

PHILIPPINE BIDDING DOCUMENTS

FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT AND REPAIR OF OTHER OFFICES

CW-2021-001

Government of the Republic of the Philippines

July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

144 Mindanao Avenue, Project 8, Quezon City
Email Address: chiefbjmp@bjmp.gov.ph Website: www.bjmp.gov.ph
Trunkline: (+632) 927-6383; 927-5505



INVITATION TO BID FOR FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT AND REPAIR OF OTHER OFFICES

1. The **BUREAU OF JAIL MANAGEMENT AND PENOLOGY – NATIONAL HEADQUARTERS (BJMP-NHQ)**, through the **GENERAL APPROPRIATIONS ACT OF CY 2021** intends to apply the sum of **FIVE MILLION EIGHT HUNDRED FORTY-NINE THOUSAND TWENTY-THREE PESOS AND 36/100 (PHP 5,849,023.36)** being the Approved Budget for the Contract (ABC) to payments under the contract for **BJMP REFERENCE NO. CW-2021-001**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **BJMP-NHQ** now invites bids for the above Procurement Project. Completion of the Works is One Hundred Eighty (180) Calendar days starting from the date of Notice to Proceed required. 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 **BJMP – DIRECTORATE FOR LOGISTICS** and inspect the Bidding Documents at the address given below on weekdays from 8 AM to 5 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on **November 26, 2021** from given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TEN THOUSAND PESOS (PHP 10,000)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
6. The **BJMP-NHQ** will hold a Pre-Bid Conference on **December 07, 2021 at 1:00PM** through video conferencing or webcasting *via* ZOOM (**Meeting ID: 858 6541 1623 and Password: 196149**), which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat **MANUALLY** at the **BJMP-NHQ, 1ST FLOOR, MESSAGE CENTER, 144 MINDANAO AVENUE PROJECT 8,**

QUEZON CITY, on or before **December 20, 2021 at 03:00PM**. Late bids shall not be accepted.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **December 20, 2021 at 03:00PM**. via **ZOOM (Meeting ID: 824 8445 6976 and Password: 354139)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **BJMP-NHQ** 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:

BAC Secretariat
2nd Floor Directorate for Logistics, BJMP-NHQ,
144 Mindanao Avenue, Quezon City
Telephone: 453 1196 local 202; 263-3069
Email Address: bac.bjmpnhq@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents: www.bjmp.gov.ph
www.facebook.com/bjmpnhqbacofficial

NOVEMBER 26, 2021
[Date of Issue]

DENNIS U ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations
of the Jail Bureau
Chairperson, BJMP-NHQ BAC

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **BJMP-NHQ** invites Bids for the **FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT AND REPAIR OF OTHER OFFICES**, with Project Identification Number **BJMP REFERENCE NO. CW-2021-001**.

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 *CY 2021* in the amount of **FIVE MILLION EIGHT HUNDRED FORTY-NINE THOUSAND TWENTY-THREE PESOS AND 36/100 (PHP 5,849,023.36)**.

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:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **December 7, 2021** through videoconferencing/webcasting 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 **120 Calendar days upon Opening of the 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 and time and either at its physical address or through online submission 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 15 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

Notes on the Bid Data Sheet (BDS)

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																												
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: [provide description/clarification of what are major categories of work]. <i>a. Earthworks (excavation, backfilling & compaction)</i> <i>b. Concrete Works, Carpentry works and Cladding works</i> <i>c. Masonry Works</i> <i>d. Structural Steel Works/Welding Works</i> <i>e. Painting Works (Masonry, Steel & Wood)</i> <i>f. Electrical Works, Plumbing Works and Glass & Glazing</i>																											
10.3	PCAB Classification shall be General Building Category C																											
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15.1	<table><tr><td colspan="2">The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</td></tr><tr><td>a.</td><td>The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</td></tr><tr><td>b.</td><td>The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</td></tr></table>	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:		a.	The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;	b.	The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.																					
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20	The contractor who receive a notice that it has submitted a Lowest/Single Calculated Offer shall submit the following documents to the within five (5) calendar days upon receipt of the notice:																											

	<ol style="list-style-type: none"> 1. Valid and updated PhilGEPS Registration Certificate (if the bidder submitted Class “A” documents in lieu of PhilGEPS Platinum Registration) 2. Business Registration (if not submitted together with PhilGEPS Platinum Certificate) 3. Mayor’s Permit issued by the city or municipality where the principal place of business of the bidder is located. (if not submitted together with PhilGEPS Platinum Certificate); 4. 2020 Audited Financial Statement (if not submitted together with PhilGEPS Platinum Certificate); 5. Tax Clearance. (if not submitted together with PhilGEPS Platinum Certificate); 6. Latest Income Tax Return for fiscal/calendar year 2020 (BIR Form 1701 or 1702) <p>Value Added Tax Return (Forms 2551M or 2551Q) or Percentage Tax Reform (Form 2551M) covering the last six (6) months before the deadline of Opening of Bids.</p> <p>7. Must Submit Sworn Statement indicating that the contractor shall be liable in any damages during the implementation of the project.</p>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and Affidavit of Site Inspection..

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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. Day-works

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

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
2	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are:None
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	<p><i>[Select one, delete the other:]</i></p> <p>a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.</p> <p>b. No dayworks are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within Five Calendar 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 Twenty Five Thousand.
13	The amount of the advance payment is <i>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> .
14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is upon acceptance of the project.

	The date by which “as built” drawings are required is prior to the release of certificate of 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 <i>1% of the contract amount</i>

Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent.

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 the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

PROJECT SPECIFICATION

Project : *Face-Lifting of BJMP-NHQ Building and Improvement and Repair of Other Offices*

Location : BJMP-NHQ, 144 Mindanao Avenue, Project 8, Quezon City

Owner : Bureau of Jail Management & Penology-National Headquarters

1. TEMPORARY FACILITIES:

a. SCOPE:

Temporary facilities shall cover works which are not classified under the other items which are to be removed later in the clearing up of the project area. Such is necessary for the smooth, efficient and up-to-date completion of the project. Included herein are storage for materials, protection of the property, work and structures, workmen and other people from damages or injury.

Temporary barracks for labor work force and storage of materials and equipment necessary for the execution of the works shall be provided by the contractor at the most strategic area within the vicinity of the project site. The area for the purpose shall be designated by the project owner, for which, continuous operation of both the contractor and project owner will not be affected.

Protection of pedestrians and utilities shall also be incorporated under this item. It shall be maintained while works are being done and shall not obstruct the normal functioning of any such utilities. Temporary wiring for light, heat and/or power shall be properly protected against mechanical or over-current failures. All conductive materials enclosing fixed or portable equipment shall be properly grounded.

2. SITE INSPECTION:

The item covers the actual verification of the project site, validation and checking of distances, measurements and other data provided in the working drawings, plans and specifications. It is the responsibility of the contractor to check, verify or validate the working drawings with respect to the actual condition at project site to arrive at the most reasonable cost estimate.

3. SCAFFOLDS:

Properly constructed scaffolds shall be provided for all works which cannot be done safely by workmen standing on permanent or solid construction, except when such work can be done safely from ladders. All scaffolds shall be substantially constructed to support workmen using the scaffolds plus the load which may be

attributed by the materials or equipment which will be used to accomplish the work. It shall also be provided with sufficient anchorage and/or guying to prevent the scaffolds from swaying.

Where objects are likely to fall on a scaffold from above, a substantial overhead protection shall be provided. The same shall also be provided at doorways, passageways or other points where workers and pedestrians must pass under scaffolds.

4. DEMOLITION WORKS:

If the work is of a difficult or dangerous in nature, it shall be done only by experienced person in such work.

All debris arising from demolition should be kept damp by means of spraying water from a hose with a fine spray to prevent dust arising and causing inconvenience to workers, owner and pedestrians.

Before commencing the work of demolition, all gas, electric, water and other utility lines shall be removed and the supply and service lines shall be disconnected by the respective service provider if necessary. This is to prevent any unwanted incidents to the workers doing the demolition.

5. CONCRETE WORKS:

a. SCOPE:

a-1. This item shall consist of furnishing, placing and finishing concrete in building and related structures, flood control and drainage, and water supply structures in accordance with this Specification and conforming to the lines, grades, and dimensions shown on the plans.

a-2. The work covered this Section unless otherwise specified or detailed, shall be governed by the Structural Code of the Philippines.

b. MATERIAL REQUIREMENTS:

b-1. Portland Cement shall conform to the requirements of ASTM C-150 Type for normal Portland Cement.

b-2. Sand shall be clean, hard, coarse river sand or crushed sand free from injurious amount of clay loam and vegetable matter and shall conform to ASTM C-33 or C0330.

b-3. Gravel shall be river run gravel or broken stones. The maximum size shall be 1/5 of the nearest dimension between sides of forms of the concrete, or 3/4 of

the minimum clear spacing between reinforcing bars, or between re-bars and forms which-ever is smaller.

b-4. Water used in mixing concrete shall be clean and free from injurious amount of oils, acids, organic materials or other deleterious substances.

c. POURING AND CONSTRUCTION JOINTS:

c-1. Portland Cement shall conform to the requirements of ASTM C-150 Type for normal Portland Cement.

b-2. Sand shall be clean, hard, coarse river sand or crushed sand free from injurious amount of clay loam and vegetable matter and shall conform to ASTM C-33 or C0330.

b-3. Gravel shall be river run gravel or broken stones. The maximum size shall be $\frac{1}{5}$ of the nearest dimension between sides of forms of the concrete, or $\frac{3}{4}$ of the minimum clear spacing between reinforcing bars, or between re-bars and forms which-ever is smaller.

b-4. Water used in mixing concrete shall be clean and free from injurious amount of oils, acids, organic materials or other deleterious substances.

6. METAL REINFORCEMENTS:

a. REINFORCING STEEL BARS:

a-1. Reinforcing Steel Bars shall conform to ASTM Specifications A-615. All mild steel for columns, shear wall, footings and footing beams shall be high deformed bars. $F_y=275.8$ Mpa for less than 25mm diameter bars and $F_y=415$ Mpa for 25mm diameter and up.

a-2. For 10mm and smaller bars use intermediate grade deformed bars. $F_y=275.8$ Mpa.

a-3. Reinforcing bars shall be fixed one to the other by means of adequate steel wire ties to form rigid reinforcement cages or nets. The reinforcement shall have fixed in the form by approved concrete distance blocks, space bars, link and stirrups. Reinforcing bars shall be spaced according to the approved working drawings and the distance between bars shall not be less than those recommended in ACI-318.

a-4. Splices in bars shall be avoided as far as possible and shall be staggered in any one structural member. They shall conform with the recommendation in ACI-318. In no case shall splices be made at critical points of maximum stress.

a-5. Lateral ties and stirrups shall be of the following schedule:

- use 12mm diameter for ties and stirrups for 25mm diameter

main bar or greater, and

- use 10mm diameter for ties and stirrups for less than 25mm diameter main bars.

7. FORM WORKS:

a. GENERAL CONDITIONS:

a-1. Forms shall conform to the shape, lines and dimensions show on the drawings. They shall be substantial and designed to resist the pressure and weight of the concrete.

a-2. Forms shall be properly tied and braced or shored so as to maintain their position and shape. Forms shall be sufficiently tight and strong to prevent leakage of mortar.

a-3. Forms shall be coated with non-staining form oil before setting reinforcements. The form oil shall not contain chemical that will impair the strength of the concrete.

a-4. Removal of forms or shoring is subjected to approval by the supervising Architect or Engineer, and under no circumstances shall bottom form and shoring be removed until after the members have acquired sufficient strength to support their weight and the load thereon.

8. STRUCTURAL STEEL WORKS:

a. SCOPE:

a-1. The scope of work under this section consist of furnishing of all materials, labor, tools, equipment, and performance of all operations relative to the fabrication, delivery to site, erection and painting of structural steel trusses and purlins as shown on the plans.

b. DESIGN CONDITIONS:

b-1. All structural steel work shall be in accordance with AISC Specification for the Design, Fabrication and Erection of Structural steel for building.

c. FABRICATION:

c-1. Welding, shearing, gas cutting and all other works involved in the fabrication of structural steel shall be done with accuracy and of the highest quality of workmanship, within the allowable tolerance prescribed in the AISC specifications.

c-2. Welding on structural members in shop and on field, shall be done only by certified and experienced welder.

c-3. Surface to be welded shall be free from loose side, rust, grease, paint and other foreign materials that will impair the soundness of the weld.

c-4. Temporary weld and assembly attachments shall be kept to a minimum. All temporary attachments that are welded shall be removed by a flame torch above the parent metal surface and ground to smooth surface by power grinding.

9. MASONRY WORKS:

a. Concrete hollow blocks:

a-1. Wet CHB thoroughly before using. The first row of blocks shall be anchored to the concrete columns at least 0.05 meter deep. Course shall be laid straight and uniform with the regular running bond and with vertical faces truly vertical and set thru in line.

a-2. All units shall be laid with mortar composed of one (1) part of cement and three (3) parts of sand mortars. Reinforcements shall consist of 10mm bar spaced every 0.60 m on centers for vertical reinforcements and at every three (3) layers of CHB for the horizontal reinforcements. Reinforcing bars shall have a lap of 40 times the diameter of the bar being used. All horizontal reinforcements at their inter joints.

a-3. At doors and windows opening unless otherwise shown in the details, the jambs and below sills shall be provided with at least 10mm diameter of reinforcing bar to eliminate cracking at the upper corners of the window or door.

b. Plastering:

b-1. Before plastering is made, checking of vertical alignment of the piled CHB shall so be made. Removal of dust deposited against the piled CHB shall be thoroughly removed by any approved means. This is to ensure that plastering materials will tightly contact with the CHB thereby eliminating voids after some period of time.

b-2. Plastering mixture shall be thoroughly mixed with not less than one (1) part of cement to three (3) parts of sand.

10. CARPENTRY WORKS:

a. Materials:

a-1. Lumber shall be of the approved quality of the respective kinds for the various parts of the work, thoroughly dried, straight and free from any defect.

a-2. All concealed lumber shall be treated with anti anay or bukbok either through spray or paint with brush. If the lumber is to be in contact with concrete or masonry it shall be coated with creosote or its approved equivalent.

a-3. All unexposed lumber for framings shall be of apitong. All window/door jambs shall be of apitong and/or tangile.

b. Workmanship:

b-1. Al frames shall be done if possible with carefully fitter mortise and tennon joints.

b-2. Wooden handrails, moldings, door jambs, closets and cabinets and all related woodworks called for in the plan and specifications shall be done accurately and neatly to conform with the details.

b-3. All other items of woodworks not included in this specification but indicated in the plan/drawings shall be the materials specified or in accordance with the classifications of lumber according to use. These woodworks shall be done in accordance with the details and governed by applicable provisions of standard engineering practice.

11. PLUMBING WORKS:

a. General:

All plumbing works shall conform with the pertinent provisions of the sanitary plumbing code of the municipality where the project is located and in consonance with the provisions of the national plumbing code. All plumbing works shall be done by experienced men only and under the direct supervision of a master plumber. The engineer/architect in-charge of the construction shall be informed before the execution of any work under this section.

b. Workmanship:

A vent shall be practicable, a direct extension of a waste or soil pipe. All vertical soil and vent pipe shall be carried shall be carried up at least 60 cm above the roof of the building and the open end shall be covered securely.

c. Plumbing Fixtures and Accessories:

c-1. Where so shown in the plan, provide sanitary and plumbing fixtures complete and of Philippine Standard type. All piping to be used shall be schedule 40 PVC from top of the line brands. Fixtures shall also be “top of the line” in quality. Samples of plumbing fixtures shall be presented to the supervising engineer or authorized representative of the owner prior to installation. Any materials installed without the approval of engineer in charge or the owner which will be rejected upon inspection shall be removed and replaced with approved quality without additional cost to the total contract amount.

c-2. Alternative types shall require the approval of the owner with the consent of the supervising engineer/architect. Each length of pipes shall have cast,

stamped or indelibly on it, manufacturer's trade mark or name, weight, type or class of the product when so required.

12. PAINTING AND VARNISHING:

a. General:

The work covered of this specification shall consist of proper preparations of surfaces, the furnishing of labor, materials, scaffoldings and other equipment and performing all operations connected with painting. Complete in accordance with color scheme. All paints shall be delivered at the site with original container with label intact and unbroken seal. Materials to be used shall be as indicated in the plan and alternatives shall be consulted to the owner for approval before application.

b. Workmanship:

b-1. The workmanship shall be of the best quality. All materials shall be applied with adequate illumination, evenly spread and smoothly flowed on without runs and sag.

b-2. All knots, pitch and snappy spots shall be thoroughly cleaned and free from dust or oils before any application of paint will commence.

b-3. All metal surfaces shall be first washed with mineral spirit to remove any dirt or grease before applying the material. When dust is present, it shall be wire brushed or sand papered before painting to assure bonding of the material and the surface of the metal.

b-4. All exposed areas shall be protected while the building is being painted or varnished.

b-5. Paint shall be of Boysen or any approved higher or equivalent quality or as specified in the drawing. Paintings shall be thoroughly and uniformly rolled on so as to form a film of even thickness.

b-6. Each coat of paint shall be allowed to dry thoroughly before the application of the next coat and no application shall be done in damp weather.

b-7. In general, and unless otherwise specified, all paintings for exterior walls, hallways, common CRs, lobbies shall be done to a minimum of two (2) coatings while for new partitions/walls it shall be done three (3) coatings. No less than twenty-four (24) shall elapse in between any application.

13. ELECTRICAL WORKS:

a. General:

The works herein shall include the furnishing of materials, labor and equipment necessary to complete the electrical system ready for operation by the owner. All works shall be in accordance with the approved electrical plan. Any changes made by the owner during the progress of the construction shall need the consent of the designer before any installation and such shall the supervising engineer be informed.

- b. All installation shall be done to a standard and high quality workmanship manner and shall include all necessary works that may not be clearly indicated in the plan or schematic diagram but necessary to attain the purpose of the design scheme.
- c. The Electrical Drawings are diagrammatic and indicate the general locations of all materials, equipment, luminaires, and wiring devices. The plan or drawings indicated the general layout of the system shall be followed as closely as practical. The contractor shall coordinate the work under this section with the architectural, plumbing, heating and air-conditioning, and other trade drawings for the exact dimensions, clearances, and roughing-in locations.
- d. If directed by the Architect/Engineer. The contractor shall, without an extra charge, make reasonable modifications in the as needed to prevent conflict with the work of other trades or for the workmanlike execution of the work specified.
- e. All materials and workmanship shall comply with all applicable codes, state laws, local ordinances, industry standard and electric utility and insurance carrier requirements.
- f. In case of conflict between all applicable codes, state laws, local ordinances, industry standard, and insurance carrier and electric utility requirements, the contractor shall bear all costs related to the correction of any such conflict.
- g. All wires, cable, conduit, conduit fittings, cabinets, panel boxes, wiring devices, and miscellaneous hardware and fittings shall be new and undamaged, and bear the Underwriter Laboratory (UL) label where applicable, and be as specified for use in each specific location.
- h. Samples of specific wire, cable conduit, fittings cabinets, panels and boxes procured for use shall be available to the Architect/Engineer for approval when requested.
- i. Equipment Finish: All factory finished electrical boxes, cabinets, and panel boards shall be furnished in the manufacturer's standard color and finish. The contractor shall notify the painting contractor when all exposed unpinned electrical equipment, except conduit, and those factory-finished cabinets and panel boards that are to be painted can be cleaned, primed as required, and finish-painted in the colors selected by the owner in accordance with the painting section of these specifications.

- j. Joint in branch circuits shall be made only where such circuits divide as indicated on the drawings and shall consist of one through circuit to which the branch from the circuit shall be spliced. Joints in branch circuits shall not be made by fixture hangers. No splices shall be made in conductors except at outlet, junction or splice boxes.
- k. The locations of the outlets are diagrammatic and may be adjusted whenever required by the designer before any installation.
- l. All electrical wirings to be used in the project shall be unused or brand new and of THHN type. Conduits shall be embedded in columns, walls or toppings of floors.
- m. Proper fittings shall be provided at ends of conduits. Wiring installations through wooden double partitions shall be in standard PVC conduits, and in all cases, the installation shall be concealed in view. When not shown on plans, conduit sizes shall correspond to the conduit sizes as prescribed in the Philippine Electrical Code table for sizes of conduit pipes.
- n. Utility and junction boxes shall be PVC from reputable manufacturer. Wall switches intended to control lights on the 230 Volts system shall be rated 20 amps. For convenience outlets to include ACU outlets shall be flushed duplex type rated 20 amperes 230 volts 60 Hz, 60 amperes 230 volts 60 Hz respectively.
The engineer/architect in charge shall prepare an as-built plan dully signed by the designer and the engineer in charge for reference and maintenance purposes.
- o. Downlights shall be 200mm dia pinlight type with glass cover and 18 watt (max) daylight saving lamp. Working areas whenever necessary shall be provided with 2 x 40watts fluorescent lamp with reflector and louver.
- p. Connection of conductors to terminal parts shall ensure good connection without damaging the conductors and shall be made by means of pressure connectors (including set screw type), solder lugs, or splices to flexible leads.
- q. All splices, joints and free ends of conductors shall be covered with an insulation suitable for the purpose.
- r. Main circuit breakers must be three phase (3 Phase), industrial type, bolt-on, 60 Hz, 240 Volt and with 30KAIC – 50KAIC rating.
- s. Branch circuit breaker must be single phase (1 ph), two (2) pole, 230 Volt, bolt-on type, 60 Hz and with 10KAIC – 25KAIC rating.
- t. Enclosure of the breakers must be in the minimum standard requirement of Philippine Electrical Code, for outdoor NEMA 3R, and for Indoor NEMA 1 or NEMA 12.

- u. For the repair of existing building, Electrical power and lighting supply must be observed the existing homerun splicing of a conductor/s and must be at least in a proper connection from pull box, junction boxes and utility boxes.
- v. All electrical conductors coming out from the junction and utility boxes must be at least 15 cm (6 inches) for splicing, and with an insulating device suitable for the purpose

14. TILES WORKS:

- a. General:

This Item shall consist of furnishing all Ceramic Tiles (glazed and unglazed), granite slab and cementations materials, tools and equipment in undertaking the proper installation of walls and floor tiles as shown on the Plans and in accordance with this Specification.

- b. Ceramic tiles and trims shall be made of clay, or a mixture of clay and other materials which is called the body of the tile classified by ASTM C-242 as to their degree of water absorption.
- c. Glazed tiles and trims shall have an impervious face of ceramic materials fused on the body of the tiles and trims. Glazed tiles shall be used for walls.
- d. Unglazed tiles shall be hard dense tile of homogenous composition. Its color and characteristics are determined by the materials used in the body, the method of manufacture and the thermal treatment. Unless otherwise specified, used unglazed tiles for all floors as indicated on the Plan. Trims are manufactured to match wall tile color, texture and coordinate with it in dimension.
- e. Unless otherwise specified on the working drawings, prior to the installation of granite slab, it shall be checked by the architects/engineers in charge of the construction and the same shall be approved by concerned authorities.
- f. Tile work shall not be started until roughing-ins for plumbing, electrical and other trades have been completed and tested.
- g. Mortar mix for scratch coat and setting bed shall consist of one part Portland cement, 1/4 Tile adhesive, and 3 parts sand by volume. Surface to receive tile must be level, true to elevation, dry, free from dirt, oil and other kind of ointments.
- h. On masonry surface apply first a thin coat with pressure, then bring it out sufficiently to compensate for the major irregularities of the surface to a thickness not less than 10mm at any point.
- i. Ceramic tiles shall be soaked in clean water prior to installation for a minimum of one hour. Apply a bond coat mix with consistency of cream paste 1.5mm thick to the wall surface or to the back of the tile to be laid.

- j. Before grouting of joints, tiles shall have been laid in place for at least 24 hours. Grouting mortar shall be blended with pigments to acquire the color appropriate for the ceramic tiles.
- k. Grouting mortar shall be applied over the tile by float or squeegee stroked diagonally across the joints. Remove excess mortar with a wet sponge stroked diagonally or in a circular motion after 12-15 minutes.
- l. Clean ceramic tiles surface thoroughly as possible upon completion. Remove all grout haze observing tile manufacturer's instructions as to the use of acid or chemical cleaners.

15. MECHANICAL WORKS:

a. General:

This Item shall consist of furnishing and installation of air-conditioning units inclusive of necessary electrical connections duct works, grills, refrigerant pipes, fittings, rubber insulation, mounting brackets, and condensate drains and all other necessary accessories ready for service.

- b. Refrigerant pipes shall be copper tubing type L, for liquid line use 9.52mm diameter and for gas line use 15.88mm-19.05 mm diameter with flare type connection or use as per manufacturers specifications. Refrigerant will be R-410a. Use blue PVC pipes for condensate drains.
- c. Pipe insulation shall be rubber pipe or its equivalent. The insulating materials shall be covered with 10mm x 13mm thick polyethylene film which shall be overlapped not less than 50mm. Pipe insulation shall be adequately protected at point of support by means of suitable metal shield to avoid damage from compression. Insulation pipes and fitting located outdoors shall be provided with metal jackets.
- d. Power supply shall be provided by the contractor at the pull box inside the electrical room and shall furnish and install the main circuit breaker and starter with suitable ratings and capacities, conduits, wirings, fittings, devices and all other equipment and electrical connections needed to complete the electrical installation of the system. All electrical works shall comply with the latest edition of the Philippine Electrical Code.
- e. The contractor shall supply and install 5 TR Ceiling Mounted split type Inverter, 3 TR Floor mounted split type Inverter with indoor and outdoor unit and 1.5 hp window type Inverter air-conditioning units as specified in the plans having warranty period of Five (5) years for compressor and One (1) year for parts and service including cleaning of units at least Two (2) times within 1-year warranty. Including the supply and installation of all drain lines. Testing and Commissioning of air-conditioning units for dry run shall not be less than twelve (12) hours. Test of airflow, temperature and humidity shall be made to

demonstrate that each unit complies with the requirements of the plans and specification. All air-conditioning units to be installed shall exist in the Philippine market for not less than ten (10) years from the date of installation.

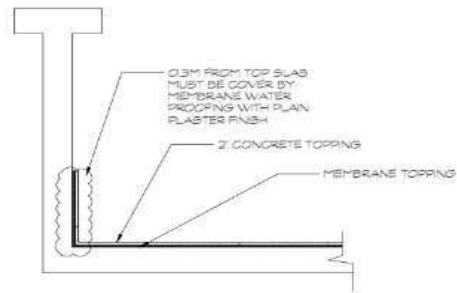
- f. For Ventilation exhaust system. Supply and install metal or ABS type exhaust fan with fan blade 12 inches, airflow 1400-1500 CFM, 35-40 W. Use PVC pipe for the exhaust piping, 6 to 8 inches' diameter. Provide clamps and support hangers to stabilize the exhaust piping. provide louvers on the suction and discharge side of the exhaust system. the system shall comply with the latest mechanical trade and practice. Conduct testing and commissioning of the exhaust fan including 1-year warranty of motor and one 1-year for parts and service.

1. SITE INSPECTION:

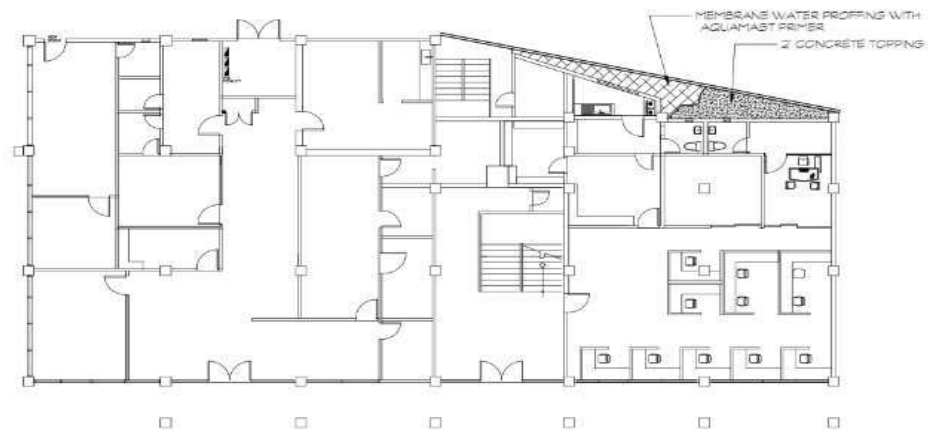
The item covers the actual verification of the project site, validation and checking of distances, measurements and other data provided in the working drawings, plans and specifications. It is the responsibility of the contractor to check, verify or validate the working drawings with respect to the actual condition at project site to arrive at the most reasonable cost estimate.

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

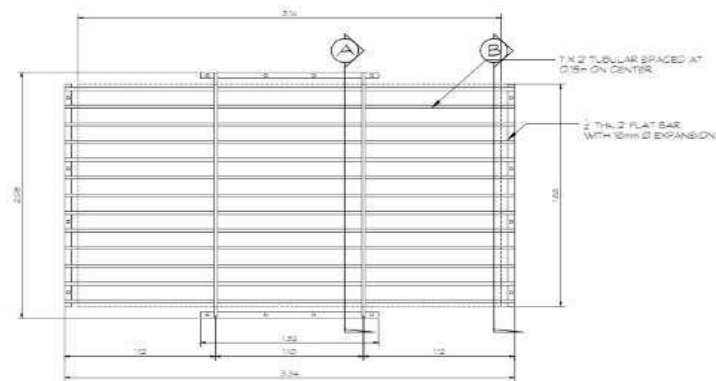


WATER PROOFING DETAIL
NOT DRAWN TO SCALE

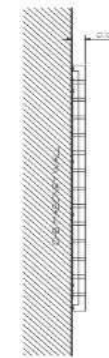


WATER PROOFING OF BACK SIDE OF DHRD OFFICE
SCALE 1:100

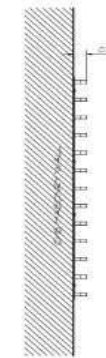
PROJECT TITLE	DESIGNED BY		CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BJMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES	FLAVIANO A PANAGA JR JAL OFFICE ELECTRICAL ENGINEER ENGINEERING STAFF	WILLIAM MARC BENEDICT P TALLANGBAN JAL DIRECTOR ARCHITECTURE/BA PLANNER CHIEF ENGINEERING AND ARCHITECTURE SECTION	ALBERTO M MARANO JAL CHIEF DIRECTOR CIVIL ENGINEER CHIEF REAL PROPERTY SECTION	CLINT KUSSE, A TANDERES JAL CHIEF SUPERINTENDENT DR. GREGORIO FOR LOOISTOS	ALLAN B RAL CEBE JAL DIRECTOR CHIEF SURV	REPAIRING OF HALLWAYS AT SECOND FLOOR	1
WATER PROOFING OF BACK SIDE OF DHRD OFFICE							4



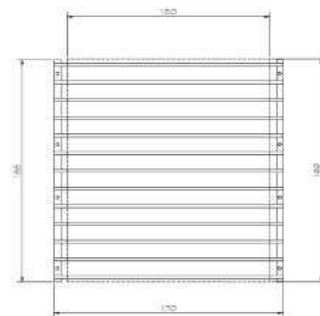
WINDOW GRILL-A
SCALE 1/20th



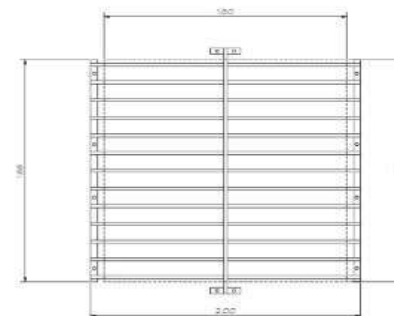
SECTION-A
SCALE 1/20th



SECTION-B
SCALE 1/20th

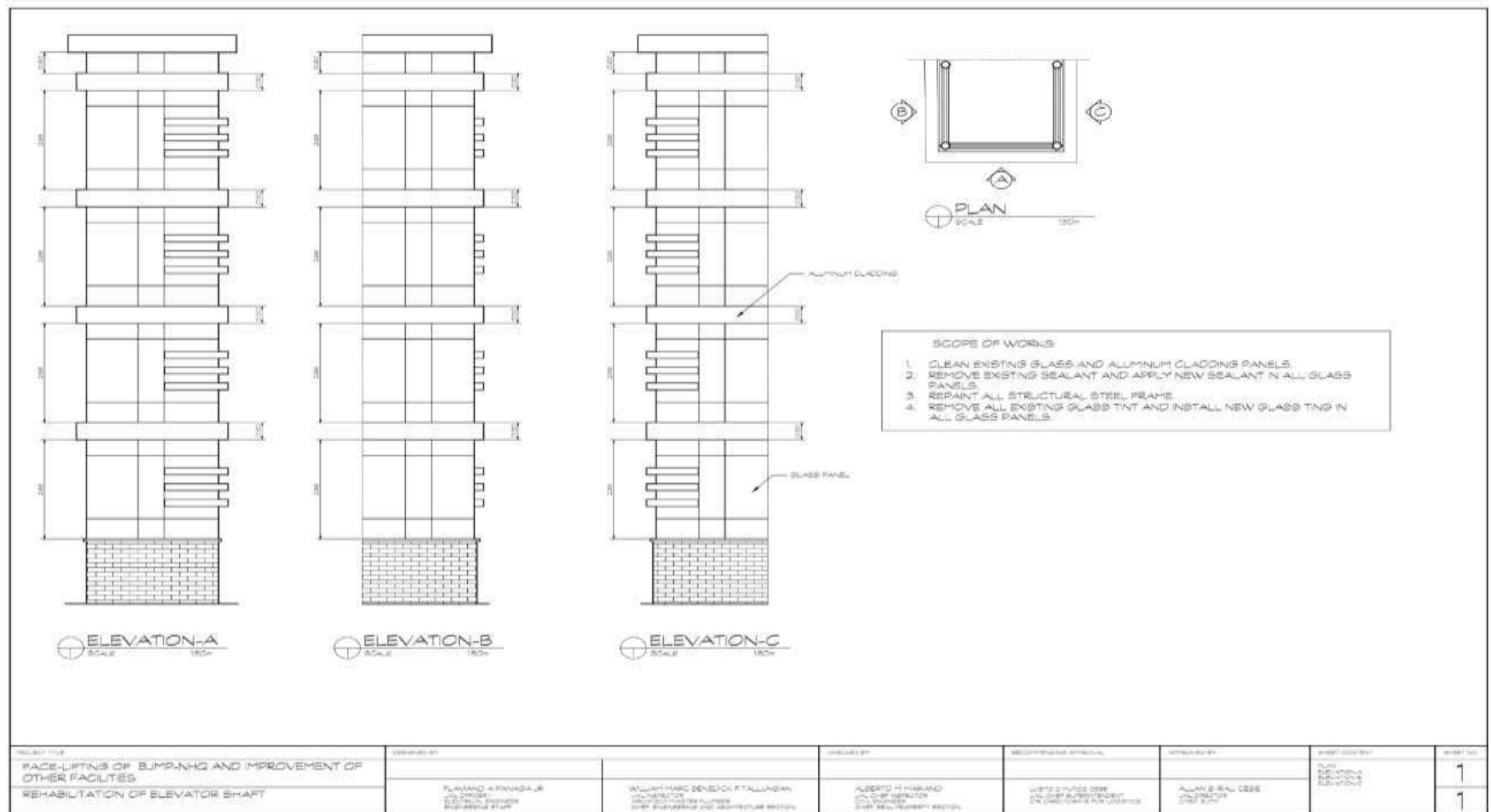


WINDOW GRILL-B
SCALE 1/20th



WINDOW GRILL-C
SCALE 1/20th

PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BJMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES					WINDOW GRILL DETAILS	1
INSTALLATION OF WINDOW GRILLS AT DIRECTORATE FOR INVESTIGATION	FLAVIANO A PANAGA JR. JAL DIRECTOR ELECTRICAL ENGINEER ENGINEERING STAFF	WILLIAM MARC BENEDICK P TALLANGIAN JAL DIRECTOR ARCHITECT/ENGINEER PLUMBER CHIEF ENGINEERING AND ARCHITECTURE SECTION	ALBERTO M MARAND JAL CHIEF DIRECTOR CIVIL ENGINEER CHIEF REAL PROPERTY SECTION	WISYO D PLACID CESSE JAL CHIEF SUPERINTENDENT DIR. DIRECTORATE FOR LOGISTICS	ALLAN B RIAL CESSE JAL DIRECTOR CHIEF STAFF	1





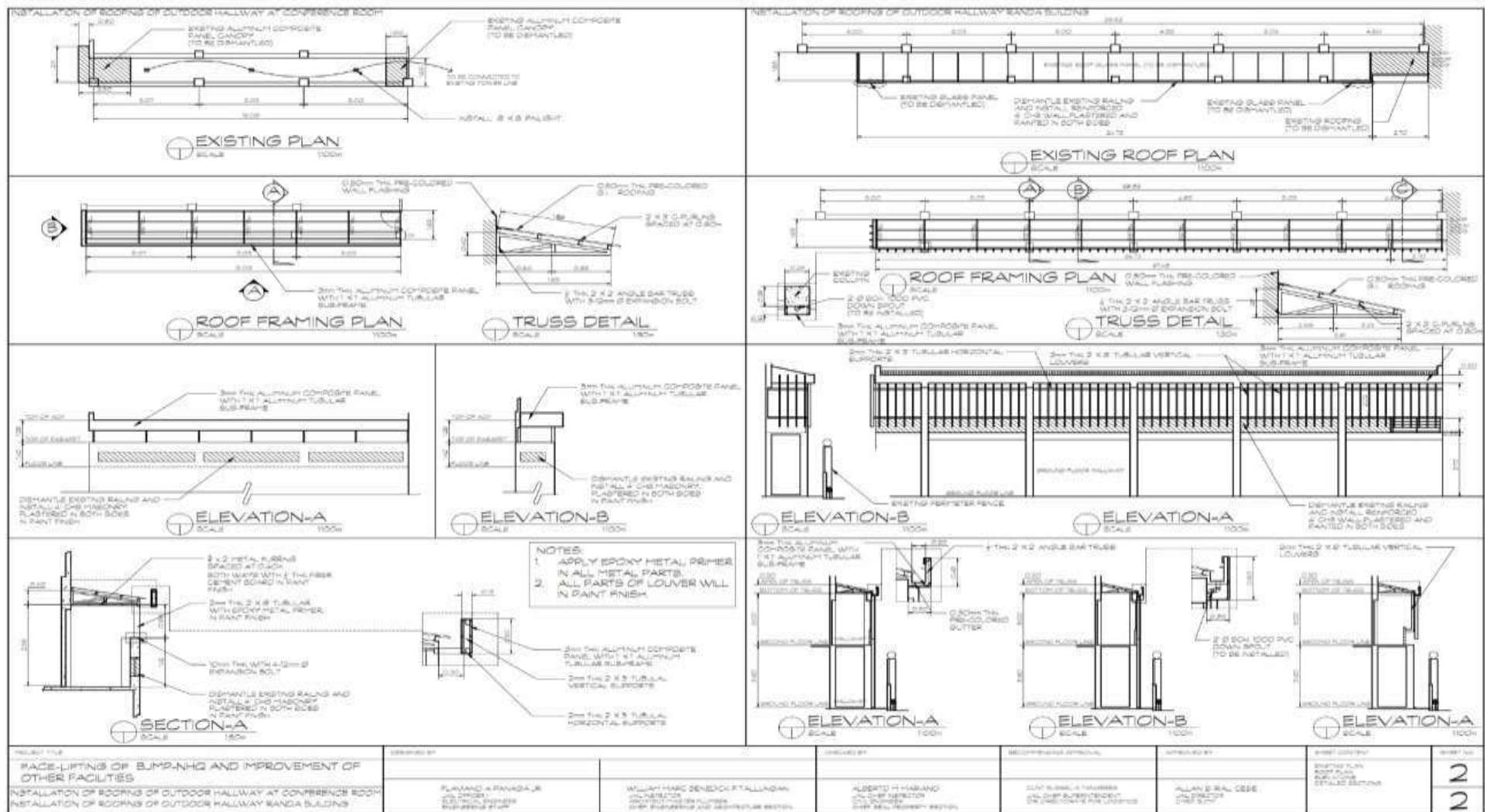
FRONT ELEVATION
SCALE 1:200

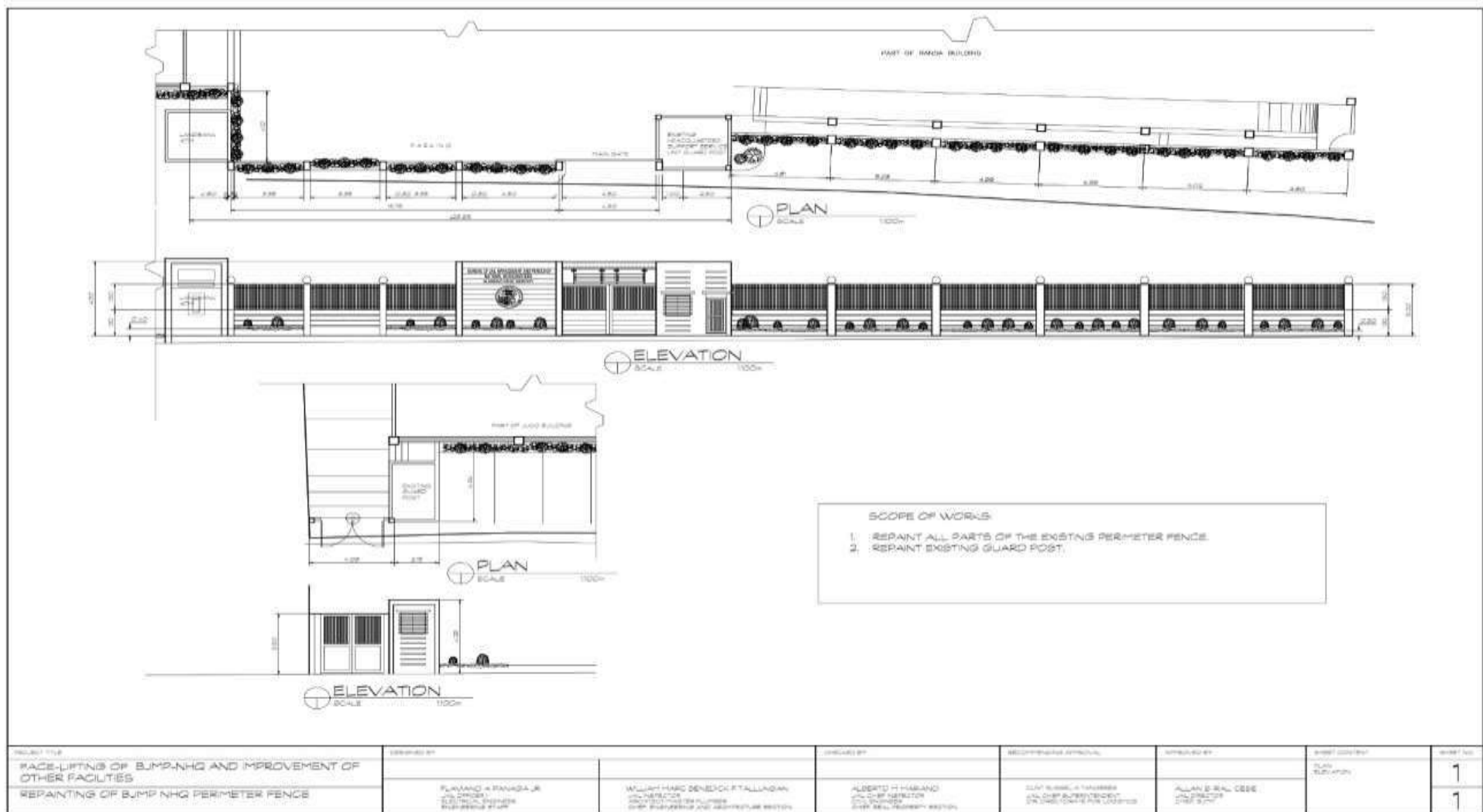
- NOTES:
1. APPLY EPOXY METAL PRIMER IN ALL METAL PARTS.
 2. ALL PARTS OF LOUVER WILL IN PAINT FINISH.
 3. ALL EXTERIOR SURFACES OF THE BUILDING WILL BE REPAINTED, EXCLUDING ACP SURFACES.
 4. GLASS PANELS AT THE HALLWAY OF JUCO BUILDING WILL BE CLEANED, RESEALED AND TINTED.
 5. DISMANTLE ALL TINT OR GLASS WINDOWS AT THE FACE OF THE BUILDING AND INSTALL NEW TINT.

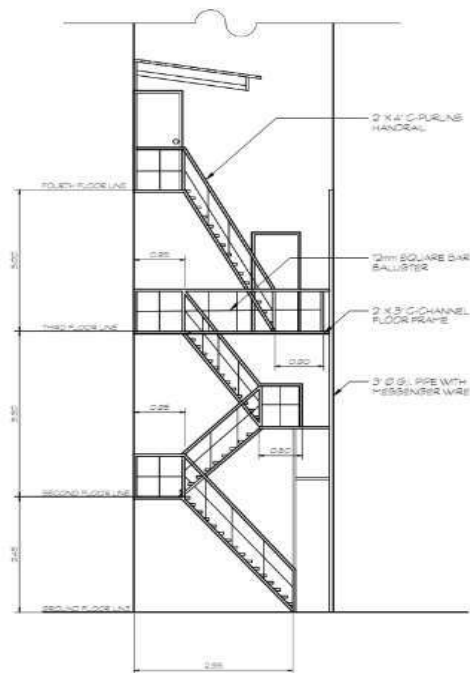


REAR SIDE ELEVATION
SCALE 1:200

PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BUMPING AND IMPROVEMENT OF OTHER FACILITIES	FLAVIAN A. RANADA JR. JICA OFFICE BUSINESS DEVELOPMENT	WILLIAM H. BENDON P. TALLANAN JICA OFFICE BUSINESS DEVELOPMENT	ALBERTO H. HABANG JICA OFFICE BUSINESS DEVELOPMENT	ALAN S. BAL. CEBE JICA OFFICE BUSINESS DEVELOPMENT	GENERAL PLAN ELEVATIONS SECTION DETAILS SECTION	1
INSTALLATION OF ROOFING OF OUTDOOR HALLWAY AT CONFERENCE ROOM						1
INSTALLATION OF ROOFING OF OUTDOOR HALLWAY RANGA BUILDING						1



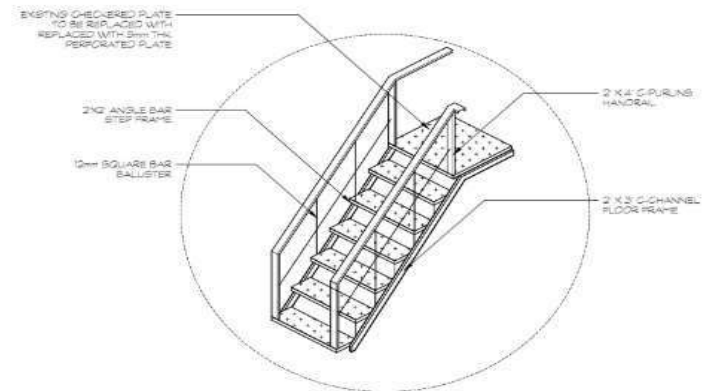




ELEVATION
SCALE 1/50th

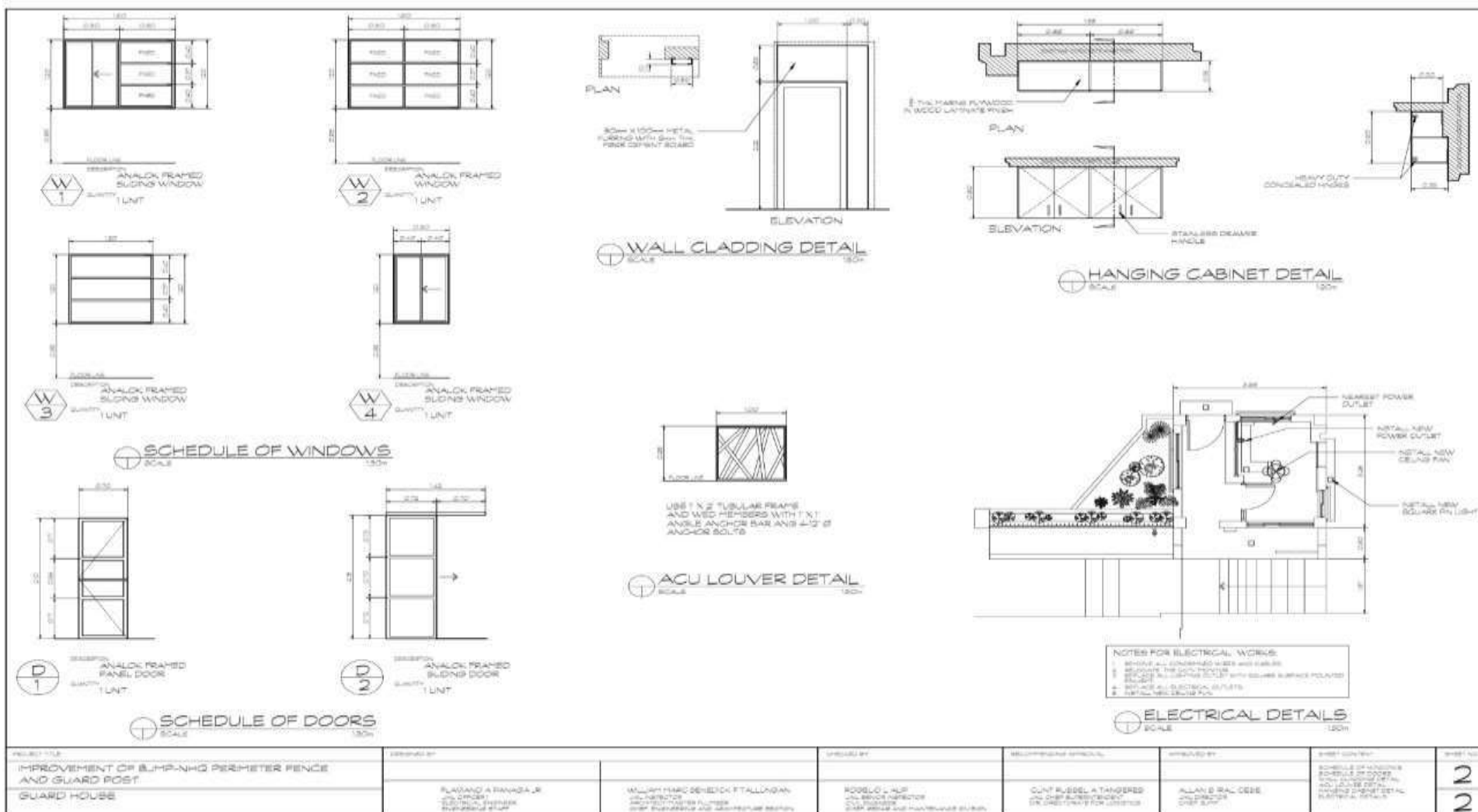
NOTE:

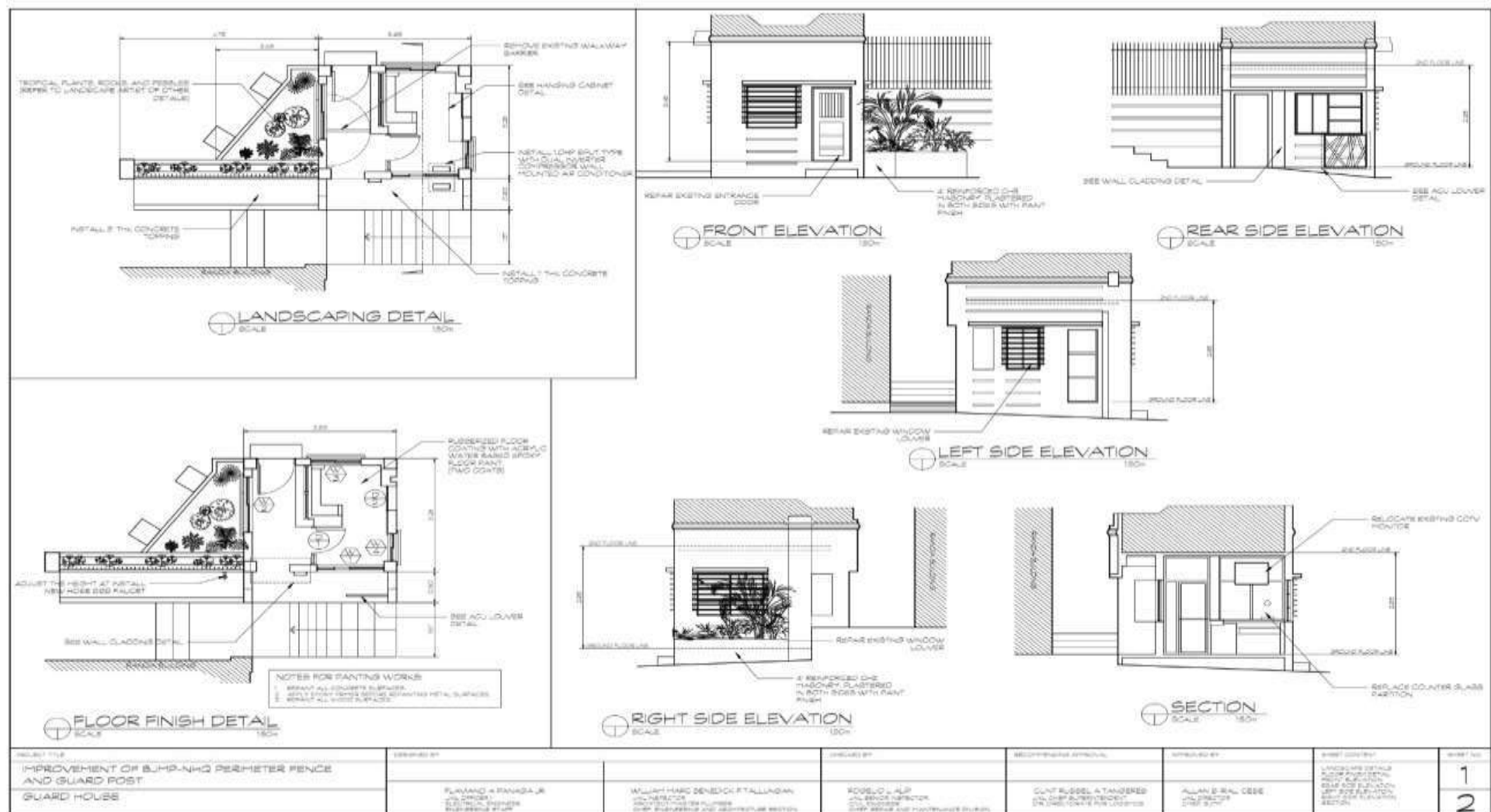
1. REPAIR/ REPLACE ALL DELAMINATED PART OF THE FIRE EXIT.
2. REPLACE THE EXISTING CHECKERED PLATE STEP BOARD WITH 5mm THK PERFORATED PLATE.
3. APPLY EPOXY METAL PRIMER IN ALL PARTS OF THE FIRE EXIT.
4. REPAINT ALL PARTS OF THE FIRE EXIT.

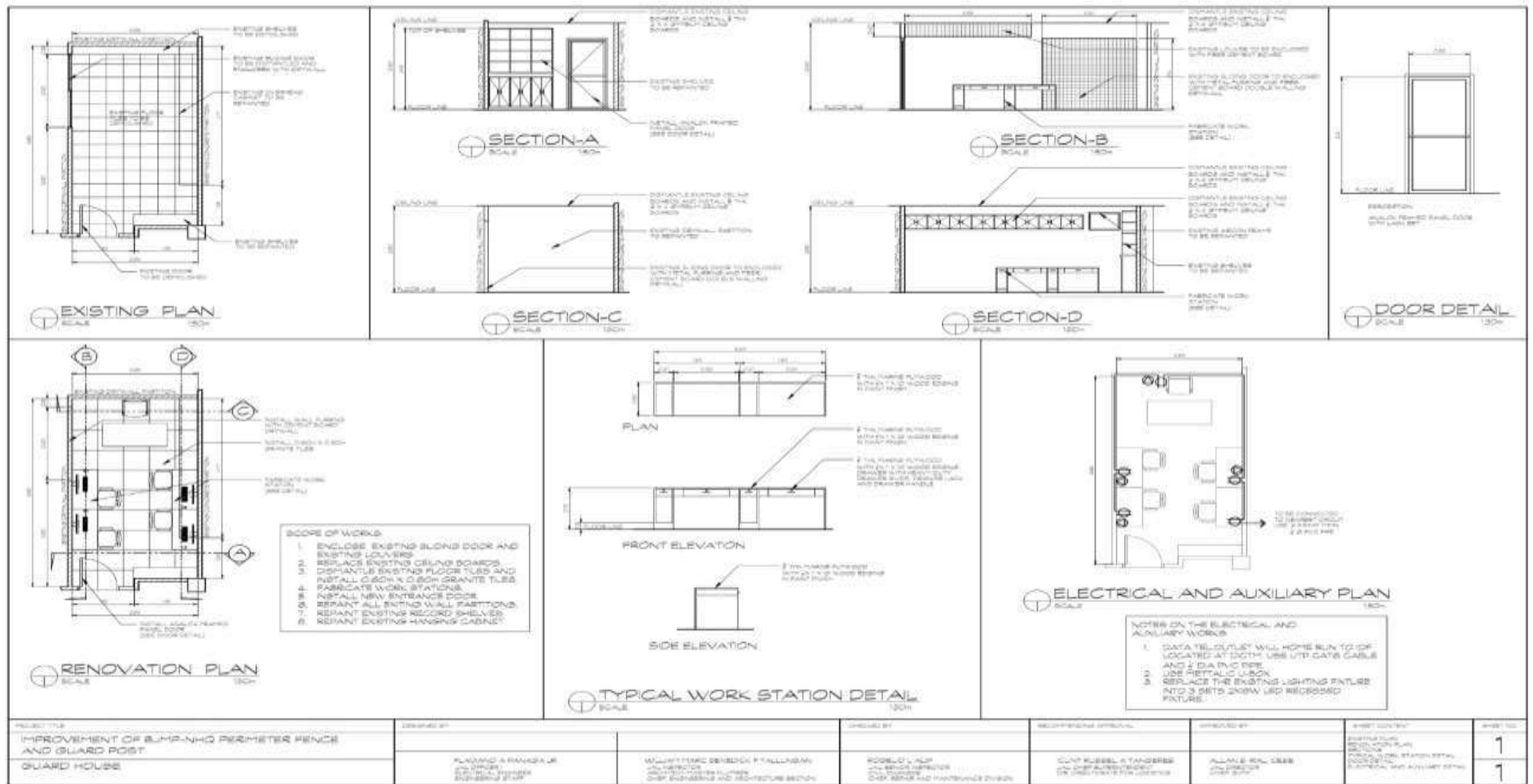


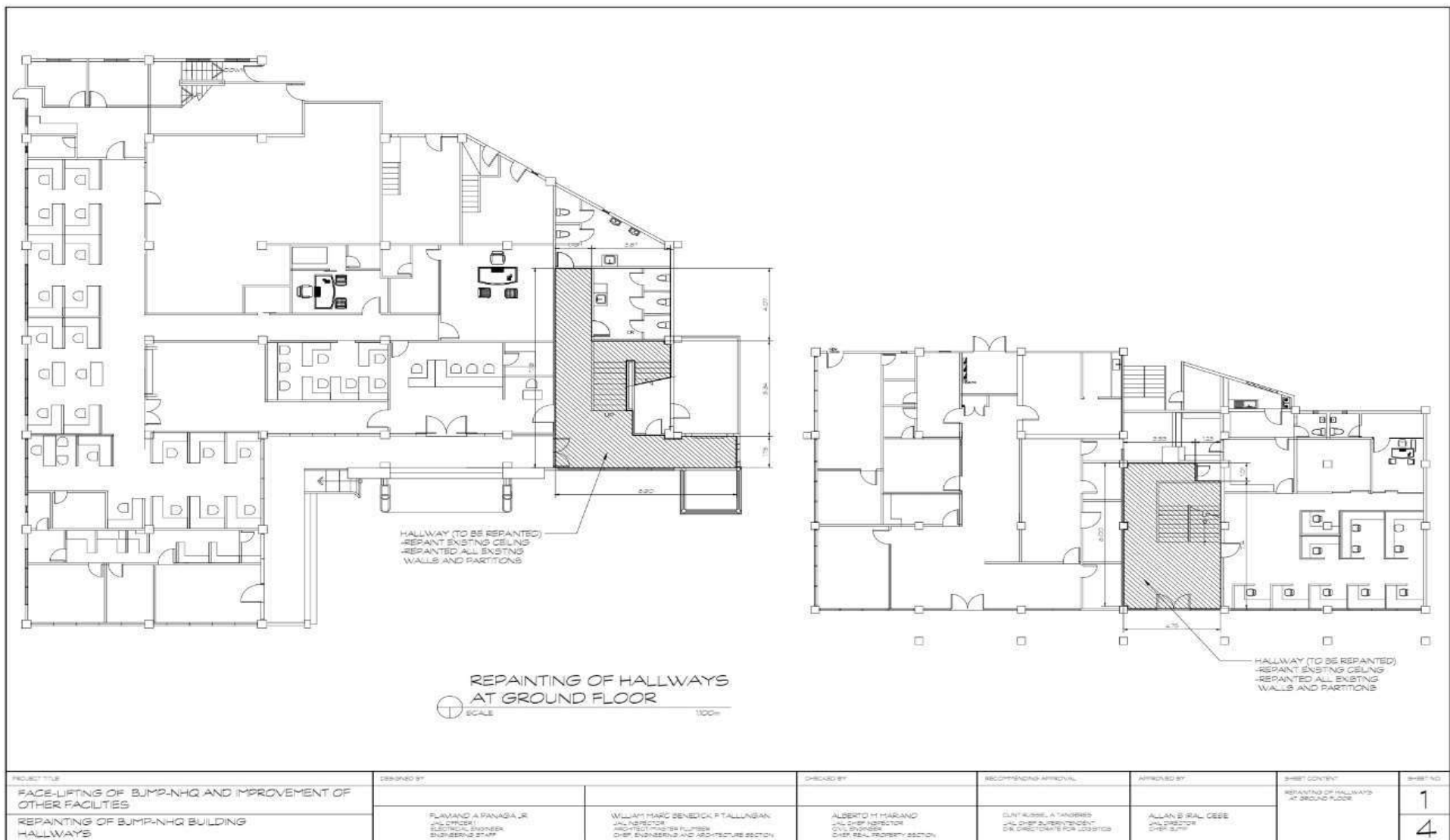
ISOMETRIC DIAGRAM
DRAWN NOT TO SCALE

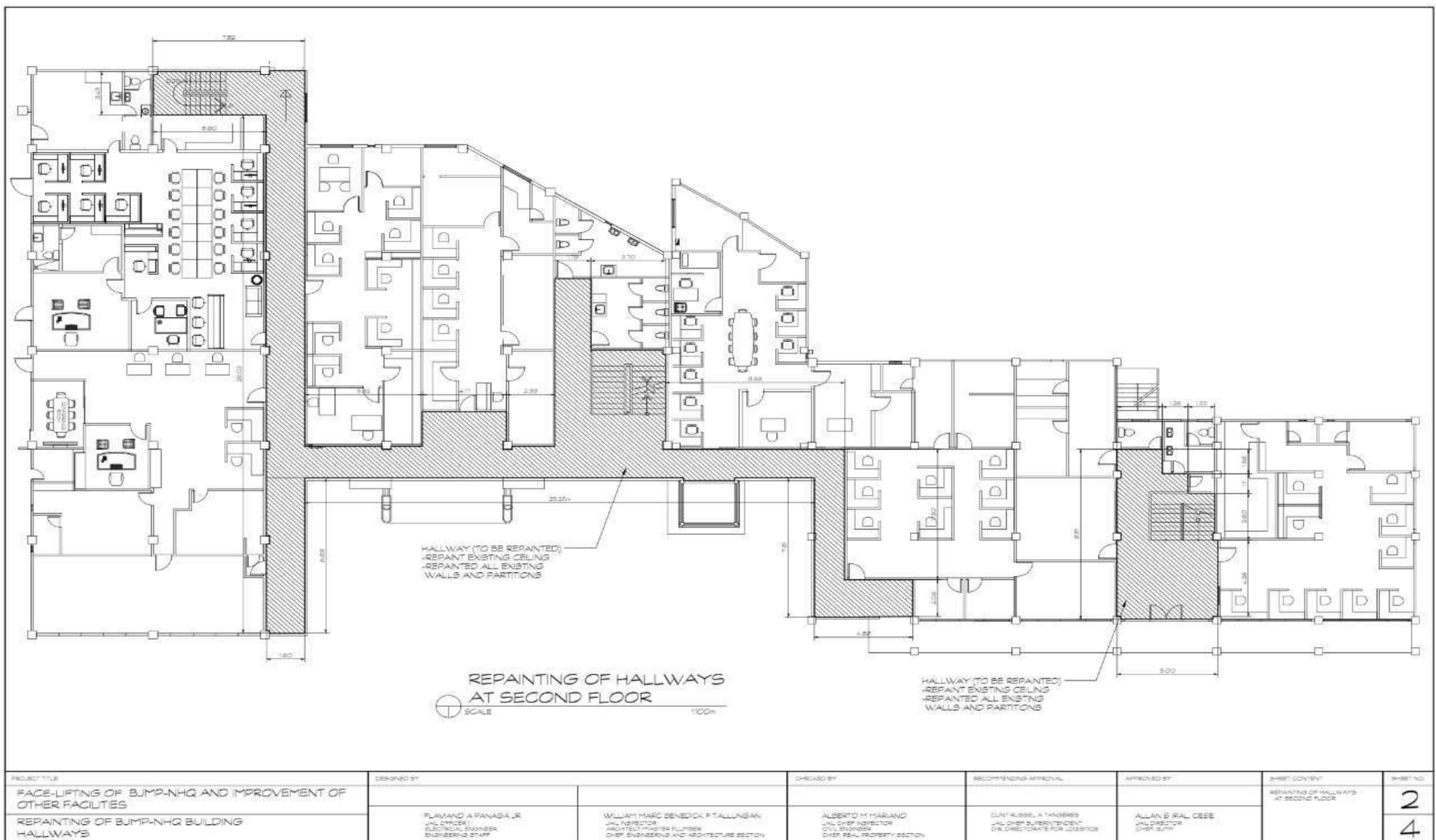
PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BJMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES					ELEVATION, ISOMETRIC DIAGRAM	1
REHABILITATION OF FIRE EXIT AT RANDA BUILDING	FLAVIANO A PANAGIA JR. JAL DIRECTOR ELECTRICAL ENGINEER ENGINEERING STAFF	WILLIAM MARC BENEDICK P TALLANGAN JAL DIRECTOR ARCHITECT/MECHANICAL ENGINEER CHIEF ENGINEERING AND ARCHITECTURE SECTION	ALBERTO M MARANO JAL CHIEF DIRECTOR CIVIL ENGINEER CHIEF REAL PROPERTY SECTION	CLINT KUSSEL, A TANDERRIS JAL CHIEF SUPERINTENDENT DIR. DIRECTORATE FOR LOGISTICS	ALLAN B RIAL CESE JAL DIRECTOR CHIEF SURV	1

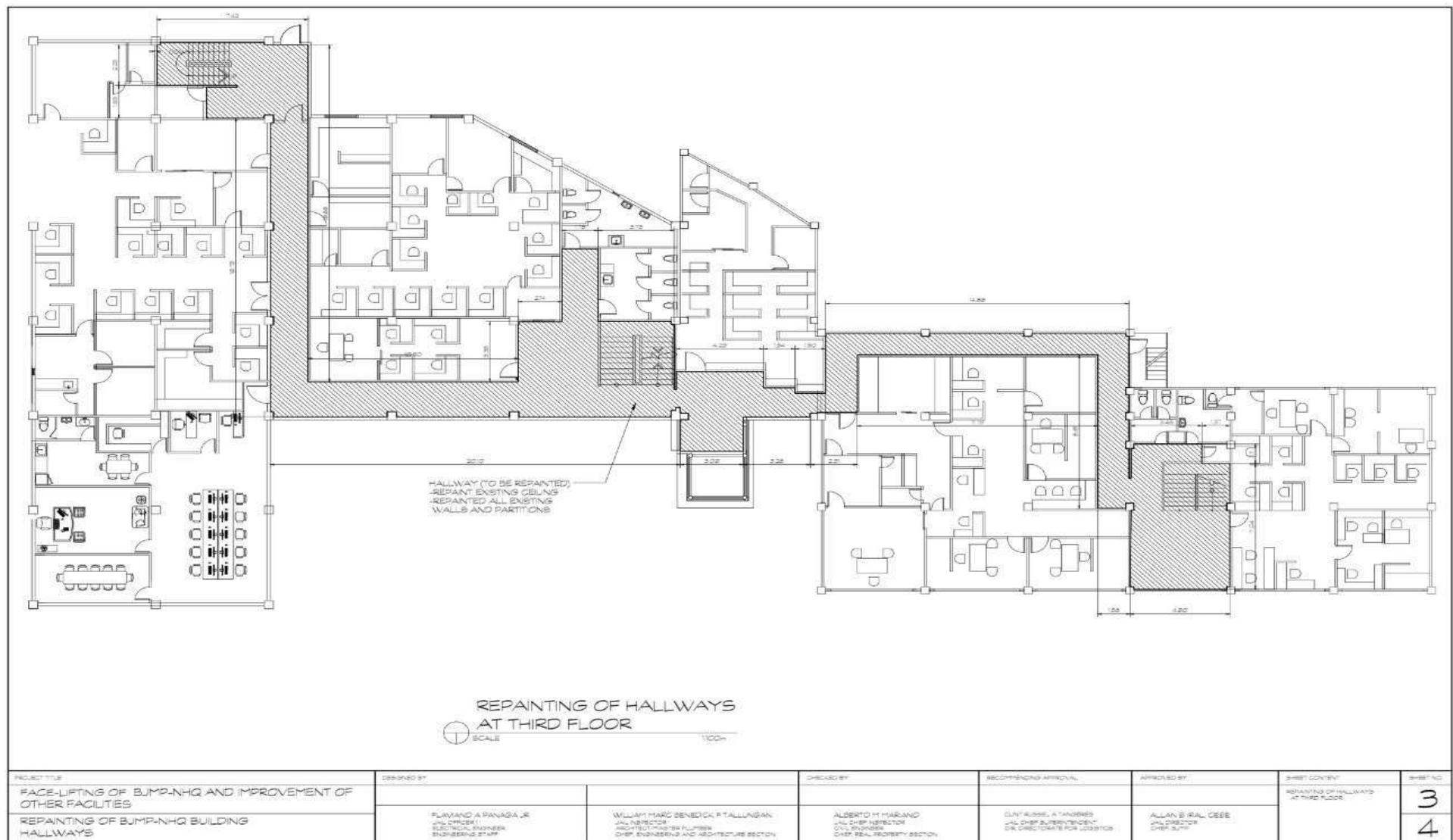


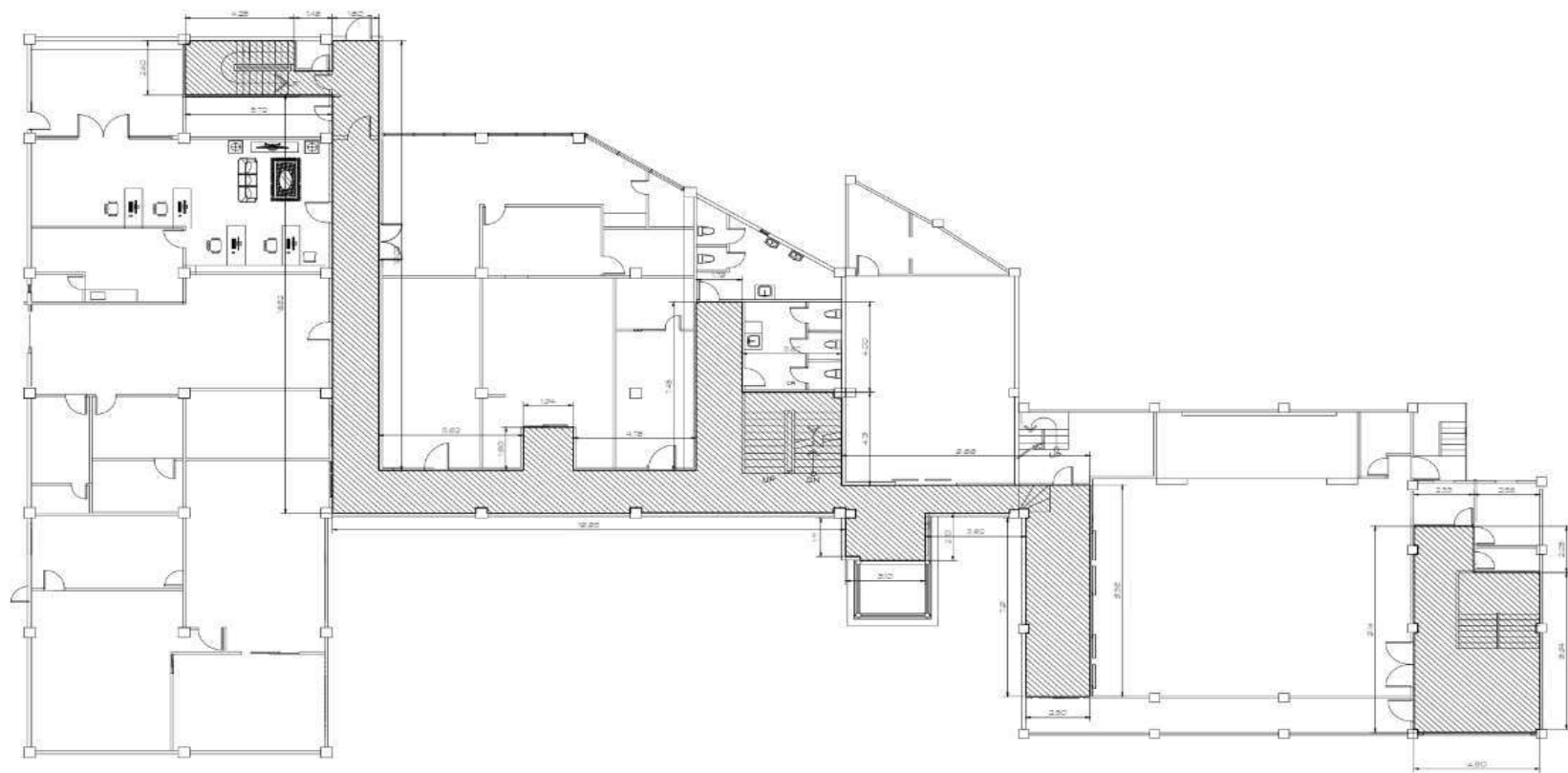










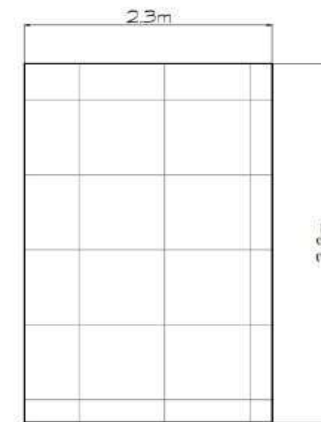


REPAINTING OF HALLWAYS
AT FOURTH FLOOR
SCALE 1/8" = 1'-0"

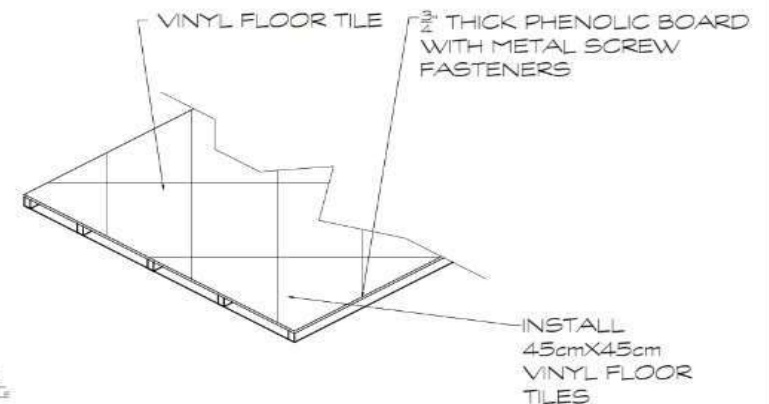
PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BUMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES	FLAVIANO A. PANAGIA JR. JNL OFFICER ELECTRICAL ENGINEER ENGINEERING STAFF	WILLIAM MARC BENEDICT P. TALLANGAN JNL DIRECTOR ARCHITECTURAL/BA PLANNER CHIEF ENGINEERING AND ARCHITECTURE SECTION	ALBERTO M. HIRALDO JNL CHIEF DIRECTOR JNL SPONSOR CHIEF REAL PROPERTY SECTION	CLINT KUSSE, A TANNER JNL CHIEF SUPERINTENDENT JNL CREW CHIEF FOR LOGISTICS	REPAINTING OF HALLWAYS AT FOURTH FLOOR	4
REPAINTING OF BUMP-NHQ BUILDING HALLWAYS				ALLAN B. RAL CEBE JNL DIRECTOR CHIEF SURV		4



- NOTES:
1. REPLACE DAMAGED FLOORING
 2. REPLACE ALL DAMAGED VINYL FLOOR TILES

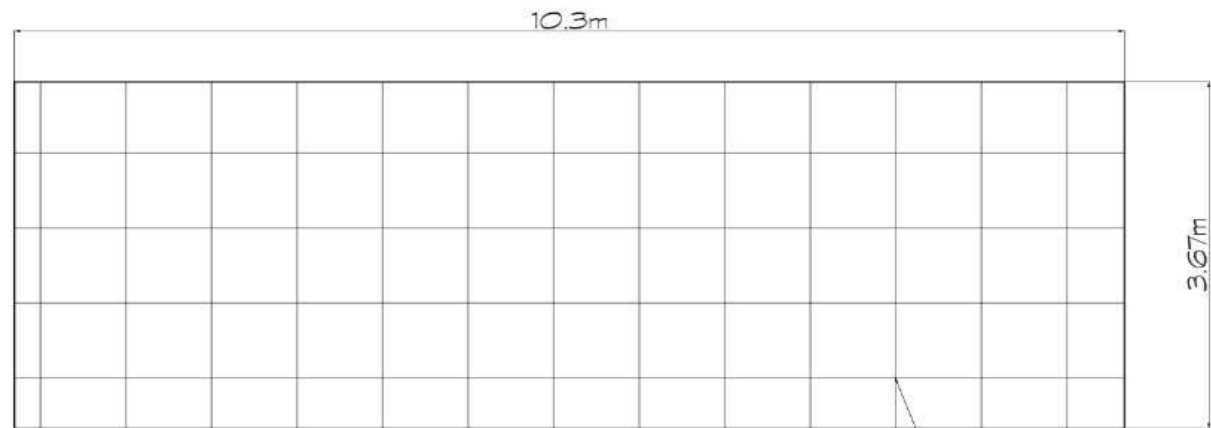


PLAN



REPAIR OF FLOORING OF JSOC OFFICE
SCALE NOT DRAWN TO SCALE

PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BUMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES					PLAN	1
REPAIR OF JSOC OFFICE	RONALD O MACHICA JAL OFFICE CIVIL ENGINEER ENGINEERING STAFF	WILLIAM MARC BENEDICT P TALLANGBAN JAL DIRECTOR JAL SECTION-18 FURNISH CHIEF ENGINEERING AND ARCHITECTURE SECTION	ALBERTO M MARLAND JAL CHIEF DIRECTOR CIVIL ENGINEER CHIEF REAL PROPERTY SECTION	CLINT KUSSE, A TANDERR JAL CHIEF SUPERINTENDENT JAL DIRECTOR FOR LOGISTICS	ALLAN B RAL CEBE JAL DIRECTOR CHIEF JLT	1



NOTES:

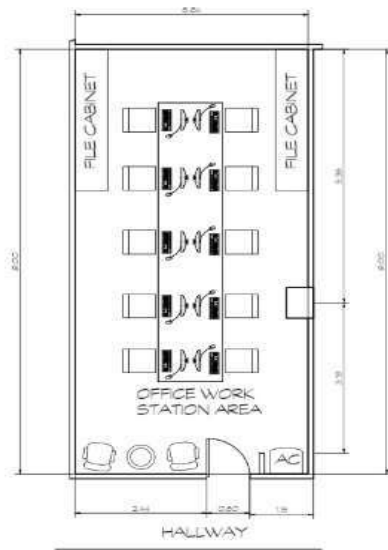
1. DISMANTLING AND REMOVING OF DAMAGE TILES
2. INSTALL 0.6mX0.6m GRANITE TILES

INSTALL 0.6mX0.6m
GRANITE TILES W/ HEAVY
DUTY ADHESIVE

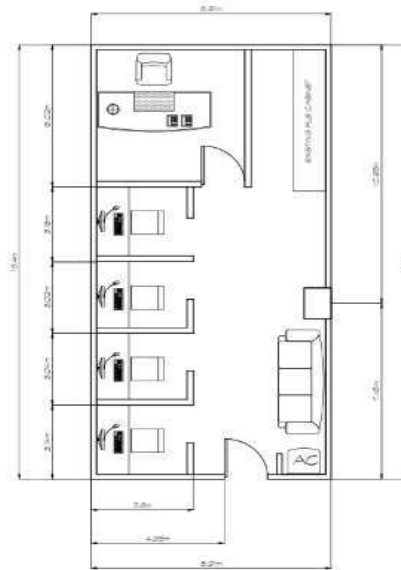
REPAIR OF FLOOR TILES NESJO OFFICE



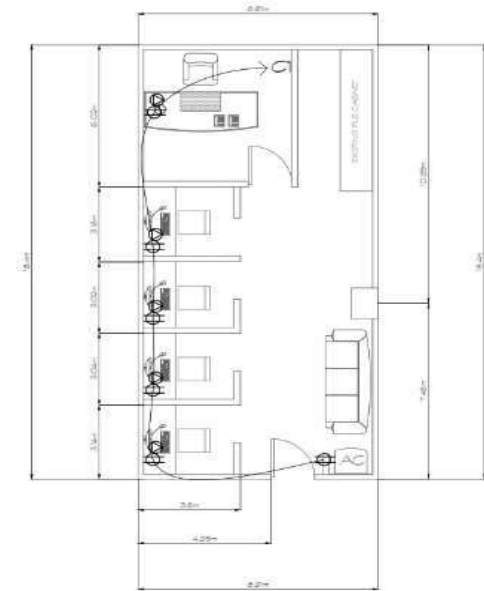
PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BJMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES					AS SHOWN	1
RE-TILING NESJO OFFICE	RONALD S HACHEA JAL OFFICER CIVIL ENGINEER ENGINEERING STAFF	WILLIAM MARC BENEDICK P TALLANGBAN JAL DIRECTOR ARCHITECT/ENGINEER PLUMBER CHIEF ENGINEERING AND ARCHITECTURE SECTION	ALBERTO M MARANO JAL CHIEF AGENT CIVIL ENGINEER CHIEF REAL PROPERTY SECTION	CLINT KUSSELA TANDRES JAL CHIEF SUPERVISOR DIR. DIRECTORATE FOR LOGISTICS	ALLAN B RIAL CEBE JAL DIRECTOR CHIEF SURV.	1



EXISTING LAY-OUT



REVISED LAY-OUT



POWER LAY-OUT

NOTES

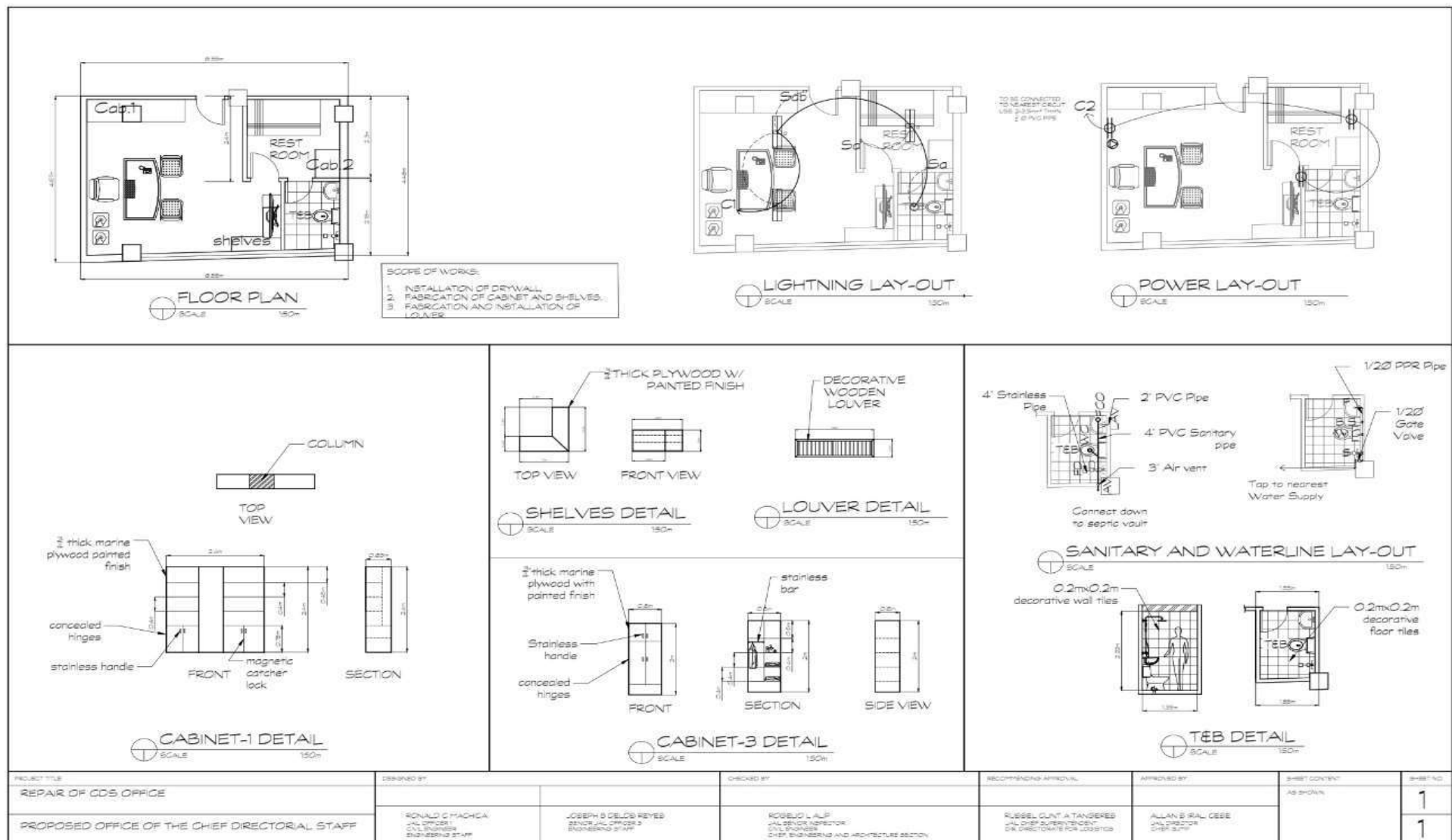
1. REPAINT ALL EXISTING WALLS, PARTITION, AND CEILING.
2. REPAINT ALL EXISTING CABINET
3. ALL CUBICLES ARE IN MODULAR TYPE MATERIALS



PROPOSED INTERNAL AUDIT SERVICE OFFICE

1/8\"/>

PROJECT TITLE	DESIGNED BY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	SHEET CONTENT	SHEET NO.
FACE-LIFTING OF BJMP-NHQ AND IMPROVEMENT OF OTHER FACILITIES					AS SHOWN	1
PROPOSED INTERNAL AUDIT SERVICE OFFICE	RONALD C MACHICA JAL OFFICER CIVIL ENGINEER ENGINEERING STAFF	CHRISTOPHER DC DEON JAL OFFICER 3 ENGINEERING STAFF	WILLIAM MARC BENEDICK P TALLANGAN JAL DIRECTOR ARCHITECT/MASTER PLUMBER CHIEF, ENGINEERING AND ARCHITECTURE SECTION	CLINT KLOSSE, A TANNER JAL CHIEF & TENDERMENT DR. DIRECTORATE FOR LOGISTICS	ALLAN S RIAL CEBE JAL DIRECTOR CHIEF, JLT	1
PROPOSED LEGISLATIVE LIAISON OFFICE						1



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.

Day-work 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 Day-work Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic day-work 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 day-work basis.
- b. Nominal quantities for each item of Day-work, to be priced by each Bidder at Day-work rates as Bid. The rate to be entered by the Bidder against each basic Day-work 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.

BILL OF QUANTITIES

PROJECT : FACE-LIFTING OF BIMP-NHQ BUILDING AND IMPROVEMENT AND REPAIR OF OTHER OFFICES
 LOCATION : BIMP National Headquarters, 144 Mindanao Avenue, Quezon City
 SUBJECT : Bill of Quantities

ITEM	QTY	UNIT	UNIT COST		ESTIMATED COST
			FIGURE	IN WORDS	
I. FACE-LIFTING OF BIMP-NHQ BUILDING					
I.a. Installation of Roofing at Jaco Second Floor Hallway					
I.a.1. Scaffolding	1.00	lot			
I.a.2. Dismantling of Existing Glass Panel	1.00	lot			
I.a.3. Installation of Louver	1.00	lot			
I.a.4. Roofing Works	1.00	lot			
I.a.5. Ceiling Works	64.82	sq m			
I.a.6. Installation of Cladding	28.55	sq m			
I.a.7. Plumbing Works	1.00	lot			
I.b. Installation of Roofing of Outdoor Hallway at Conference Room					
I.b.1. Scaffolding	1.00	lot			
I.b.2. Dismantling of Existing Canopy and Railing	1.00	lot			
I.b.3. Roofing Works	1.00	lot			
I.b.4. Installation of Ceiling	26.80	sq m			
I.b.5. Installation of Cladding	22.76	sq m			
I.b.6. CHB Setting	8.78	sq m			
I.b.7. Plastering Works	17.56	sq m			
I.b.8. Plumbing Works	1.00	lot			
I.b.9. Electrical Works	1.00	lot			
I.c. Installation of Roofing of Outdoor Hallway at Randa Building					
I.c.1. Scaffolding	1.00	lot			
I.c.2. Dismantling of Existing Glass Panel and Roofing	1.00	lot			
I.c.3. Dismantling of Existing Railing	1.00	lot			
I.c.4. CHB Setting	23.12	sq m			
I.c.5. Plastering Works	48.96	sq m			
I.c.6. Installation of Louver	1.00	lot			
I.c.7. Roofing Works	1.00	lot			
I.c.8. Installation of Ceiling	47.00	sq m			
I.c.9. Installation of Cladding	59.60	sq m			
I.c.10. Plumbing Works	1.00	lot			
I.d. Dismantling of Existing Sign Board Frame	1.00	lot			
I.e. Repainting of Exterior Walls of BIMP-NHQ Building					
I.e.1. Scaffolding	1.00	lot			
I.e.2. Ground Floor	795.00	sq m			
I.e.3. Second Floor	390.00	sq m			
I.e.4. Third Floor	375.00	sq m			
I.e.5. Fourth Floor	415.00	sq m			

I. Glass Tinting Works				
I.1.1. Ground Floor	131.85	sq ft		
I.1.2. Second Floor	165.57	sq ft		
I.1.3. Third Floor	99.77	sq ft		
I.1.4. Fourth Floor	64.35	sq ft		
Ig. Restoration of Entrance Portal				
I.g.1. Scaffoldings	1.00	lot		
I.g.2. Cleaning of ACP, and Replacement of Sealant				
I.g.2.1. Cleaning of CAP	1.00	lot		
I.g.2.2. Replacement of Sealant	1.00	lot		
I.g.3. ACP Cladding Re-Painting	1.00	lot		
I.g.4. BIMF Facade logo re-painting	1.00	lot		
II. REPAINTING OF BIMF NHQ PERIMETER FENCE				
II.a. Painting works				
II.a.1. Concrete Surface	352.00	sq m		
II.a.2. Metal Surface	200.00	sq m		
II.b. Restoration and Re-Painting of Steel Gate	1.00	lot		
III. REPAINTING OF BIMF-NHQ BUILDING HALLWAYS				
III.a. Ground Floor				
III.a.1. Ceiling and Drywall	155.00	sq m		
III.a.2. Concrete Surface	481.26	sq m		
III.a.3. Wood Surface	74.00	sq m		
III.a.4. Staircase	230.74	sq m		
III.b. Second Floor				
III.b.1. Ceiling and Drywall	464.50	sq m		
III.b.2. Concrete Surface	475.80	sq m		
III.b.3. Wood Surface	33.61	sq m		
III.b.4. Staircase	226.96	sq m		
III.b.5. Metal Surface	173.80	sq m		
III.c. Third Floor				
III.c.1. Ceiling and Drywall	346.86	sq m		
III.c.2. Concrete Surface	380.74	sq m		
III.c.3. Wood Surface	33.61	sq m		
III.c.4. Staircase	226.96	sq m		
III.d. Fourth Floor				
III.d.1. Ceiling and Drywall	90.45	sq m		
III.d.2. Concrete Surface	288.94	sq m		
III.d.3. Wood Surface	130.12	sq m		
III.d.4. Staircase	226.96	sq m		
III.d.5. Metal Surface	3.60	sq m		
IV. REHABILITATION OF FIRE EXIT				
IV.a. Metal and Welding Works	1.00	lot		

IV.b. Painting Works (Metal Surface)	96.00	Sq. m				
V. RESTORATION OF EXISTING GLASS WINDOW AT THE 2ND FLR HALLWAY						
V.a. Scaffolding Works	1.00	lot				
V.b. Glass Works						
V.b.1. Cleaning and Removing of Existing Sealant	1.00	lot				
V.b.2. Re-sealing Works	1.00	lot				
VI. PROPOSED PCVE CENTER, BIMP NATIONAL HEADQUARTERS						
VI.a. Dismantling and Hauling of files, Removal of existing Cabinet and tables.	1.00	lot				
VI.b. Tiles works	38.88	sq.m				
VI.c. Supply of Modular Cubicle	1.00	lot				
VI.d. Electrical Works						
VI.d.1. Dismantling of Existing C.O and Data Tel	1.00	lot				
VI.d.2. Installation of New C.O and Lighting Out-let	1.00	lot				
VI.d.3. Relocation of Existing Data Tel.	1.00	lot				
VI.e. Painting Works						
VI.e.1. Ceiling and Drywall	105.48	sq m				
VI.e.2. Wood Surface	126.66	sq m				
VII. IMPROVEMENT OF DIRECTORATE FOR COMPTROLLERSHIP OFFICE HALLWAYS						
VII.a. Ceiling Works						
VII.a.1. Dismantling of Gypsum Ceiling Board at Hallway	1.00	lot				
VII.a.2. Installation of 0.60m x 0.60m tile ceiling Board	38.92	sq m				
VII.b. Electrical Works						
VII.b.1. Dismantling of existing recess type 18 watts fluorescent light	1.00	lot				
VII.b.2. Installation of existing recess type 18 watts fluorescent light	1.00	lot				
VIII. RENOVATION OF HSSO GUARD POST AND INSTALLATION OF UPGRADED FIREARMS STORAGE						
VIII.a. Landscaping Works						
VIII.a.1 Site Clearing and Demolition Works	1.00	lot				
VIII.a.2 Masonry Works						
VIII.a.2.1. CHB Setting	3.00	sq.m				
VIII.a.2.2. Plastering Works	6.00	sq.m				
VIII.a.3 Landscaping						
VIII.a.3.1. Ground Works	1.00	lot				
VIII.a.3.2. Tropica Outdoor Plants	1.00	lot				
VIII.b. Metal Works						
VIII.b.1 Repair of Main Entrance Door	1.00	lot				
VIII.b.2 Repair of Widow Louver	1.00	lot				
VIII.b.3 Fabrication of Accu Louver	1.00	lot				
VIII.b.4 Dismantling of Existing Walkway Barrier	1.00	lot				
VIII.c. Feneratation Works						

VIII.c.1 Installation of Windows	1.00	lot			
VIII.c.2 Installation of Doors	1.00	lot			
VIII.c.3 Replacement of Counter Glass Partition	1.00	lot			
VIII.d. Installation of Air-Conditioning Unit (ACU)					
VIII.d.1. Supply and Installation of ACU	1.00	lot			
VIII.e. Concrete Works					
VIII.e.1 Concrete Topping	0.30	cu.m			
VIII.f. Plumbing Works					
VIII.f.1 Installation of New Hose Bibb Faucet	1.00	lot			
VIII.g. Carpentry Works					
VIII.g.1 Fabrication of Hanging Cabinet	1.00	lot			
VIII.g.2 Installation of Wall Cladding	1.00	lot			
VIII.h. Electrical Works					
VIII.h.1. Dismantling of Condemned Wires and Cables	1.00	lot			
VIII.h.2. Replacement of Electrical Fixtures	1.00	lot			
VIII.h.3. Relocation of CCTV Monitor	1.00	lot			
VIII.i. Supply and Delivery of Firearm Safety Box	1.00	lot			
VIII.j. Painting Works					
VIII.j.1. Scaffolding Works	1.00	lot			
VIII.j.2. Metal Surfaces	41.04	sq.m			
VIII.j.3. Concrete Surfaces	165.29	sq. m			
VIII.j.4. Wooden Surfaces	18.14	sq m			
VIII.j.5. Rubberized Floor Coating	1.00	lot			
IX.REPLACEMENT OF FLOOR TILES AT MESJO OFFICE					
IX.a Removal and hauling of existing 0.40 m x 0.40 m tiles	1.00	lot			
IX.b. Installation of 0.6m x 0.60m Tiles	1.00	lot			
X. IMPROVEMENT OF CHIEF DIRECTORIAL STAFF (COS) OFFICE					
X.a. Carpentry Works					
X.a.1 Installation of Drywall	11.44	sq m			
X.a.2 Fabrication of Shelves, Cabinets and Locker	1.00	lot			
X.b. Masonry Works					
X.b.1. CHB Setting	8.88	sq m			
X.b.2. Plastering Works	17.76	sq m			
X.c. Tile Works					
X.c.1 Tile Setting	8.88	sq m			
X.d. Concrete and Water Proofing					
X.d.1 Concrete and Water proofing	1.00	lot			
X.e. Doors and Windows	1.00	lot			
X.f. Plumbing Works					
X.f.1 Sanitary	1.00	lot			
X.f.2. Water Lines	1.00	lot			
X.g. Electrical Works	1.00	lot			

X.h. Painting Works					
X.h.1. Ceiling and Drywall	16.30	sq.m			
X.h.2. Concrete Surface	17.76	sq.m			
X.h.3. Wood Surface	150.44	sq.m			
XI. REPAIR OF DAMAGE FLOORING AT THE JSOC OFFICE					
XI.a. Dismantling of Damage Flooring	1.00	lot			
XI.b. Replacement of Flooring Board and Damage Floor Joist	1.00	lot			
XII. INSTALLATION OF WINDOW GRILLS AT DIRECTORATE FOR INVESTIGATION OFFICE					
XII. a. Fabrication and Installation	1.00	lot			
XIII. IMPROVEMENT OF LEGAL SERVICE OFFICE					
XIII.a. Fabrication of Work Station					
XIII.a.1. Demolition of Existing Dry Wall	1.00	lot			
XIII.a.2. Fabrication of Work Station	1.00	lot			
XIII.b. Electrical Works	1.00	lot			
XIII.c. Painting Works					
XIII.c.1. Wood Surface	34.56	sq.m			
XIV. REHABILITATION OF ELEVATOR SHAFT					
XIV.a. Scaffolding Works	1.00	lot			
XIV.b. Cleaning and Re-sealing Works					
XIV.b.1. Cleaning Works	1.00	lot			
XIV.b.2. Re-sealing Works	1.00	lot			
XIV.c. Repainting of Structural Steel Frame	125.00	sq.m			
XIV.d. Tinting Works					
XIV.d.1. Removal of Existing Glass Tint	1.00	lot			
XIV.d.2. Installation of New Glass Tint	950.00	sq.ft			
XV. IMPROVEMENT OF NEW INTERNAL AUDIT SERVICE OFFICE					
XV.a. Site Clearing and Demolition Works	1.00	lot			
XV.b. Enclosure of Sliding Door					
XV.b.1. Dismantling of Existing Sliding Door	1.00	lot			
XV.b.2. Installation of Dry Wall	4.73	sq.m			
XV.c. Replacement of Ceiling Board					
XV.c.1. Dismantling of Existing Ceiling Boards	1.00	lot			
XV.c.2. Installation of 0.60m x 1.20m Tile Ceiling Board	1.00	lot			
XV.d. Tile Works					
XV.d.1. Dismantling of Existing Floor Tiles	1.00	lot			
XV.d.2. Installation of 0.60 m x 0.60 m Floor Tiles	1.00	lot			
XV.e. Fabrication of Work Stations	1.00	lot			
XV.f. Installation of New Door					
XV.f.1. Dismantling of Existing Door	1.00	lot			
XV.f.2. Installation of Anolok Framed Door	1.00	lot			
XV.g. Electrical and Auxiliary Works					
XV.g.1. Installation of additional C.O.	1.00	lot			

XV.g.2. Installation of additional Internet Outlet	1.00	lot			
XV.h. Painting Works					
XV.h.1. Wooden Surface	67.77	sq.m			
XV.h.2. Dry Wall Partition	24.61	sq.m			
XVI. RE-PAINTING AND CONCRETE COVER OF METAL POST @ BIMP NHQ EXPANSION					
XVI.a. Chisel and Cleaning of Steel Column and Beam	1.00	lot			
XVI.b. Forms and Bracing	1.00	lot			
XVI.c. Concrete Works	6.65	cu.m			
XVI.d. Scaffolding	1.00	lot			
XVI.e. Painting Works					
XVI.e.1. Metal Surfaces	620.00	sq.m			
XVI.e.2. Concrete Surfaces	55.00	sq.m			
XVII. APPLYING MEMBRANE AT THE ROOF DECK					
XVII.a. Water Proofing	322.00	sq.m			
XVII.b. Concrete Topping	16.10	cu.m			
XVIII. APPLYING MEMBRANE AT THE BACK SIDE OF DHRD OFFICE	0.00	0			
XVIII.a. Site Clearing	1.00	lot			
XVIII.b. Water Proofing	16.00	sq.m			
XVIII.c. Concrete Topping	0.80	cu.m			
TOTAL ESTIMATED PROJECT COST					

Total Estimated Cost in Words:

Submitted by:

(Signature)

Name:

Position:

Company:

Date:

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);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (f) 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**
- ☐ (g) 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
- ☐ (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- ☐ (i) 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**
- ☐ (j) 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**

- ☐ (k) 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

- ☐ (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (n) 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

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

Other documentary requirements under RA No. 9184

- ☐ (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (q) 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**
- ☐ (r) Cash Flow by Quarter.

Bid Form

Date: _____

IB¹ N^o: _____

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

Address: *[insert address]*

We, the undersigned, declare that:

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

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

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

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) 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;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) 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;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) 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

¹ If ADB, JICA and WB funded projects, use IFB.

- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) 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].
- (k) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

In the capacity of: _____

Signed: _____

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

Date: _____

Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/Plans;
 - (c) Specifications;
 - (d) Invitation to Bid;
 - (e) Instructions to Bidders;
 - (f) Bid Data Sheet;
 - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - (i) Eligibility requirements, documents and/or statements;
 - (j) Performance Security;
 - (k) Notice of Award of Contract and the Bidder’s conforme thereto;
 - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Contractor).

Binding Signature of Procuring Entity

Binding Signature of Contractor

[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]

Omnibus Sworn Statement

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as 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'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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

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 ____.

(Company Letterhead)

**FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT OF OTHER
OFFICES**

(BJMP REFERENCE NO. CW-2021-001)

(ABC - Php 5,849,023.36)

Statement of All Ongoing Contracts

Include contracts awarded but not yet started if there be any.

NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME & ADDRESS	NATURE OF WORK	CONTRACT ROLE	AMOUNT OF CONTRACT AT AWARD	DATE OF TARGET COMPLETION	VALUE OF OUTSTANDING WORKS

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

(Company Letterhead)

**FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT OF OTHER
OFFICES**

(BJMP REFERENCE NO. CW-2021-001)

(ABC - Php 5,849,023.36)

**COMPUTATION OF NET FINANCIAL CONTRACTING
CAPACITY**

This is to certify that our **Net Financial Contracting Capacity (NFCC)** in **Philippine Peso** is _____ (**P** _____) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

$$\text{NFCC} = (\text{CA} - \text{CL}) (\text{K}) - \text{C}$$

NFCC = (Substitute values above)

NFCC = (Computed total amount)

Where :

CA = Current Assets

CL = Current Liabilities

K = 10 for a contract duration of one year or less,

15 for a contract duration of more than one year up to two years and

20 for a contract duration of more than two years

C = value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project

Issued this _____ day of _____, 2018.

Name & Signature of Authorized Representative

Position

Date

(Company Letterhead)

**FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT OF OTHER
OFFICES**

(BJMP REFERENCE NO. CW-2021-001)

(ABC - Php 5,849,023.36)

Statement of Single Largest Completed Similar Contract

I, "Name of the Bidder", representing "Company Name" of "company address" hereby declare that the project, "title of the project completed" with total contract amount of "insert total contract amount at completion" owned by "name of project owner/name of agency" located at "location of the project completed" was completed by my construction firm on "date of completion".

In support to my statement, I have hereunto attached the authenticated copies of the following documents relative to the project that I declared in this statement:

- (i) Notice of Award
- (ii) Notice to Proceed
- (iii) Contract Agreement
- (iv) Certificate of Project Completion
- (v) Certificate of Acceptance

This statement is issued to the BJMP-NHQ Bids and Awards Committee in compliance with the procurement requirements of the project "***Expansion of BJMP-NHQ Phase I and Improvement of other Offices & Facilities***"

Issued this "date of statement" day of "month" 2018.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

(Company Letterhead)

**FACE-LIFTING OF BJMP-NHQ BUILDING AND IMPROVEMENT OF OTHER
OFFICES**

(BJMP REFERENCE NO. CW-2021-001)

(ABC - Php 5,849,023.36)

List of Key Personnel to be Assigned in the Project

I, “Name of the Bidder”, representing “Company Name” of “company address” hereby declare that the below-listed names of my company will be utilized and will be assigned to the project until its completion:

<i>Designation</i>	<i>Name</i>	<i>Year of Experience</i>
<i>Project Manager</i>		
<i>Project Engineer/Site Engineer</i>		
<i>Materials Engineer</i>		
<i>Safety Engineer</i>		
<i>Warehouseman</i>		
<i>Construction Foreman</i>		

Issued this “date of statement” day of “month” 2020.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

SAMPLE FORMAT OF DETAILED COST ESTIMATE

II CONCRETE WORKS: 7.05

Total Volume = 0.951 cu m

1. Direct Cost:

a. Materials:

Particulars	Qty	Unit	Unit Cost	Est'd Cost
Portland Cement	1.00	bags	1.00	1.00
Gravel	1.00	cu m	1.00	1.00
Sand	1.00	cu m	1.00	1.00
				<u>3.00</u>

b. Labor:

Total Direct Cost	4.05
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2. Indirect Cost:

a. Overhaed Expenses	1.00
b. Taxes and Fees	1.00
c. Contractor's Profit	1.00

Total Indirect Cost	3.00
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Total Estimated Cost for Concrete Works	7.05
Unit Cost	7.41

III MASONRY WORKS: 9.75

Total Area = 12.00 sq m

1. Direct Cost:

a. Materials:

Particulars	Qty	Unit	Unit Cost	Est'd Cost
Portland Cement	1.00	bags	1.00	1.00
6" CHB	1.00	pcs	1.00	1.00
Sand	1.00	cu m	1.00	1.00
10 mm Dia RSB	1.00	pcs	1.00	1.00
#16 GI Tie Wire	1.00	kg	1.00	1.00
				<u>5.00</u>

b. Labor:

Total Direct Cost	6.75
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2. Indirect Cost:

a. Overhaed Expenses	1.00
b. Taxes and Fees	1.00
c. Contractor's Profit	1.00

Total Indirect Cost	3.00
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Total Estimated Cost for Masonry Works	9.75
Unit Cost	0.81

