

# **PHILIPPINE BIDDING DOCUMENTS**

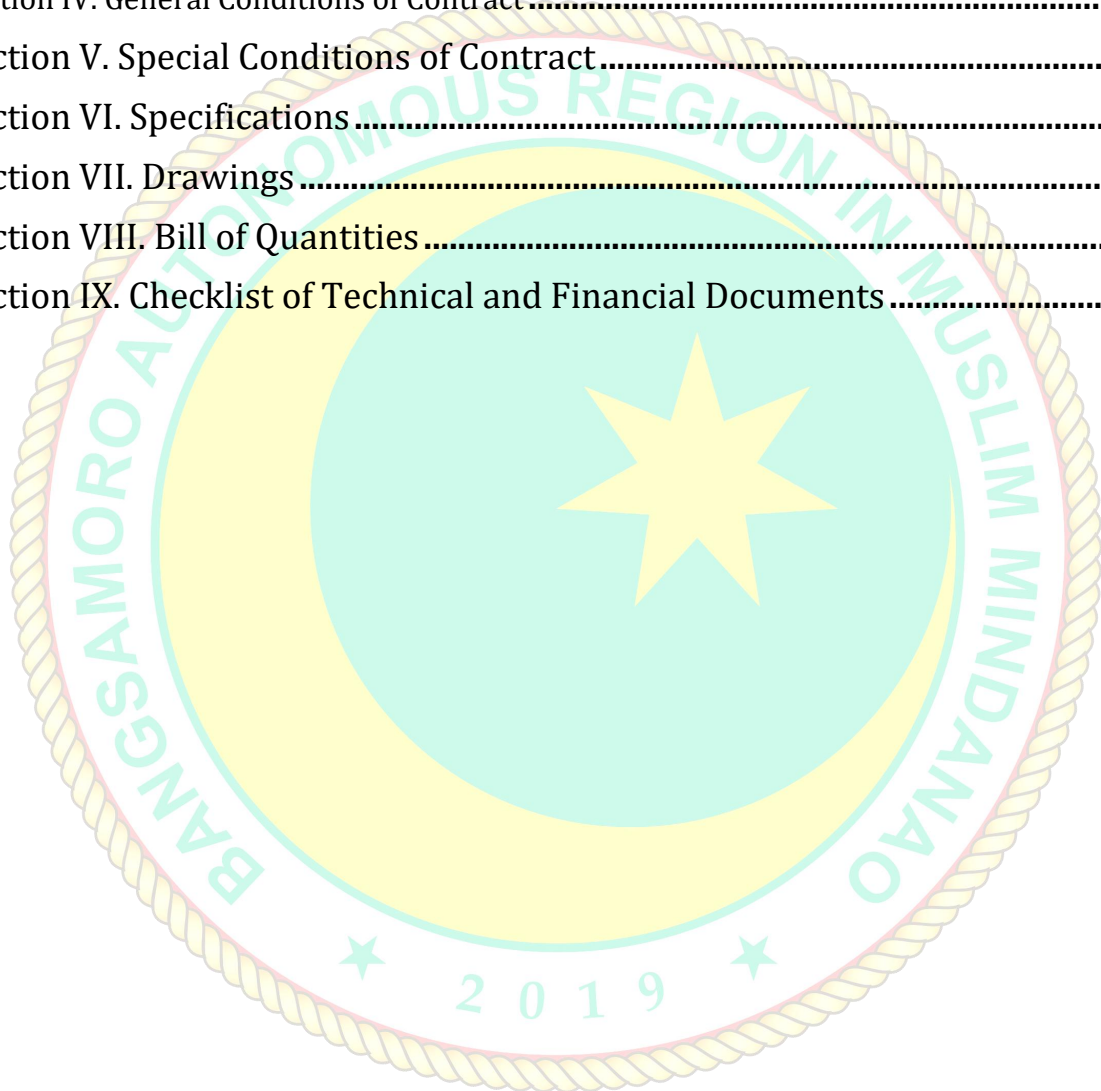
## **CONSTRUCTION OF THE INTELLIGENCE AND SECURITY SERVICE (ISS) BUILDING IN THE BANGSAMORO GOVERNMENT CENTER**

Government of the Republic of the  
Philippines

**Sixth Edition  
July 2020**

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**Section I. Invitation to Bid**



Republic of the Philippines  
**BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO**  
**OFFICE OF THE CHIEF MINISTER**  
**BIDS AND AWARDS COMMITTEE**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

## **Invitation to Bid for**

# **Construction of the ISS Building in the Bangsamoro Government Center**

IB No.: OCM-GSD-082023-035

1. The **Office of the Chief Minister, Bangsamoro Autonomous Region in Muslim Mindanao (OCM-BARMM)**, through the **Government Appropriations Act of Bangsamoro 2023** intends to apply the sum of **Five Million Three Hundred Forty-Five Thousand Eight Hundred Sixty-Nine Pesos (PHP 5,345,869.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Construction of ISS Building in the Bangsamoro Government Center**.

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The **OCM-BARMM** now invites bids for the above Procurement Project. Completion of the Works is required within **180 Calendar Days from the receipt of the Notice to Proceed**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from **OCM-BARMM** and inspect the Bidding Documents at the address given below from **8:00 AM – 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **August 10, 2023 until September 1, 2023, during office hours**, from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, in the amount of **Ten Thousand Pesos (PHP 10,000.00)**, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

The bidder or its duly authorized representative shall present the following documents when purchasing the bidding documents, to wit:

- a. Letter of Intent;
  - b. Proof of Authority. i.e., Special Power of Attorney or Secretary's Certificate; and
  - c. Valid Government issued I.D of the owner or its duly authorized representative.
6. The OCM-BARMM will hold a **Pre-Bid Conference<sup>1</sup> on August 17, 2023, 1:00 p.m. via Zoom Teleconference**, which shall be open to prospective bidders. The zoom details may be requested at [ocmbac@bangsamoro.gov.ph](mailto:ocmbac@bangsamoro.gov.ph).
  7. Bids must be duly received by the BAC Secretariat through **manual submission at 3<sup>rd</sup> floor, Bangsamoro Development and Authority (BPDA) Conference Hall 1, BPDA, Bangsamoro Government Center, Cotabato City, on or before September 4, 2023, 8:30 a.m.** Late bids shall not be accepted.
  8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
  9. **Bid opening shall be on September 4, 2023, 9:00 a.m. at 3<sup>rd</sup> floor, Bangsamoro Development and Authority (BPDA) Conference Hall 1, BPDA, Bangsamoro Government Center, Cotabato City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
  10. The **OCM-BARMM** 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:**

a. Sale of Bidding	<b>Bids and Awards Committee Secretariat</b> <a href="mailto:ocmbac@bangsamoro.gov.ph">ocmbac@bangsamoro.gov.ph</a> 0917-831-7214
b. Query on How to submit bids	
c. Links for online connectivity for procurement activities	
d. Written Clarifications on the project	

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



Plans, Drawings, and Bill of Quantities	<b>General Services Division-OCM</b> 0956-298-3335
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12. You may visit the following websites:

For downloading of Bidding Documents:

<https://bangsamoro.gov.ph/transparency/bids-and-awards-committee/#ITB>



## Section II. Instructions to Bidders

### 1. Scope of Bid

The Procuring Entity, **OCM-BARMM** invites Bids for the **Construction of ISS Building in the Bangsamoro Government Center**, with Project Identification Number OCM-GSD-082023-035

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

### 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GOVERNMENT APPROPRIATIONS ACT OF BANGSAMORO 2023** in the amount of **PHP 5,345,869.00**.

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

### 3. Bidding Requirements

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor,

water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

#### **5. Eligible Bidders**

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

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

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

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

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

#### **6. Origin of Associated Goods**

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

#### **7. Subcontracts**

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



The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date, time and place as indicated in paragraph 6 of the **IB**.

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

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

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

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

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

10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment

lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

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

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

## **14. Bid and Payment Currencies**

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

14.2. Payment of the contract price shall be made in: 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 for **120 calendar days counted from the date of the opening of bids**. 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, time and place as indicated in paragraph 7 of the **IB**.

## **18. Opening and Preliminary Examination of Bids**

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

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

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

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

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened

and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

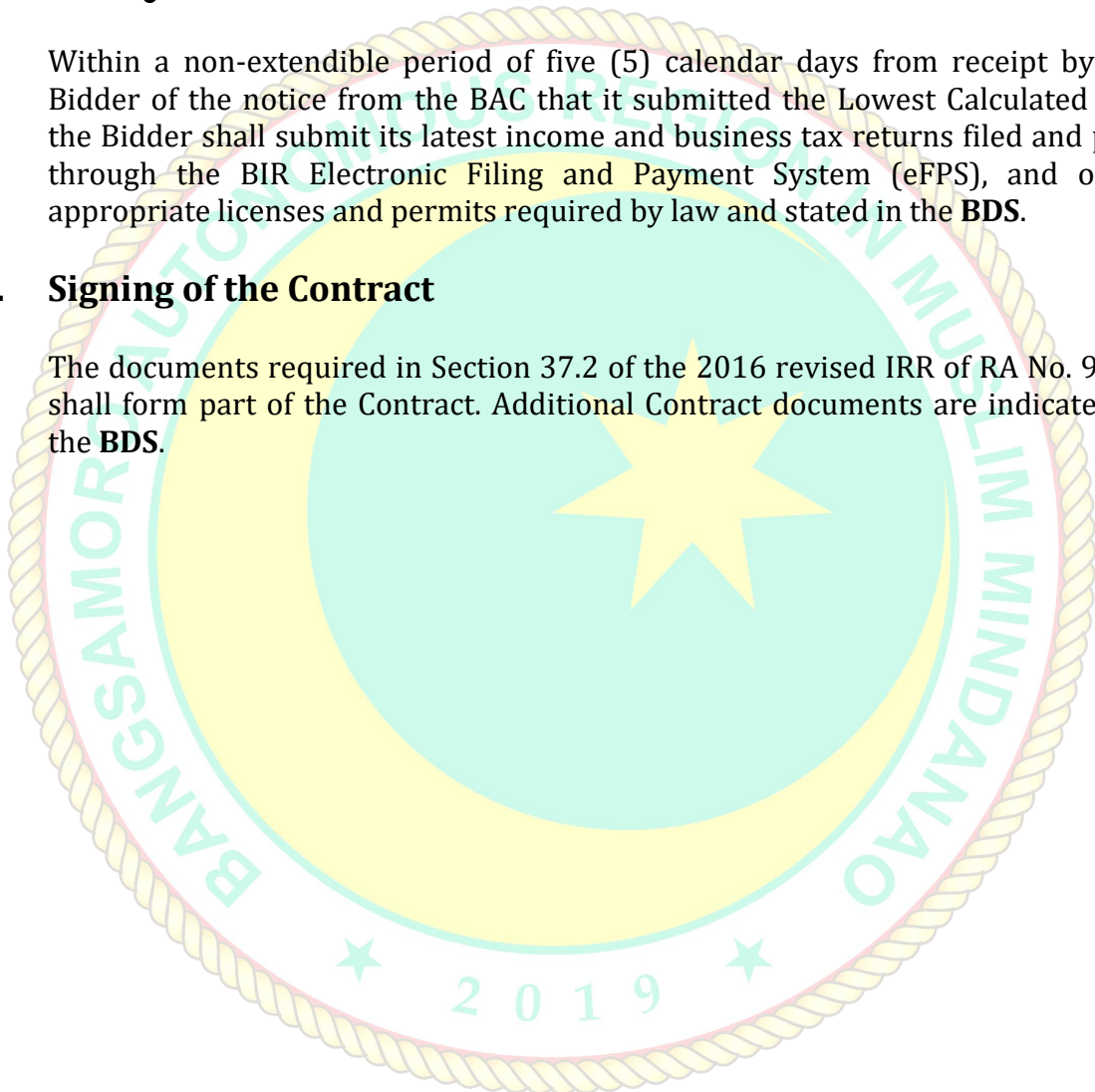
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

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

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

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







**Section III. Bid Data Sheet**



# Bid Data Sheet

ITB Clause	
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <ul style="list-style-type: none"> <li>a. Construction of building lot or any other contracts analogous thereto; and</li> <li>b. at least equivalent to the 50% of the ABC.</li> </ul> <p>However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.</p>
7.1	Not applicable.
10.3	<p>PCAB License Requirement is:</p> <p>Size Range : Small B License Category: C&amp;D</p>
10.4	The key personnel must meet the required minimum years of experience set below:

	<table border="1"> <thead> <tr> <th>Key Personnel</th> <th>General Experience</th> <th>Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>Civil Engineer</td> <td>Renovation</td> <td>&gt;2 years</td> </tr> <tr> <td>Electrical Engineer</td> <td>Electrical Engineering</td> <td>&gt;2 years</td> </tr> <tr> <td>Master Plumber</td> <td>Plumbing</td> <td>&gt;2 years</td> </tr> <tr> <td>Foreman</td> <td>Supervision</td> <td>&gt;2 years</td> </tr> <tr> <td>Carpenters</td> <td>Carpentry</td> <td>&gt;2 years</td> </tr> <tr> <td>Safety Officer</td> <td>Safety Management</td> <td>&gt;2 years</td> </tr> <tr> <td>Mason</td> <td>Masonry</td> <td>&gt;2 years</td> </tr> <tr> <td>Electrician</td> <td>Electrical Wiring</td> <td>&gt;2years</td> </tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience	Civil Engineer	Renovation	>2 years	Electrical Engineer	Electrical Engineering	>2 years	Master Plumber	Plumbing	>2 years	Foreman	Supervision	>2 years	Carpenters	Carpentry	>2 years	Safety Officer	Safety Management	>2 years	Mason	Masonry	>2 years	Electrician	Electrical Wiring	>2years
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Electrician	Electrical Wiring	>2years																										
10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1"> <thead> <tr> <th>Equipment</th> <th>Number of Units</th> </tr> </thead> <tbody> <tr> <td>Compactor</td> <td>≥1</td> </tr> <tr> <td>Concrete Mixer</td> <td>≥1</td> </tr> <tr> <td>Pump</td> <td>≥1</td> </tr> <tr> <td>Dump truck</td> <td>&gt;1</td> </tr> <tr> <td>Jack Hammer</td> <td>&gt;1</td> </tr> </tbody> </table>	Equipment	Number of Units	Compactor	≥1	Concrete Mixer	≥1	Pump	≥1	Dump truck	>1	Jack Hammer	>1															
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12	Not applicable.																											
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>The amount of not less than <b>two percent (2%) of the ABC for each LOT</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>The amount of not less than <b>five percent (5%) of the ABC for each LOT</b> if bid security is in Surety Bond.</li> </ol>																											
16	Each Bidder are requested to submit one (1) original copy and two (2) certified true copies certified by the owner or its duly authorized representative whose full name and designation should be indicated																											

	<p>below the signature.</p> <p>With respect to the documents that are required by the PBD 6<sup>th</sup> edition to be original should be originally signed by the bidder or its duly authorized representative, such as: Statement of all ongoing government and private contract, Statement of Single Largest Completed Contract, Bid Securing Declaration, Technical Specifications, Omnibus Sworn Statement, Net Financial Contracting Capacity, Bid Form, Bill of Quantities, Detailed Estimates including summary sheet, and Cash Flow by Quarter.</p> <p>Each bidder shall submit its bid proposal to a one mother envelope that shall contain 3 more envelopes containing 3 copies of its technical and financial documents. Each of the 3 envelopes shall contain two more envelopes labeled as technical and financial component. The envelopes must be properly and separately marked and sealed.</p>
19.2	Partial bids are not allowed.
21	<p><b>The following documents shall be submitted by the winning bidder within ten (10) calendar days from receipt of the Notice of Award:</b></p> <ol style="list-style-type: none"> <li>1. Program of Works</li> <li>2. Manpower schedule;</li> <li>3. Equipment/tools utilization schedule;</li> <li>4. Construction safety and health program approved by MOLE;</li> <li>5. S-Curve; and</li> <li>6. PERT-CPM.</li> </ol>



**Section IV. General Conditions of Contract**

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

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

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

## 4. The Contractor's Obligations

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



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

## **5. Performance Security**

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

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

## **7. Warranty**

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

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

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

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

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

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

## **10. Dayworks**

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

## **11. Program of Work**

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

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

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

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

## **13. Advance Payment**

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

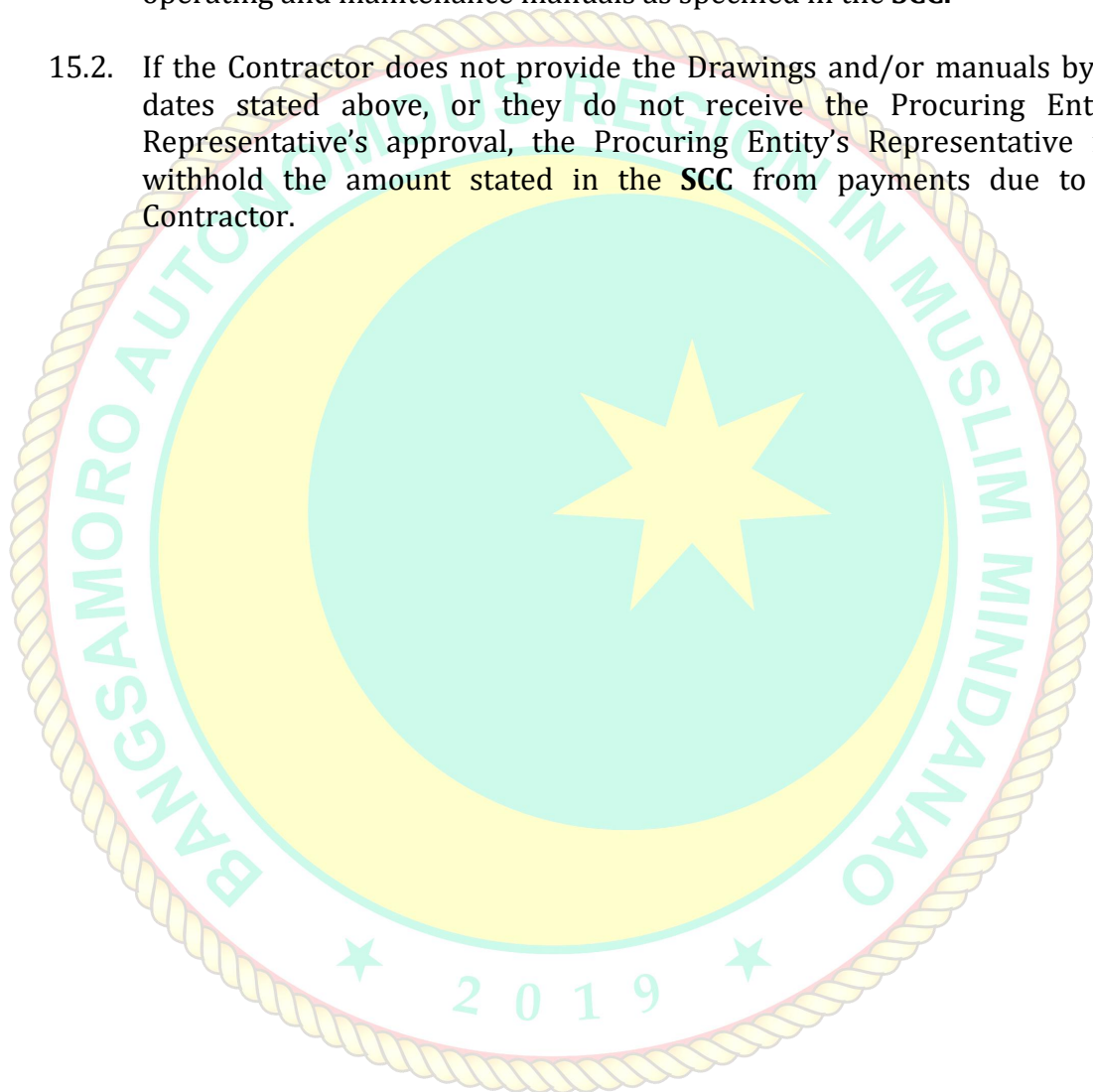
## **14. Progress Payments**

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

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

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.





## **Section V. Special Conditions of Contract**

## Special Conditions of Contract

GCC Clause	
2	n/a
4.1	n/a
7.2	Fifteen (15) years.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the <b>Program of Work</b> to the Procuring Entity's Representative within <b>ten (10)</b> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is [insert amount].
13	The amount of the advance payment <b>shall not exceed 15% of the total contract price and schedule of payment.</b>
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.
15.1	The date by which operating and maintenance manuals are required <b>upon substantial completion.</b>  The date by which "as built" drawings are required <b>upon substantial completion.</b>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is [amount in local currency].



## **Section VI. Specifications**

## INTRODUCTION

The Drawings and Specifications are complementary to each other. Drawings are graphic means of showing work to be done. They are particularly suited to showing where materials are located. Thus, drawings exist essentially to show dimension, location and placement. Not all works, however, can be presented in the drawings. Generalized works are usually statement form and hence, the contractor is required to read the specifications carefully.

Specifications, on the other hand, are used to describe the materials, construction techniques, samples, shop drawings, guarantees and other contract requirements. Together, the drawings and the specifications are used to inform the contractor. In cases where the specified brand carries with it the manufacturer's specifications, the manufacturer's specifications shall hold precedence over these specifications.

The Specifications are of the abbreviated type and include incomplete sentences. The selection of the sentence depends on the underlying principles of Specifications:

1. That the Technical Specifications are only one part of the Contract Documents.
2. That the Contract is between the Procuring Entity and the General Contractor and
3. That the General Contractor is the only party responsible for completing the work in accordance with the Contract Documents.

Therefore:

1. Only the General Contractor is referred to in the Specifications so as not to violate the intent of the contract and so as not to undermine the proper chain of command.
2. Any reference to Specialty Trade Contractors in the technical Specifications is made only in so far as selection of Specialty Trade Contractors is made through bidding. Once the Specialty Trade Contractors are selected and assigned to the General Contractor, the General Contractor assumes all the responsibilities for the execution of the whole project in accordance with the Contract Documents. Therefore, in the contract between the Owner and the General Contractor, the Specialty Trade Contractor is not referred to. In all contract Documents, the word "Contractor" means the General Contractor.
3. The brand names specified are intended to assure the level of quality needed for the project. This does not mean however that the brands specified are exclusive. The Contractor shall prove by laboratory tests and certificates that substitute materials are of the equivalent quality and the Contractor shall secure the Architect's approval prior to use of such substitutes.
4. The omission of the phrase "The Contractor shall" is intentional because the whole Specifications is directed to the Contractor. Omitted words or phrases shall be supplied by inference in the same manner as they are when a "note" occurs on the drawings.

5. Where “as shown”, “as indicated”, “as detailed” or words of similar import are used, it shall be understood that reference to the drawings accompanying the Specifications is made unless otherwise stated.
6. Where “as directed“, “as required”, “as permitted”, “as authorized”, “as approved, accepted” or words of similar import as used, it shall be understood that the direction, requirements, permission, authorization, approval or acceptance of the Architect is intended unless otherwise stated.
7. As used herein, “provided” shall be understood to mean “provided complete in place,” that is, “furnished and installed”.
8. Most sentences are in the imperative mood. This style is especially suited for instructions covering installation of products and equipment.
9. Architectural specifications must be in accordance with the approved plans and specifications. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity’s Representative at least twenty-eight (28) days prior to date when the Contractor secures the Procuring Entity’s Representative’s consent. In the event the Procuring Entity’s Representative determines such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.
10. The materials to be used and involved in this work shall be of the best quality, free from defects that may impair the strength, appearance and proper functioning of the project. Any material not conforming to the requirements will be subject to rejection whether in place or not.
11. Project Coordination meeting of the Contractor with the Project Supervisors, GSD Officials, shall be held as often as necessary but not less than once a month to discuss issues, concerns, updates, progress pertaining to the project implementation. These include construction sequence, materials, temporary works, quality control, etc.
12. The Contractor shall keep Site Diary or Manual Field Book wherein full details of the work carried out during each day shall be fully recorded. The Site Diary or Manual Field Book shall be available for inspection by the Engineer any time during normal office hours. It shall include:
  - Project Name;
  - Contractor’s Name;
  - Contractor’s Representative;
  - Weather Conditions, rainfall and river water level (indicate “NO WORK”, if unworkable days);
  - Description, quantity and location of work performed; Shift and working hours;

- Number and category of workers working at site;
- Test carried out and results;
- Inspection carried out by the Engineer;
- Problems or abnormal occurrence;
- Defective/Non-Compliant Work & Corrective Action;
- Site Instructions;
- Visitors; and Accident (if any)

## **CLARIFICATIONS**

- All reference to any particular brand, material, equipment, or systems in the specifications, drawings, and bid documents is indicative of the type and quality of what is required. However, **any equal material** or equipment or system can be used.

## **A. GENERAL CONDITIONS DESCRIPTION OF THE PROJECT**

Complete all works for the Concreting of Parking lot of Office of the Chief Minister – Annex Building, including supply of all materials, equipment, and systems, as well as performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.

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

Any discrepancies found between the drawings and specifications and the site conditions or any errors or omission in the drawings or specification should be clarified with Engineer from the Procuring entity.

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

## B. SCOPE OF WORKS:

Enumerated below are some of the works expected from the contractor. Therefore, the scope is not limited to what has only been written below, some works are implied and expected. The objective of the project must be met by the implementing contractor before the project may be turned over to the OCM-ISS.

### 1. Permits and Clearances

- a. Secure and pay all permits (Application and obtaining of Building Permit and all other implied permits needed, Fire Clearance and Certificate of Occupancy), fees, licenses, taxes, tests, etc. necessary for the execution of the general construction works.
- b. Prepare a monthly 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.
- c. Miscellaneous Fees (Notary, Blueprint, processing requirements and other fees)
- d. Design and Seal: Structural (Including Analysis), Electrical (Including Analysis), Mechanical – if necessary, Plumbing and Sanitary, and Electronics – if necessary.
- e. Tests required and minimum capacities

f. Tests	Minimum Result
<b>Soil</b>	
•Field Density Test	<b>95% compact</b>
<b>Concrete</b>	
•CHB Test	<b>500 psi</b>
•Compressive Strength Test of Cylindrical Sample	<b>3000 psi</b>
<b>Steel</b>	
•Reinforcement Steel Strength Test	<b>10mm (Gr 33) 16mm (Gr 60)</b>

### 2. Mobilization and Temporary Facilities

- a. Mobilization of all necessary personnel, labor, tools, facilities, and equipment to commence work on the project.
- b. Setting up of Temporary Facilities within the site.
- c. Preparation of logistics of contractor's equipment.
- d. Setting up of necessary water and power lines required for the Project.



- e. Provision of security and safety measures for the protection of the general public during construction work.
- f. Setting up of any safety measure equipment or temporary structures such as bunk house, tarps, signs, etc.

### **3. Site Preparation**

- a. Compaction of soil to be concreted
- b. Hauling and disposal of obstructions and waste materials

### **4. Concrete**

#### **a. GENERAL:**

Concrete shall be composed of Portland cement, fine and coarse aggregates, water and admixture as specified, all thoroughly mixed and brought to the proper consistency, uniformity and temperature for final placement. Strength requirements shall be:

- 1) 3000 psi for footings, retaining walls, footing tie beams, cistern and suspended slabs.
- 2) 3000 psi for columns, girders, beams;
- 3) 3000 psi for slabs-on-grade, partitions, walks, & other non-structural members;

#### **b. CEMENT:**

Cement shall be Portland cement, conforming to the Standard Specifications for Portland cement (ASTM Designation C-150 latest revision) for type 1 Portland cement. Use only one brand of cement throughout.

#### **c. FINE AGGREGATES:**

Fine aggregates shall consist of natural sand, manufactured sand, or a combination thereof. If the fine aggregate shall be a combination of separately processed sizes, or if batching shall result in a combination of natural and manufactured sand, the different components shall be batched separately.

Fine aggregates shall consist of hard, tough, durable, uncoated particles. The specified percentages of fines in the sand may be obtained either by the processing of natural sand or by the production of a suitably graded manufactured sand. The shape of the particles shall be generally rounded or cubical and reasonably free from flat or elongated pieces. The use of beach sand shall be prohibited. The fine aggregate shall conform to the following specific requirements:

Standard (MM) Weight	Sieve Designation	Cumulated Percentage by Passing
	U.S. Standard, Square Mesh	
9.5	3/8	100
4.75	No. 4	95-100
2.36	No. 8	-
1.18	No. 16	45-80
0.60	No. 30	-
0.30	No. 50	10-30
-	No. 100	2-10

In addition to the grading limits shown above, the fine aggregates, as delivered to the mixer shall have a fineness modulus of not less than 2.3 nor more than 3.0 and during normal operations, the grading of the fine aggregate shall be controlled so that the fineness modulus of at least nine (9) of ten (10) test samples of the fine aggregate as delivered to the mixer shall not vary more than 0.20 from the average fineness modulus of all samples tested during the preceding 30-day period. The fineness modulus can be determined by dividing by 100 the sum of the cumulated percentages retained on U.S. Standard Sieves Nos. 4, 8, 16, 30, 50 and 100. At the option of the Contractor, fine aggregates may be separated into two or more sizes or classification, but the resulting combined sand shall be of uniform grading within the limits specified above. It can be generally assumed that fine blending sand maybe required to meet the above grading.

d. COARSE AGGREGATES:

Coarse agreement shall consist of gravel, crushed gravel or rock, or a combination thereof. The coarse aggregate as delivered to the batching plant shall have a uniform and stable moisture content. The approval of deposits shall not be construed as constituting the approval of all the materials taken from the deposits and the Contractor shall be held responsible for the specified quality of all such materials used in the work. Coarse aggregate shall consist of hard, tough, durable, clean and uncoated particles. All foreign materials and dust shall be removed by adequate processing. The particle shape of one of the smallest sizes of crushed coarse aggregate shall be generally rounded or cubical, and the coarse aggregate shall be reasonably free from flat and elongated particles. A thin, flat and elongated particle can be defined as a particle having a maximum dimension greater than five times the minimum dimension. The coarse aggregate shall be well graded from fine to coarse. It shall be separated into size groups. The grading of the aggregate within the separated size groups as delivered to the mixer shall be as follows:

Standard.	U.S. Std. Sq.	Sieve Sizes	Passing Individual
(MM)	Mesh	Percent by Weight	3/4"size
		Sizes 1-1/2"	
50.00	2"	-	100

37.50	1-1/2"	-	90-100
25.00	1"	100	20-55
19.00	3/4"	90-100	0-15
9.50	3/8"	20-55	0-5
4.75.	No.4	0-10	-

- Use 19mm (3/4) coarse aggregate for slabs-on-grade, columns, beams, suspended slabs, tie beams.

- Use 38 mm (1 1/2") coarse aggregate for footings.

e. WATER:

Water shall be clean and free from injurious amounts of oils, acids, alkalis, salts and organic materials, or other substances that may be deleterious to concrete or steel.

f. ADMIXTURES: shall be subject to prior approval by the Engineer. The admixtures shall be capable of maintaining essentially the same composition and performance throughout the work.

1. Plasticizing admixtures shall be free from chlorides and shall conform to ASTM C494. The admixtures shall be used in concrete mixtures in accordance with the manufacturer's instructions.

2. Air-entraining admixtures –to improve workability or durability of concrete mixes.

3. Accelerators – Use in the amounts as recommended by the manufacturer, with the approval of the Architect.

4. Water Reducing Retarders – Use in the amounts as recommended by the manufacturer, with the approval of the Architect.

g. EPOXY BONDING COMPOUND:

1. ASTM C881, 2-component materials suitable for use on dry or damp surfaces; Material type, grade and class to suit project requirements. For bonding new to old concrete, repair of cracks, bonding grout.

**5. Concrete Steel Reinforcement**

a. STEEL BARS: Use locally manufactured deformed steel bars conforming to Philippine standard, Intermediate Grade of 275.8 Mpa (Fy = 33,000 psi) for bars 10mm diameter, and High Strength Grade of 415 Mpa (Fy = 60,000 psi) for bars 16mm diameter. Use standard-sized deformed steel conforming to ASTM A615 / PNS 49 standards, for concrete and masonry reinforcements. Upgrade to next bigger size if specified standard sizes are unavailable.

b. TIE WIRES: Use Ga.16 Galvanized Iron (G.I.) tie wires at joints or laps of placed

reinforcements.

## **6. Concrete Forms**

### **a. FORMS:**

1. TYPE OF FORMS: Use phenolic boards for exposed and unexposed concrete works.
2. SCAFFOLDS: Use coco lumber scaffolding.

## **7. Masonry**

- a. PORTLAND CEMENT: Use only one brand of cement throughout. Portland cement shall conform to the Standard Specifications for Portland cement (ASTM Designation C-150 latest revision) for type 1 Portland cement.
- b. SAND: ASTM C 35 – 67, clean, washed river sand, strong, free from organic and other deleterious materials. Sand from salt water or lahar is not allowed.
- c. WATER: Fit for drinking, free from injurious amount of oil, acids, alkali, organic materials and other deleterious substances.
- d. CONCRETE MORTAR COMPRESSIVE STRENGTH: (  $f_c$  ) = 13.8 Mpa (2000 psi).
- e. ADHESIVE MORTAR: Use Tile Adhesive or approved equal for laying vitrified ceramic tiles on concrete.
- f. GROUT: Use Tile Grout pre-mixed dry wall filler for floor and wall tile joints either glazed or semi-glazed tiles. Masonry concrete grout compressive strength (  $f_c$  ) = 13.8 Mpa (2000 psi). For tile works. Apply Tile Grout Sealer or approved equal if necessary.
- g. PLASTER BOND: Apply on all wall areas prior to plastering.
- h. MORTAR TOPPING & PLASTER REINFORCING FIBER: For plaster works thicker than 25mm (1”) and for mortar topping over membrane waterproofing for roof decks and balconies.

## **8. Unit Masonry**

### **a. CONCRETE HOLLOW BLOCKS (CHB):**

1. Use 100 mm x 200 mm x 400 mm (4” x 8” x 16”) Load Bearing Concrete Hollow Block Units of standard manufacture, machine vibrated with even texture and well-defined edges, steam-cured, conforming to PNS16 Type 1, Class A, with a 99 minimum compressive strength of 500 psi for building exterior and interior

walls and septic tank retaining wall around open court and wherever else specified.

- b. REINFORCING BARS: Masonry reinforcing steel yield strength ( $f_y$ ) =228 Mpa (33,000 psi), Grade 33 bars, conforming to ASTM Specifications A615 / PNS 49 of sizes shown in Plans. Use standard sizes; upgrade to next bigger size if specified standard sizes are unavailable.
- c. TIE WIRES: Gauge 16 Galvanized Iron (G.I.) tie wires.

## **9. Roofing System**

- a. Metal Sheet Roofing & Accessories: PPGI RIB roofing sheets or approved equal.
- b. Ridge rolls and vent, flashings, cappings, trims and mouldings: 0.50 mm thick base metal thickness, (215 g/m<sup>2</sup> zinc coating) pre-painted zinc coated from plain sheets, pre-formed with matching shape and fitting provisions for Metal Sheet Roofing.
- c. Roof Gutters and Metal End Fascia at eaves and gable: 1.2 mm (Gauge 18) thick, Stainless Steel Sheet.

## **10. Building and Roofing Insulation**

- a. METAL ROOFING INSULATION: 10 mm thick glass wool/fiberglass thermal barrier with 2 sided aluminum foil insulation.

## **11. Doors and Windows**

- a. DOORS: Provide and install all doors with complete locksets, hinges and accessories. See Schedule of Doors.
- b. WINDOWS: Provide and install all windows with complete locksets, hinges and accessories. See Schedule of Windows.

## **12. Ceiling**

- a. Hardiflex Board: 4' X 8' X 4.5 mm

## **13. Tiles**

***Before the commencement of tile works, the Contractor must submit at least three samples according to the requirements stated below.***

- a. Supply, Delivery, and Installation of ceramic floor tiles with 0.6 x 0.6m dimension for the entire floor of all levels of the office buildings.

- b. Supply, Delivery, and Installation of 0.6 x 0.6 m dimension glossy tiles to be installed 0.8 m from the floor around the walls of all bathrooms.
- c. Supply, Delivery, and Installation of 0.6 x 0.6m rough/ unglazed tiles to be installed to the bathrooms of the office building
- d. Use Tile Grout. Grout and Sealant color-coordinated as required.
- e. Use plastic tile trim to cover all exposed tile joints; color-coordinated as required.

#### **14. Painting Works**

- a. Painting of all walls and ceilings using Solvent based paint as the final layer. At least 3 layers of paint to be applied.
- b. Painting of concrete parking lot details. Paints must be rubber paint best for weather exposure.
- c. Putting of necessary materials or solutions on ceilings to beautify and to make it useful.

#### **15. Toilet Accessories**

- a. TOILET PAPER HOLDER: Vitreous china, one (1) beside every water closet in private toilets, white color.
- b. SOAP HOLDER: Vitreous china, white color, one (1) set for each lavatory in private toilets.
- c. LIQUID SOAP DISPENSER: Piston and spout-type soap dispenser. One (1) set for each public toilet.
- d. STAINLESS STEEL GRAB RAIL: 38 mm (1-1/2") diameter, at toilets for the disabled.
- e. MIRRORS – 6 mm (1/4") thick plate glass mirror, distortion-free with felt paper on 12 mm (1/2") thick Weatherproof Marine Plywood backing installed on satin-finish anodized aluminum frame. Refer to the plans for mirror sizes and location.
- f. AUTOMATIC COLD AIR HAND DRYER: One (1) unit each for each public toilet. Submit sample for approval of the University and the Architect.

#### **16. Landscaping**



- a. Cleaning and Restoration of the area.
- b. Painting of concrete parking lot details as drawn on plan.

### **17. Plumbing Works**

- a. Sewer and Vent pipes; Unplasticized Polyvinyl Chloride (uPVC) extra series 1000 (Conforming to ISO 3633 ASTM D2729 including Trims and Fittings)
- b. Storm Drainage pipes; Downspouts, Unplasticized Polyvinyl Chloride (uPVC) extra series 1000 (Conforming to ISO 3633 ASTM D2729 including Trims and Fittings, BPS Certified)
- c. Drainage Pipes; 250mm dia. and below, Non-Reinforced Concrete Pipe (NRCDP) 300mm dia. and above, Reinforced Concrete Pipe (RCDP)
- d. Drainage Manholes; Street Inlet, Curb Inlet, Traffic Type Reinforced Concrete Area drain/Catch Basin, Reinforced Load Baring CHB
- e. Sewage Manholes; Traffic Type Reinforced Concrete with Standard Steel Brass Cover
- f. Wastewater pipeline; Extra Heavy (XH) Single Hub, Hubless Cast Iron Pipes and Fittings (CIP) conforming to ASTM Standard 888
- g. Cleanouts; Cast Iron Brass with counter sunk plug (BPS Certified)
- h. Floor Drains; Concealed type stainless steel
- i. Deck Drains; stainless steel (BPS Certified)
- j. Gutter Drains; stainless steel Dome Type Brass (BPS Certified)
- k. Slop Sink (If applicable)
- l. Trench Grating; Galvanized/Stainless Steel Iron grates
- m. Plumbing Fixtures including Trims, Fittings, and accessories; (BPS Certified)
  - a. Water Closet -Flush Type
  - b. Lavatory - (Wall hung) with self-closing, press action tap model with the timed flow and anti-blocking system
  - c. Shower head and valve, including faucet

### **18. Mechanical Work**

## **FIRE SPRINKLER SYSTEM**

- a. All works shall conform to the provisions (latest edition) of the Fire Code of the Philippines and the applicable local ordinance/s;
- b. The sprinkler contractor shall provide all the necessary components or accessories, e.g., brackets, clamps, fasteners, etc., to ensure the safe, normal and efficient operation of the installed Fire Sprinkler System.
- c. The sprinkler contractor shall exercise extreme caution and be responsible in the hauling/ transfer, installation, testing and commissioning of the equipment to prevent damage to institute's properties.

### Scope:

1. Fabrication of brackets and angle bar including accessories.
2. Installation of Black Iron (B.I.) seamless sprinkler pipe and sprinkler heads shall be per approved plans and specifications.
3. Conduct leak and pressure test in installed sprinkler lines in accordance to international standards, codes and requirements.

## **AIR CONDITIONING AND VENTILATION SYSTEM**

- a. Supply and installation of the air-conditioning and ventilation equipment, control package and all related accessories.
- b. Supply and installation of air-conditioning and ventilation ductworks including insulation, duct liner, grilles, diffusers, volume control and fire dampers, supports and hangers, and all related accessories.
- c. Supply and installation of refrigerant/chilled water piping including fittings, insulation, valves, supports and hangers, and all related accessories.
- d. Supply and installation of electrical materials including circuit breakers, magnetic starters, switches, wires, conduits, supports and hangers, and all related accessories.
- e. All other incidental items necessary for the satisfactory performance of the system.
- f. Room validation includes a test for particle counting, air velocity, room temperature, relative humidity, leak test, and air balancing which will be conducted by a Third-party company at the Contractor's expense.

## **FIRE ALARM SYSTEM**

The system shall be complete in all ways. It shall include all mechanical and electrical installation, all conduits, boxes, wires, detection and control equipment and other materials needed/required for the fire alarm system. All devices, components and equipment shall be the products of the same manufacturer. All devices, components and equipment shall be new, 135 standard products of the manufacturer's latest design and suitable to perform the functions intended. All devices and equipment shall be UL listed and/or FM approved/ Locks for all cabinets shall be keyed alike. Use Ademco, Simplex, National, Apollo, Edwards, Cooper or approve equal for the fire alarm devices and detectors and make the system fully operational. Complete, test and commission, ready for use.

## **19. Electrical Works**

- a. Provide labor, materials, tools, machinery, equipment, and services necessary to complete the Electrical Work under the Contract. All systems and equipment shall be complete in every aspect and all items of material, equipment shall be provided for a fully operational system and ready for use. Coordinate the work with the work of the other trades in order to resolve all conflicts without impeding the job progress.
- b. Provide all materials, equipment and perform all the work necessary for the complete execution of all the Electrical and Auxiliary Works as shown the Drawings and Specifications, as herein specified or both except as otherwise excluded, and which, without excluding generality of the foregoing shall include but not limited to the following principal items of work:
  1. Supply and installation of electrical wiring, conduit, raceway system, including necessary hanger/supports.
  2. Supply and installation of lighting fixtures/luminaries.
  3. Supply and installation of complete electrical and auxiliary wiring devices.
  4. Testing of all installations.
  5. Painting of electrical equipment, boxes, enclosures, metal conduits, and hanger/supports.
  6. Shop Drawings and Sample Approvals.
- c. All materials and supplies shall be new and shall conform to the provisions of the latest editions of the following standards:
  1. Underwriters Laboratories, Inc. (UL)
  2. National Electrical Manufacturer's Association (NEMA)
  3. Philippine Electrical Code (PEC)
- d. All materials on all systems shall comply with the following specifications unless specifically exempted, and all materials that were not specified shall be of the best of their respective kind. All electrical equipment, appliances, fixtures, and devices shall be the latest of the current year in design, material, and workmanship, and

shall be the type or model called for in these Specifications. Samples of any material shall be submitted for approval as required by the Engineers prior to purchase and installation.

## **20. Other Requirements**

- a. Construction of accessible ramp on the main entrance in compliance to the standard dimension and slope. Minimum of 36 in clear width for the ramp with a slope 1:20
- b. Supply, Delivery, and Installation of hand rails necessary for the accessible ramp

## **21. Demobilization**

- a. Demobilize, dismantle and remove all temporary facilities, including all workmen's houses, construction equipment, tools, personnel and debris out of the project site and premises.
- b. Mowing the lawn
- c. Cleaning of the building and site to a spic and span state, ready for use.

## **C. OTHERS**

- The Contractor must have a Project Engineer who will supervise the project onsite. The Contractor shall inform GSD in case of replacement/changes of personnel assigned at the project site. The replacement must have relevant qualifications and abilities equal to or better than those of the personnel as evidence by his/her training certification to be submitted to GSD.
- Demolitions and repairs due to Contractor's fault shall be done by the Contractor without extra compensation to the Owner.
- As soon as the project is satisfactory inspected and it conforms to the plans and specifications, the contractor shall submit to the procuring entity a written notice that said project is completed and is subject to the latter's approval.
- Five copies of As-Built Plan must be submitted not later than 7 days of project completion.

#### **D. SPECIFICATIONS**

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

***Section VII. Drawings***

*See attached Plan*





# Section VIII. Bill of Quantities

## Notes on the Bill of Quantities

### Objectives

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

### Daywork Schedule

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

### Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose

authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

### **Signature Box**

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

## Section IX. Checklist of Technical and Financial Documents

### Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (e) 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**
- (f) 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**
- (g) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (h) 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**
- (i) 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**



- (j) 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

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

**Class "B" Documents**

- (l) 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.

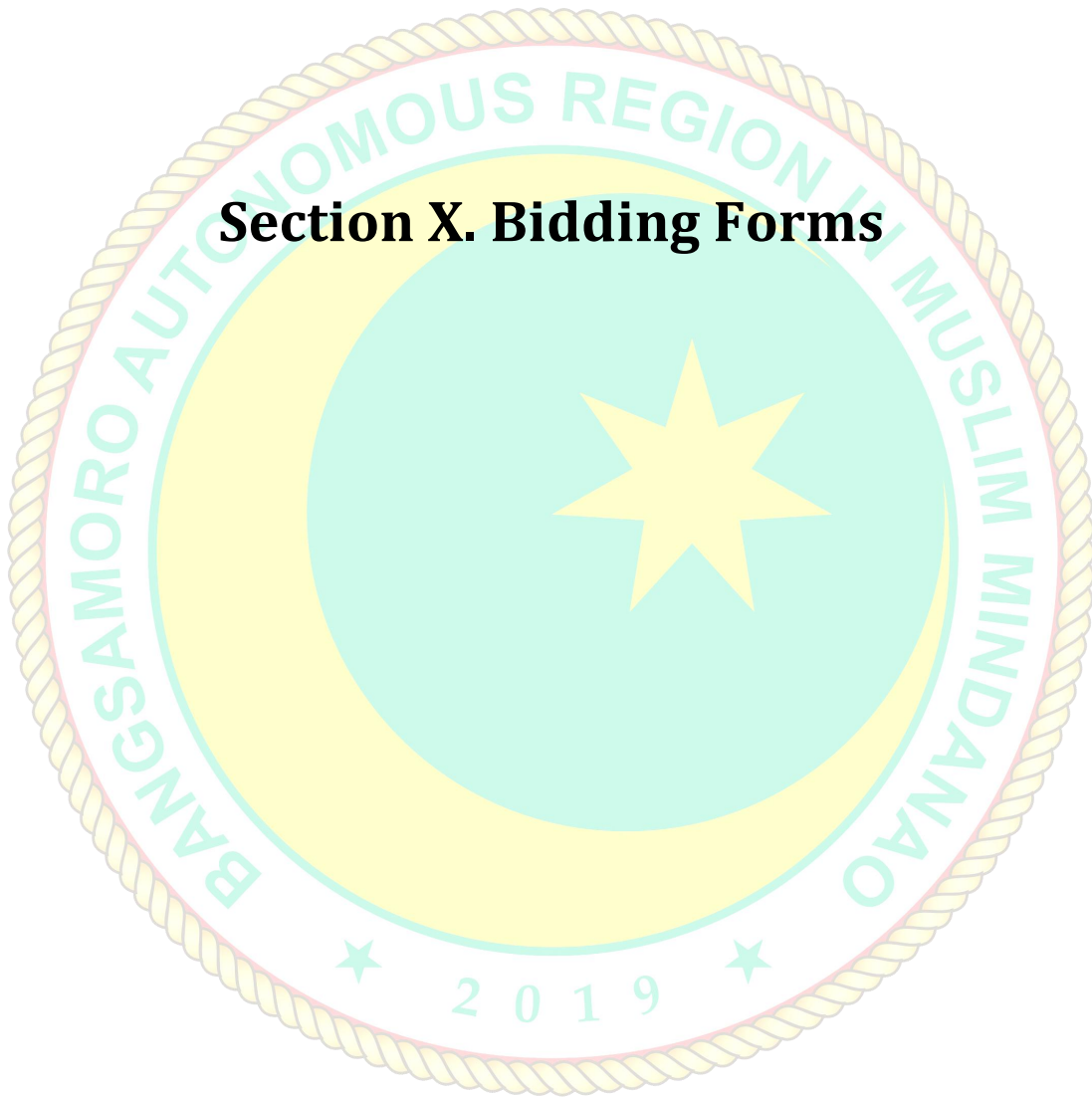
**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

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

## **Section X. Bidding Forms**





## Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

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### BID FORM

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

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

To: **OFFICE OF THE CHIEF MINISTER**

*Bangsamoro Government Center, Cotabato City*

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;

- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>2</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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<sup>2</sup> currently based on GPPB Resolution No. 09-2020

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

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

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

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

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



## Bid Securing Declaration Form

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

REPUBLIC OF THE PHILIPPINES)

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

### BID SECURING DECLARATION

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

To: *Office of the Chief Minister*  
*Bangsamoro Government Center, Cotabato City*

I/We, the undersigned, declare that:

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

- waiver to avail of said right; and
- c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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

Witness my hand and seal this \_\_\_\_ day of [month] [year].

2018  
NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]



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

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

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

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





**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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 Office of the Chief Minister, 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 Office of the Chief Minister, as shown in the attached **[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]**;

3. **[Name of Bidder]** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign

government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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

6. *[Select one, delete the rest:]*

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

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

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

7. **[Name of Bidder]** complies with existing labor laws and standards; and
8. **[Name of Bidder]** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;

- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

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

***[Insert signatory's legal capacity]***

**Affiant**

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

Witness my hand and seal this \_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

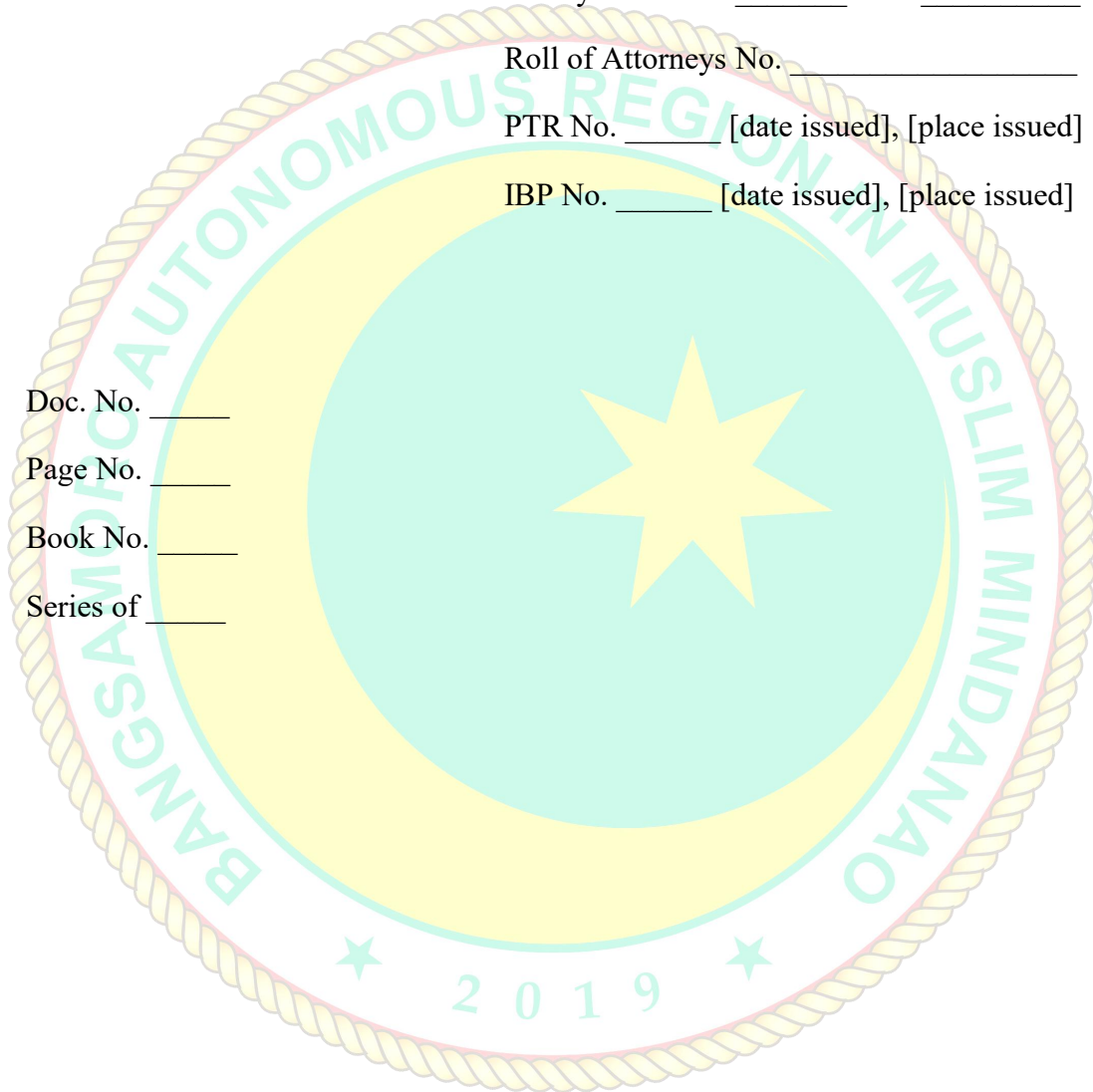
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Book No. \_\_\_\_\_

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



**Statement of Single Largest Completed Contract Similar to the Contract to be bid**

**Name/Title of the Single Contract:**

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**Parties to the Contract:**

a. \_\_\_\_\_; and

b. \_\_\_\_\_

**Amount of the Contract:** \_\_\_\_\_ (inclusive of all applicable taxes and other charges/VAT exclusive)

**Date of Completion:** \_\_\_\_\_

**Contract Period/Duration:** \_\_\_\_\_

**Description of Similar Contract:** (description should show similarity with the requirement)

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**Supporting Documents attached showing the above information. Please put a check (√) mark on the document submitted:**

Contract

Job Order



Purchase Order

Certificate of Acceptance

Notice of Award

Certificate of Satisfactory Performance, *if available*

Notice to Proceed

Statement of Account showing payment

Sales Invoice

Delivery Receipt

Official Receipt

Certificate of Completion

Others: \_\_\_\_\_

For purpose of validating the similar contract, the bidder shall provide the following:

a. **Name of Contact Person:** \_\_\_\_\_

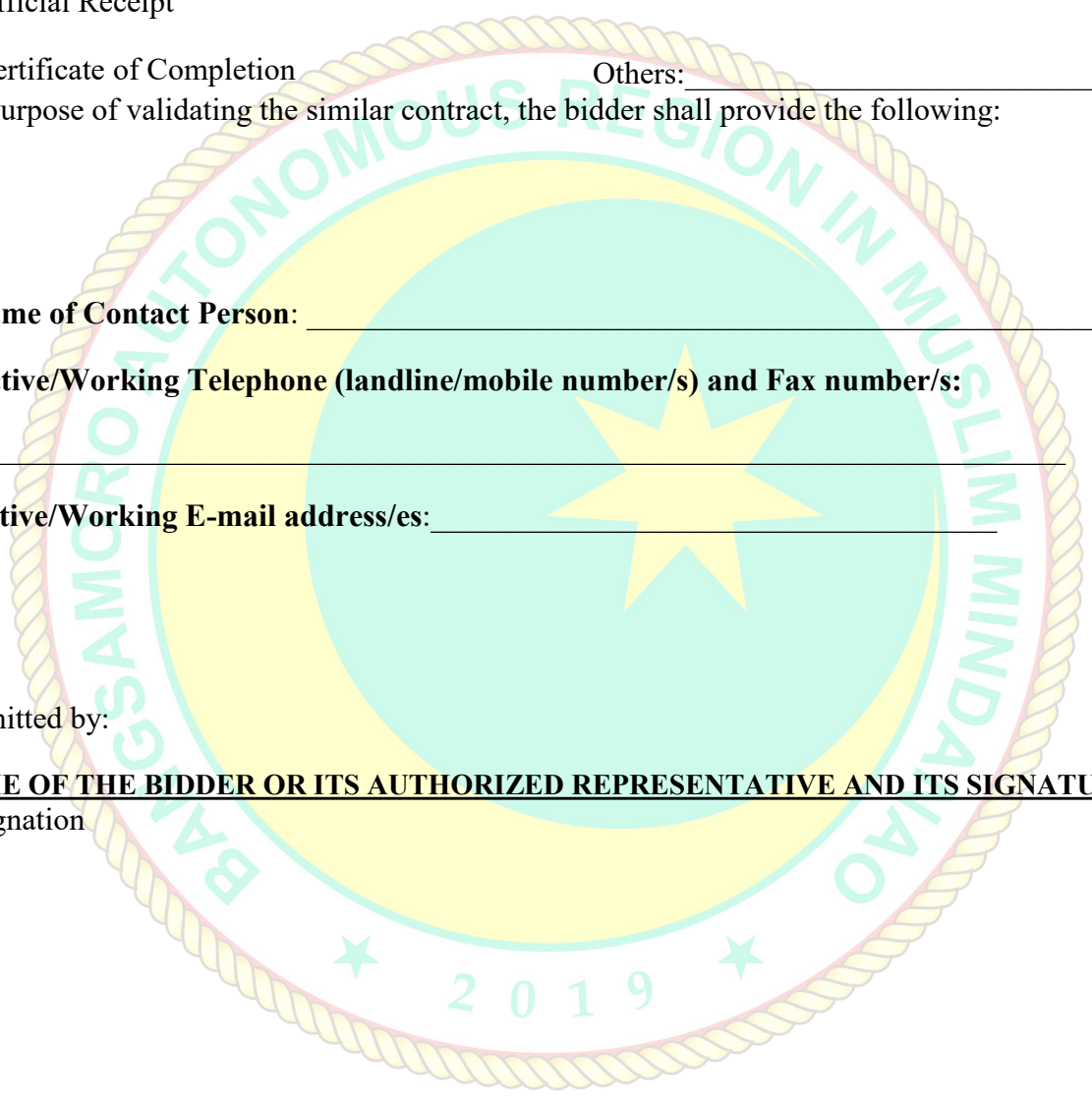
b. **Active/Working Telephone (landline/mobile number/s) and Fax number/s:**  
\_\_\_\_\_

c. **Active/Working E-mail address/es:** \_\_\_\_\_

Submitted by:

**NAME OF THE BIDDER OR ITS AUTHORIZED REPRESENTATIVE AND ITS SIGNATURE**

Designation







**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS**

Name of the Company: \_\_\_\_\_

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

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING AWARDED BUT NOT YET STARTED**

Name of Contract	a. Name of the Procuring Entity; b. Contact Person; c. Address; d. Contact Nos:	a. Contract References (PO/Contract); b. Contract Date c. Contract Duration	a. Estimated Completion or Delivery	Contract Amount	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
					Planned	Actual	
<b>GOVERNMENT</b>							
<b>PRIVATE</b>							
					<b>Total Cost</b>		

This statement shall be supported by:

1. Notice of Award;
2. Contract, if applicable; and
3. Notice to Proceed, if applicable.

Submitted by:

**NAME OF THE BIDDER OR ITS AUTHORIZED REPRESENTATIVE AND ITS SIGNATURE**

Designation





Republic of the Philippines



Government Procurement Policy Board