latest and Amended IRR
- Existing Local Codes and Ordinances
- And other Laws that apply to the projects

1.1.2. Standards

- Bureau Product Standards (BPS)

1.2. General Drawing Guidelines

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 refer with a callout to the specific detail drawing and sheet number.
- 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.
- Floor plans shall be indicated with boxed room callout numbers, including the callout for floor 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.

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.

2.1 Codes and Standards

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

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

2.1.2 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)

F. PRELIMINARY SURVEY AND MAPPING

The Contractor shall conduct the preliminary survey, mapping of existing site conditions and meeting with end-users/occupants on the construction methodology of the project.

The Preliminary Survey and Mapping phase involves gathering detailed information about the project site. This includes:

- a) Topographical Survey: Measurement of the land's surface features (e.g., elevations, contours).
- b) Geospatial Mapping: Creation of maps that illustrate the physical characteristics of the site.
- c) Boundary Identification: Defining legal property lines and identifying any encroachments or right-of-way issues.

G. 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 construction works.

Preliminary Investigations aim to assess the feasibility and potential challenges of the project. These investigations typically cover:

- a) Geotechnical Studies: Analysis of soil and rock properties to determine foundation requirements.
- b) Environmental Impact Assessment (EIA): Evaluation of how the project might affect the environment and strategies to mitigate negative impacts.
- c) Site Condition Assessment: Review of existing infrastructure, site accessibility, and potential hazards.

H. UTILITY LOCATIONS

Utility Locations involve identifying and mapping all existing underground and overhead utilities within the project site. This is crucial to avoid damage during construction and to plan for utility relocations if necessary. The process includes:

- a) Utility Surveys: Locating water lines, gas lines, electrical cables, telecommunications infrastructure, and sewage systems.
- b) Coordination with Utility Providers: Engaging with utility companies to confirm locations and requirements for relocations or adjustments.

I. MINIMUM REQUIREMENTS FOR CONSTRUCTION SAFETY AND HEALTH PROGRAM

The contractor must have the Minimum Requirements for a Construction Safety and Health Program, which ensures that safety protocols are in place to protect workers and the public during construction. It covers:

- a) Safety Policies: General safety rules and guidelines that must be followed on-site.
- b) Risk Assessment: Identification of potential hazards and corresponding mitigation strategies.
- c) Personal Protective Equipment (PPE): Specification of required PPE for workers (e.g., helmets, gloves, safety vests).
- d) Emergency Response Plan: Procedures for handling accidents, fires, or other emergencies.

J. GENERAL CODE AND STANDARDS

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

- National Building Code of the Philippines (NBCP), latest edition
- National Structural Code of the Philippines (NSCP), latest edition
- Fire Code of the Philippines (PD 1185)
- Uniform Building Code
- Accessibility Law (BP 344)
- Philippine Electrical Code (RA 184)
- Philippine Mechanical Code
- Revised National Plumbing Code of the Philippines (RA 1378)
- Code on Sanitation of the Philippines (PD 856)
- Ecological Solid Waste Management Act (RA 9003)
- 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 Cagayan De Oro

K. SCOPE

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 required to have a thorough understanding of the activities and services conducted at the Bureau of Customs, Mindanao Container Terminal (MCT) Port. The architectural design of the site development shall be consistent with the development of its surroundings. The architectural design shall comply with all requirements and other provisions contained elsewhere in these specifications and it shall comply with the National Building Code of the Philippines and all other relevant codes and standards.

3. Structural Works

- a. The Contractor shall provide the structural design of the perimeter fence, parking area and drainage system in accordance with the attached plans and compliance with the specifications and standard guidelines of the National Building Code of the Philippines (PD1096); and
- b. The contractor shall conduct material testing every 75 cu.m. of concrete pouring. Testing shall be conducted by authorized Material Laboratory Quality Control (MLQC).

4. Mobilization

- a. Preparation of logistics of contractor's equipment;
- b. Setting up of temporary facilities within the site;
- c. Setting up of necessary water and power lines required for the Project;
- d. Setting up of Temporary Fence Enclosure;
- e. Installation of Project Details Tarpaulin Signage; and
- f. Inventory of items to turn over.

5. Demobilization

- a. Turn-over of items covered by inventory submitted during mobilization;
- b. General Site Cleaning;
- c. Submit working drawings (as-built plan) of the following:
 - Architectural
 - Structural
 - Electrical & Auxiliary
 - Plumbing/Drainage layout

- d. Hauling of debris and materials from the project site to the appropriate disposal area; and
- e. Removal and hauling of tools and equipment from the project site.

6. Site Works

- a. Site demolition and dismantling;
- b. Hauling of debris; and
- c. Application of pest control chemicals (if needed).

7. Permits, Licenses, and Taxes

- a. The contractor shall secure and pay all permits, including fencing permits and sanitary permits as required under the National Building Code of the Philippines (P.D. 1096), fees, licenses, taxes, etc. necessary for the execution of the general construction work for the project;
- b. The contractor shall prepare the complete Contract Documents consisting of detailed designs and construction drawings (**architectural, electrical, structural, plumbing layout**) in accordance needed by the Municipal Engineering Office for the building permit purposes; and
- c. The contractor shall prepare a weekly progress report which shall include an overall progress chart based on actual physical accomplishment of construction work and a progress chart based on actual value of accomplished construction work, among others.

8. Certifications

- a. The contractor must possess at least a PCAB License Category B, Size Range Medium A;
- b. The contractor shall submit a Certificate of Satisfactory Performance issued by the Bureau of Customs (BOC) (for entities with previous/ongoing contract/s with the BOC); in the absence of contract/s with BOC, from any other office/agency; and
- c. The contractor shall submit an International Organization for Standardization (ISO 9001:2015) Certificate in construction and contracting issued by an ISO certifying body.

9. Payments Terms

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

Order of Billing	Project Accomplishment Percentage
First (1 st) Billing	At least 50% of the work has been accomplished
Second (2 nd) Billing	At least 80% of the work has been accomplished
Final Billing	100% accomplished

- b. The Contractor shall submit a letter of request for payment, Statement of Work Accomplished (SWA) and before and after photos of the work performed.

L. DESIGN AND CONSTRUCTION SCHEDULE

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

- a. Design Phase: Detailed Architectural and Engineering Design and other related matters for the complete delivery of the project - **60 Calendar Days**
- b. Construction Phase: **210 Calendar Days**
- c. Post-Construction Phase: **10 Calendar Days**

M. PRELIMINARY CONCEPTUAL DESIGN

The Contractor shall provide the following preliminary conceptual plans and designs based on the attached site development plan:

- a. Architectural plan
 - Site development plan
 - Perspective drawing (4 views)
- b. Electrical plan
 - General notes, legends & symbols, lighting layout, power layout, single line diagram and schedule of loads
- c. Plumbing/Drainage layout
 - Details of reinforced concrete manhole with gratings
 - Details of box culvert
- d. Structural plan
 - Details of footings, columns, walls and pavement (Perimeter Fence and Pavement)

N. SUBMITTALS, STAGES AND DELIVERY

A. STAGE 1 – DESIGN PHASE (Architectural)				
Delivery		Architectural Design	Form	Efficiency
30 Calendar Days				
Activity	Duration	1. Site Development Plan	Colored Print A3 size paper	Complete Set of Detailed Architectural Plans, duly signed and
Initial Submittals	10 CD	2. Floor Plans		

To begin immediately after the issuance of NTP		3. 3D Rendered Perspective • Exterior Perspective (4 views)		sealed by the Designer and drawn in suitable scale, for Owner's review & approval.
Review and approval of initial Architectural Design	5 CD			
Final Submittals To begin immediately after the approval of initial Architectural Design	10 CD	Complete Architectural Plans and Design for application of Building Permit 1. Site Development Plan 2. Vicinity Map		
Review and approval of final Architectural Design	5 CD	3. 3D Rendered Perspective (Exterior and Landscape Design) 4. Floor Plans 5. Elevation Plan (Front, Rear, Left and Right) 6. Sections 7. Detailed Plan/ Blow-up Plan 8. Schedule of finishes for floors All of the above considering the Owner's	24" x 36" Blueprint	Complete Sets of the Plans , duly signed and sealed by the Designer, for Owner's approval.

		comments/ revisions to be checked and approved immediately		
B. STAGE 2 –DESIGN PHASE (ENGINEERING DESIGN)				
Delivery 30 Calendar Days		Engineering Design	Sheet Size	Efficiency
Initial Submittals To begin immediately upon approval of Complete Architectural Design	10 CD	Complete Engineering Design Plans for application of Building Permit 1. Structural Plans 2. Electrical Plans 3. Plumbing and Sanitary Plans 4. Other Required Plans	A3 size paper	Complete Set of Detailed Engineering Plans , duly signed and sealed by the Designer and drawn in suitable scale, for Owner's review & approval.
Review and approval of initial Engineering Design	5 CD	All of the above considering the Owner's comments/ revisions to be checked and approved immediately		
Final Submittals To begin immediately after the approval of initial Engineering Design	10 CD		24" x 36" Blueprint	Complete Sets of the Plans , duly signed and sealed by the Designer, for Owner's approval.
Review and approval of Final	5 CD			

Engineering Design				
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O. STAFF REQUIREMENT

The Contractor shall provide adequate and qualified staff to perform the services required herein. The general qualifications for the design key personnel are as follows:

Design Key Personnel	Minimum Qualification	Responsibility	Relevant Experience
Project-In-Charge	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.	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.	Five years (5)
Geodetic Engineer	Must be a licensed Geodetic Engineer with extensive experience in process data presented on graphs, plans, maps, charts and documents relevant to the planning and design of infrastructure projects.	Responsible to conduct surveys to determine exact positions, measurement of points, elevations, lines, areas, volumes, contours, or other features of land surfaces.	Five years (5)
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	Responsible for the conduct of structural design and evaluation of the structural elements of the building during the detailed engineering stage.	Five years (5)

	preferably be knowledgeable in the application of rapid construction technologies.		
Design Architect (Architect-of-Record)	Must be duly licensed and an active member of the Integrated and Accredited Professional Organization of Architects (IAPOA) with ample experience in the architectural design of site development.	Responsible for the conduct of architectural designs and details of the project components and other aesthetic aspects during the detailed engineering stage.	Five years (5)
Professional 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 as well as smoke detection and fire alarm systems in buildings.	Responsible for the conduct of all electrical design and details during detailed engineering stage.	Five years (5)
Sanitary Engineer / Registered Master Plumber	Must be duly licensed with ample experience in the design of drainage system and distribution systems, plumbing and sanitary systems including wastewater management and treatment, and preferably knowledgeable in and emergent, alternative effluent collection and treatment systems.	Responsible for the conduct of all plumbing and sanitary design and details of the drainage system during detailed engineering stage.	Five years (5)

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.	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.	Five years (5)
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P. SPECIFICATIONS

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

1. Pre-Construction Phase Guidelines

- a. A joint site inventory must be conducted and signed by the contractor, GSD, and end-user;
- b. The contractor must submit to GSD his Program Evaluation Review Technique (PERT) Chart/Critical Path Method (CPM) chart in Gantt Chart Form before the start of the project;
- c. The contractor must submit to GSD his Construction Safety and Health Program;
- d. The contractor must submit to GSD the list of manpower that shall be utilized for the project along with their respective designations/roles and corresponding qualifications. The most notable figure for the project must be the project manager, preferably an architect or engineer; and
- e. The minimum work experience requirements for key personnel are the following:

Key Personnel	Requirement	Responsibility	Relevant Experience
Project-In-Charge	Bachelor of Science in Architecture/Bachelor of Science in Civil Engineer (Licensed Civil Engineer/Licensed Architect) and Building Construction Experience	Responsible for the supervision of the project from the construction phase to completion.	Five (5) years
Geodetic Engineer	Licensed Geodetic Engineer and Building Construction Experience	Responsible for surveying, measuring, and mapping land parcels of the site from the construction phase to project completion.	Five (5) years
Registered Electrical Engineer	Registered Electrical Engineer and Building Construction Experience	Responsible for ensuring that electrical systems are designed, installed, and tested in compliance with safety standards, electrical codes and project specifications.	Five (5) years
Master Plumber	Registered Master Plumber and Building Construction Experience	Responsible for supervising general plumbing components from the construction phase to the project completion.	Five (5) years

Sanitary Engineer	Licensed Sanitary Engineer and Building Construction Experience	Responsible for managing the construction and operation of sanitation projects. Such as waterworks, sewerage, waste and trash disposal.	Five (5) years
Safety Officer	Building Construction Experience, National Certification Level II and Construction Occupational Safety and Health (COSH) Certificate	Responsible for implementing and enforcing safety policies that reduce the risk of accidents.	Five (5) years
Materials Engineer	Licensed Civil Engineer and DPWH-accredited materials engineer with Building and Construction Experience	Responsible for testing and evaluating materials used in construction.	Five (5) years
Foreman	Building Construction Experience	Responsible for scheduling, coordinating and supervising the work of all site operatives, ensuring that all work is delivered safely on time and within budget along with managing equipment and materials required.	Five (5) years
Carpenter	Building Construction Experience	Responsible for working with wood to build and repair structures and other items and they also may have to select and	Five (5) years

		source appropriate materials depending on project needs.	
Steelman	Building Construction Experience	Responsible for laying out and fabricating structural steel in order to build metal structures.	Five (5) years
Welder	Building Construction Experience and National Certification Level II	Responsible for assembling pieces of metal or repairing damage in components using heavy machinery that emits high <i>heat</i> .	Five (5) years
Electrician	Building Wiring Installation Experience and National Certification Level II	Responsible for installing, maintaining, and repairing electrical control, wiring, troubleshooting electrical issues, lighting systems and general electrical maintenance.	Five (5) years
Painter	Building Construction Experience	Responsible for matching paint, stain and other finishes to job specifications.	Five (5) years
Mason	Building Construction Experience	Responsible for smoothing and finishing surfaces of poured concrete, such as floors, walkways,	Five (5) years

		pavements, roads, or curbs using a variety of hand and power tools.	
Laborer	Building Construction Experience	Responsible for various manual tasks such as digging trenches, unloading building materials, and preparing job sites.	Five (5) years

Warehouseman	Building Construction Experience	Responsible for loading and unloading merchandise, organizing and transferring supplies and performing inventory management duties	Three (3) years
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f. The minimum general major equipment requirements are the following:

	Equipment/Tools	Number of Unit/s
1	4x2 Mini Dump Truck (4 cubic meter Capacity)	1 lot
2	6-wheeler Elf Truck (18ft length)	1 lot
3	One Bagger Concrete Mixer	1 unit
4	Chipping Gun	1 unit
5	Jackhammer	1 unit
6	Rotary Hammer Drill	2 units

7	Electric Drill	2 units
8	Cut Off Machine	1 unit
9	Concrete vibrator	1 unit
10	20 KVA Genset	1 unit
11	Backhoe loader	1 unit
12	Surveying equipment	1 set
13	Road roller/pison with compactor	1 unit
14	Grader machine	1 unit
15	Mini compactor	1 unit
16	300A Welding Machine	1 unit
17	Multi-Tester Equipment	1 unit
18	Construction Ladder	1 lot
19	Scaffolding and accessories	1 lot
20	Personal Protective Equipment (PPE)	1 lot

2. Implementation Phase Guidelines

- a. The contractor must submit Weekly Progress Reports as mentioned in Item J.7.c of this document including photo documentation and weather updates to GSD;
- b. The contractor must submit weekly their daily list of manpower;
- c. The project manager, who must be a technical professional, must be present at the project site at all times to properly monitor/oversee the project as technical representative of the contractor's side;
- d. The BOC, thru its Technical Inspection and Acceptance Committee (TIAC) for Civil Works, reserves its right to conduct monitoring inspection, aside from the inspections for billing purposes. The project manager must always be present, especially during inspections for billing purposes, to ensure proper communication instead of relying on the foreman or laborers only;
- e. The approved floor plan and perspective drawings must be posted on a wall or board so that they are readily available and visible whenever necessary;
- f. Materials to be used in the construction/renovation must follow those specified in this document (Scope of Works), the drawings, and/or the BOQ.

The Contractor must first secure proper approval of materials to be installed via a written document duly approved by both the end-user and GSD. Any change in materials must also have proper indorsement thereafter.

- g. All testings/activities conducted by the contractor must be done with the presence of a GSD Engineer/Architect. Corresponding reports must be submitted to GSD for documentation and validation within three (3) calendar days upon completion of the said testing/activity; and
- h. Punchlisting shall be conducted upon 95.00% completion as ascertained by the TIAC.

3. Painting

Application of Plastered Paint Finish on perimeter fence walls, parking area, and concrete surfaces within the scope of the exterior construction works unless otherwise indicated in the plans and specifications.

- a. All paint and accessories, materials incorporated in or forming a part thereof shall be subject to the approval and selection of color, tint, finish, or shade by the Architect.
- b. Painting of all surfaces, except otherwise specified shall be (3) coats work, one primer and two finish coats.
- c. All paint materials shall meet the requirements of paint materials under class A.
- d. All surfaces to be painted shall be examined carefully before beginning any painting work, and other trade works installed in workmanship condition to receive paint or ant particular finish.
- e. All paint materials shall meet the requirements of the specifications set by GSD and shall be delivered on the job in the original container, with labels intact and seal unbroken.
- f. Concrete surfaces.
Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.

4. Electrical Works

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

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

d. Wires and Cables

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

e. Switches

- i. Switches shall be flush mounted and rated at 15 Amperes (Amps), 250 volts, one way, three-way as required.
- ii. Switches shall be quiet type, spring loaded, and the cover plates shall be subject to the approval of GSD Architect and Engineer.

f. Receptacles

- i. Receptacles shall be duplex, flush mounted and rated at 10 Amps., 250 volts, parallel or tandem slots with grounding slots as required. All 110 volts receptacle outlets shall be rated 15 Amps, 120 volts. 220 volts receptacle outlets shall be distinct from the 110 volts receptacle outlets in terms of configurations and shall be provided with markings.
- ii. Cover plates shall be subject to the approval of the Architect and the Engineer. **Stainless steel cover plate shall be required on all wet or damped area.**
- iii. All receptacle outlets with Ground-Fault Circuit Interrupters (GFCI) shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.

NOTE: IT SHALL BE THE DUTY AND RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE PRECAUTIONARY MEASURES TO ENSURE SAFETY TO ANY PERSONS OR WORKMEN AND ADJACENT PROPERTIES, STRUCTURES, AND OTHER PEOPLE FOR DAMAGE AND INJURY

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: Design and Site Development of Parking Area, and Perimeter Fence of the Bureau of Customs, Port of Mindanao Container Terminal (MCT)

LOCATION: Cagayan De Oro, Mindanao Container Terminal

Note: (Bill of Quantities (BOQ) must be detailed to ensure accuracy and clarity in construction projects. It should include a comprehensive breakdown of all materials, labor, equipment, and other costs, specified by type, quantity, and unit rate.)

DESCRIPTION		QTY		MATERIAL COST		LABOR COST	TOTAL
		# Units	UM	P/Unit	Total		
A.	MOBILIZATION/DEMOBILAZTION & GENERAL REQUIREMENTS	1	lot				
				sub-total=			
B.	DESIGN PHASE	1	lot				
				Sub-total=			
C.	SITE DEVELOPMENT	1	lot				
				Sub-total=			
D.	PARKING AREA	1	lot				
				sub-total=			
E.	DRAINAGE SYSTEM	1	lot				
				sub-total=			
F.	PAINTINGS AND MARKINGS	1	lot				
				sub-total=			
G.	LANDSCAPING AND ELECTRICAL SYSTEM	1	lot				
				sub-total=			
H.	PERIMETER FENCE	1	lot				
				Sub-total=			

Direct Cost

Material Cost _____

Labor Cost _____

Mobilization _____

Total Direct Cost _____

Indirect Cost

Overhead, Contingencies _____

Miscellaneous OCM (12% of DC) _____

Contractors Profit (8% 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;
- (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) Detailed Unit Price Analysis (DUPA)
- (n) 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]

