



PHILIPPINE BIDDING DOCUMENTS

RENOVATION OF THE OFFICE OF THE CHIEF MINISTER- ANNEX BUILDING THIRD FLOOR (REBID)

Government of the Republic of the
Philippines

**Sixth Edition
July 2020**

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms ...Error! Bookmark not defined.	
Section I. Invitation to Bid	3
Section II. Instructions to Bidders	7
Section III. Bid Data Sheet.....	13
Section IV. General Conditions of Contract	16
Section V. Special Conditions of Contract	21
Section VI. Specifications	23
Section VII. Drawings	32
Section VIII. Bill of Quantities	24
Section IX. Checklist of Technical and Financial Documents.....	37

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
**Renovation of the Office of the Chief Minister-Annex
Building Third Floor**

IB No.: OCM-032024-08

1. The **Office of the Chief Minister, Bangsamoro Autonomous Region in Muslim Mindanao (OCM-BARMM)**, through the **Government Appropriations Act of the Bangsamoro 2023** intends to apply the sum of **Five Million Nine Hundred Twenty Thousand Four Hundred Twelve Pesos (PHP 5,920,412.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Renovation of the Office of the Chief Minister-Annex Building Third Floor**.

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 **150 Calendar Days**. 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 **March 12, 2024 to April 3, 2024, 8:30 a.m.**, 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 Conference¹** on **March 20, 2024, 9:00 a.m.** via **Zoom Teleconference**, which shall be open to prospective bidders. The Zoom details may be requested at ocmbac@bangsamoro.gov.ph.
7. Bids must be duly received by the BAC Secretariat through **manual submission at 3rd floor, Bangsamoro Development and Authority (BPDA) Conference Hall 1, BPDA, Bangsamoro Government Center, Cotabato City**, on or before **April 3, 2024, 8:30 a.m.** Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

8. **Bid opening shall be on April 3, 2024,9:00 a.m. at 3rd 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.
9. 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.
10. **For further information, please refer to:**

<ol style="list-style-type: none">a. Sale of Biddingb. Query on How to submit bidsc. Links for online connectivity for procurement activitiesd. Written Clarifications on the project	<p>Bids and Awards Committee Secretariat</p> <p><u>ocmbac@bangsamoro.gov.ph</u></p> <p>0917-831-7214</p>
--	---

¹ 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	General Services Division-OCM 0956-298-3335
---	---

11. You may visit the following websites:

For downloading of Bidding Documents:

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

Originally signed

MOHD ASNIN K. PENDATUN

Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **OCM-BARMM** invites Bids for the **Renovation of the Office of the Chief Minister-Annex Building Third Floor**, with Project Identification Number OCM-032024-08.

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 GOP through the source of funding as indicated below for **GAAB 2023** in the amount of **PHP 5,920.412.00**.

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 *150 calendar days counted from the date of 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"> a. Renovation or construction of building or any other contracts analogous thereto; and b. at least equivalent to the 50% of the ABC. <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&D</p>																											
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Key Personnel</th> <th style="width: 33%;">General Experience</th> <th style="width: 33%;">Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>Safety Officer</td> <td>Renovation</td> <td>>2 years</td> </tr> <tr> <td>Electrical Engineer</td> <td>Electrical Wiring</td> <td>>2 years</td> </tr> <tr> <td>Master Plumber</td> <td>Plumbing</td> <td>>2 years</td> </tr> <tr> <td>Foreman</td> <td>Supervision</td> <td>>2 years</td> </tr> <tr> <td>Carpenters</td> <td>Carpentry</td> <td>>2 years</td> </tr> <tr> <td>Civil Engineer</td> <td>Civil Engineering</td> <td>≥5 years</td> </tr> <tr> <td>Project Manager</td> <td>Project Management</td> <td>≥5 years</td> </tr> <tr> <td>Foreman</td> <td>Foreman</td> <td>≥5years</td> </tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience	Safety Officer	Renovation	>2 years	Electrical Engineer	Electrical Wiring	>2 years	Master Plumber	Plumbing	>2 years	Foreman	Supervision	>2 years	Carpenters	Carpentry	>2 years	Civil Engineer	Civil Engineering	≥5 years	Project Manager	Project Management	≥5 years	Foreman	Foreman	≥5years
Key Personnel	General Experience	Relevant Experience																										
Safety Officer	Renovation	>2 years																										
Electrical Engineer	Electrical Wiring	>2 years																										
Master Plumber	Plumbing	>2 years																										
Foreman	Supervision	>2 years																										
Carpenters	Carpentry	>2 years																										
Civil Engineer	Civil Engineering	≥5 years																										
Project Manager	Project Management	≥5 years																										
Foreman	Foreman	≥5years																										
10.5	<p>The minimum major equipment requirements are the following:</p> <p><u>As needed in the project and execution of tasks</u></p>																											
12	Not applicable.																											
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:																											

	<p>a. The amount of not less than two percent (2%) of the ABC for each LOT, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than five percent (5%) of the ABC for each LOT if bid security is in Surety Bond.</p>
16	<p>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 below the signature.</p> <p>With respect to the documents that are required by the PBD 6th edition to be original should be originally signed by the owner or its duly authorized representative, to wit: 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>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. Program of Works 2. Manpower schedule; 3. Equipment/tools utilization schedule; 4. Construction safety and health program approved by MOLE; 5. S-Curve; and 6. PERT-CPM.

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 Program of Work to the Procuring Entity's Representative within ten (10) 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 shall not exceed 15% of the total contract price and schedule of payment.
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 upon substantial completion. The date by which "as built" drawings are required upon substantial completion.
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

Section VI. Technical 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.
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 Renovation of Chief Minister – Annex Building 3rd Floor, 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)

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. 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.

4. 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 0.6 m x 0.6m dimension semi glazed floor tiles for the entire floor of the third-floor level.
- b. Supply, Delivery, and Installation of 0.6 x 0.6 m dimension semi glazed tiles to be installed around the walls of both the ground level and 3rd floor bathrooms.
- c. Supply, Delivery, and Installation of 0.6 x 0.6m rough/ unglazed tiles to be installed in the bathroom floors on all floor levels both for the Male and Female 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.

5. Ceiling

a. CEILING BOARDS:

4.5mm thick x 4in x 8in hardiflex board, standard type, 25cm x 295cm Polywood Panel, 10mm thick x 4in x 8in. On Light Gauge Metal Frame. Install as per manufacturer's instructions. Fixings shall be rust-proof screws or nails. Ceiling design for approval of the Architect. Use moisture-resistant type for toilets and other wet areas.

b. LIGHT METAL FRAMES FOR CEILING ASSEMBLIES:

For all Polywood Panel Boards, Fiber Cement Board, and Marine Plywood Ceiling. Metal Ceiling Assembly. Use 1in thick x 2in x 20ft G.I. furring channel and 1in thick J-type-wall angle with 12mm x 38mm x 1.0mm thick G.I. carrying channel, 6mm diameter treaded hanger rod, suspension clips, rod joiners, steel angles, furring clips, fastening devices and others to complete. Submit mock-up on site, with ceiling boards, before installation.

6. 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. Electrical demolition for remodeling.
 - 2. Supply and installation of electrical wiring, conduit, raceway system, including necessary hanger/supports.
 - 3. Supply and installation of lighting fixtures/luminaries.
 - 4. Supply and installation of complete electrical and auxiliary wiring devices.
 - 5. Testing of all installations.
 - 6. Painting of electrical equipment, boxes, enclosures, metal conduits, and hanger/supports.
 - 7. 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.

7. Structural Steel Works

- a. Materials shall conform to the respective specifications specified herein. Materials not otherwise specified herein shall conform to the AISC "Manual of Steel Construction."
- b. Perform welding with qualified welders. Any welder found to be producing unsatisfactory work even though he has passed qualification tests shall be immediately replaced with qualified welder.
- c. Provide anchor bolts and other connections between the structural steel foundations properly and build them into connecting work design in accordance with AISC "Manual of Steel Concrete."
- d. Prime treated surfaces as soon as practicable after the pre- treatment coating had dried. Except as modified herein, prime with zinc chromate primer to a minimum dry film thickness of 1.0 mil. Surface that will be concealed after construction and will require no over- painting for appearance may be primed with coat of asphalt varnish in lieu of zinc chromate primer. Repair damage to primed surfaces with primer.
- e. Provide column base plates for columns and bearing plates for beams, girders, and similar members. Provide base plates and bearing plates with full bearing after the supported members have been plumbed and properly positioned.

8. Painting Works

- a. Painting of white paint on all walls and ceilings using Solvent based paint as the final layer. At least 3 layers of paint to be applied.
- b. Putting of necessary materials or solutions on ceilings to beautify and to make it useful.

9. Sanitary and Water Line

- a. Supply, Deliver, and Installation of materials for Water Line as specified in the plans.
- b. Supply, Deliver, and Installation of materials for the Sanitary Works as specified in the plans.
- c. Plumbing Fixtures including Trims, Fittings, and accessories; (preferably Bureau of Philippine Standard Certified)
 1. Water Closet -Flush Type
 2. Lavatory - press action tap model with the timed flow and anti-blocking system.

10. ACP WORKS AND SIGNAGE

- a. Supply, Deliver, and Installation of brass gold aluminum composite panel, and Stainless Lettering for architectural finishes as specified in the plan.
- b. Supply, Delivery, and Installation of 1.2 m Ø BARMM logo to be installed in OCM Annex Building Third Floor as specified in the plan.

11. 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 premise
- b. Cleaning of the building and site to a spic and span state, ready for use.
- c. Restoration of all possible damaged facilities during the renovation phase.

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

Please 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]

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 guidelines² 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;

² currently based on GPPB Resolution No. 09-2020

- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

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].

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]

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

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

Name/Title of the Single Contract:

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)

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

- | | |
|--|---|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Certificate of Completion |
| <input type="checkbox"/> Job Order | <input type="checkbox"/> Certificate of Acceptance |
| <input type="checkbox"/> Purchase Order | <input type="checkbox"/> Certificate of Satisfactory Performance, <i>if available</i> |
| <input type="checkbox"/> Notice of Award | <input type="checkbox"/> Statement of Account showing payment |
| <input type="checkbox"/> Notice to Proceed | <input type="checkbox"/> Delivery Receipt |
| <input type="checkbox"/> Sales Invoice | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Official Receipt | |

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	
GOVERNMENT							
PRIVATE							
					Total Cost		

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