

PHILIPPINE BIDDING DOCUMENTS

**Procurement of Labor,
Supplies and Materials for
the Rehabilitation /
Improvement of the DOST-
PCHRD Saliksik Building
(Phase III)**

PCHRD – PB – 2021 – 03

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders	10
1. Scope of Bid.....	11
2. Funding Information	11
3. Bidding Requirements.....	11
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	11
5. Eligible Bidders.....	12
6. Origin of Associated Goods	12
7. Subcontracts	12
8. Pre-Bid Conference.....	13
9. Clarification and Amendment of Bidding Documents.....	13
10. Documents Comprising the Bid: Eligibility and Technical Components.....	13
11. Documents Comprising the Bid: Financial Component	14
12. Alternative Bids	14
13. Bid Prices	14
14. Bid and Payment Currencies.....	14
15. Bid Security.....	14
16. Sealing and Marking of Bids.....	15
17. Deadline for Submission of Bids	15
18. Opening and Preliminary Examination of Bids	15
19. Detailed Evaluation and Comparison of Bids.....	15
20. Post Qualification.....	16
21. Signing of the Contract	16
Section III. Bid Data Sheet.....	17
Section IV. General Conditions of Contract.....	22
1. Scope of Contract.....	23
2. Sectional Completion of Works.....	23
3. Possession of Site.....	23
4. The Contractor's Obligations.....	23
5. Performance Security	24
6. Site Investigation Reports	24

7.	Warranty.....	24
8.	Liability of the Contractor.....	24
9.	Termination for Other Causes.....	24
10.	Dayworks	25
11.	Program of Work.....	25
12.	Instructions, Inspections and Audits	25
13.	Advance Payment.....	25
14.	Progress Payments	25
15.	Operating and Maintenance Manuals.....	25
	Section V. Special Conditions of Contract.....	27
	Section VI. Specifications	29
	Section VII. Drawings.....	39
	Section VIII. Bill of Quantities.....	49
	Section IX. Checklist of Technical and Financial Documents.....	53

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



The Government of Republic of the Philippines
PHILIPPINE COUNCIL FOR HEALTH RESEARCH & DEVELOPMENT
General Santos Ave., Bicutan, Taguig City

INVITATION TO BID
FOR THE
***Procurement of Labor, Supplies and Materials for the
Rehabilitation / Improvement of the
DOST-PCHRD Saliksik Building (Phase III)***

1. The Department of Science and Technology – Philippine Council for Health Research and Development (DOST-PCHRD), through the Various Project Funds (Trust) intends to apply the sum of **Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Labor, Supplies and Materials for the Rehabilitation / Improvement of the DOST – PCHRD Saliksik Building (Phase III) / PCHRD – PB – 2021 – 03**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DOST-PCHRD now invites bids for the above Procurement Project. Completion of the Works is required within **Ninety (90) calendar days inclusive of pre-determined unworkable days**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from Philippine Council for Health Research and Development (PCHRD) and inspect the Bidding Documents at the address given below from 8:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on **May 31, 2021 to June 21, 2021 from 8:00 AM to 4:00 PM except Saturdays, Sundays and Holidays, and until 09:30AM on June 21, 2021** from given address and website/s 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 **Five thousand pesos (PhP 5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The DOST-PCHRD will hold a Pre-Bid Conference on **June 08, 2021 (Tuesday) 10:00AM through videoconferencing/webcasting via Zoom Cloud Meetings**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below and online or electronic submission to the email address as indicated below, on or before **June 21, 2021 (Monday) 10:00AM**. 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 15.
9. Bid opening shall be on **June 21, 2021 (Monday) 10:30AM**. Opening of bids is **through videoconferencing/webcasting via Zoom Cloud Meetings**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Department of Science and Technology – Philippine Council for Health Research and Development (DOST-PCHRD) 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:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee

Philippine Council for Health Research and Development

PCHRD Saliksik Building, Sikap Street,

DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

Email: cdpangan@pchrd.dost.gov.ph

Tel. Nos. 8-837-7536 or 8-837-7537 loc. 504 or 506 / 8-837-2071 loc. 2138

Fax No. 8-837-7536 or 8-837-2924

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.pchrd.dost.gov.ph/about-us-aux/bid-opportunities/category/302-2021-bid-opportunities>

31 May 2021

(sgd.)

ROSELLE L. MARTONITO

Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Department of Science and Technology – Philippine Council for Health Research and Development (DOST - PCHRD) invites Bids for the **Procurement of Labor, Supplies and Materials for the Rehabilitation / Improvement of the DOST – PCHRD Saliksik Building (Phase III)**, with Project Identification Number: **PCHRD – PB – 2021 – 03**.

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 **Fiscal Year 2021** in the amount of **Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00)**.

2.2. The source of funding is:

Various Project Funds (Trust)

3. Bidding Requirements

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or

through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

- 7.1. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor’s own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and **through video conferencing or webcasting via Zoom Cloud Meetings** 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 Engineer, Foreman, Civil Engineer/Structural Engineer, Electrical Engineer, Master Painter and Carpenter) 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 **October 19, 2021 or one hundred twenty (120) calendar days from the date of the opening of bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date 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 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause									
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <ul style="list-style-type: none"> a. Contracts involving Design / Construction / Repair / Renovation or Improvement of Buildings / Establishments b. Completed within five (5) years prior to the deadline for the submission and receipt of bids. 								
7.1	Subcontracting is not allowed.								
8	<p>The Procuring Entity will hold a pre-bid conference for this Project through video-conferencing/web casting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Date and Time:</td> <td>June 08, 2021 (Monday) 10:00AM</td> </tr> <tr> <td>Zoom Invitation Link:</td> <td>https://pchr-dost-gov-ph.zoom.us/j/91807891373?pwd=eFBiQVBnMkpXMWw5bGlkSDJlODRQQT09</td> </tr> <tr> <td>Meeting ID:</td> <td>918 0789 1373</td> </tr> <tr> <td>Password:</td> <td>323048</td> </tr> </table> <p>**Note to Prospective Bidders who wants to attend the Pre-Bid Conference:</p> <p>As soon as you log in, please change your name format to (Company Name/Acronym)_(Name); i.e. PCHRD_Juan Dela Cruz.</p> <p>You will only be admitted to the meeting room once name has been changed into the prescribed format.</p>	Date and Time:	June 08, 2021 (Monday) 10:00AM	Zoom Invitation Link:	https://pchr-dost-gov-ph.zoom.us/j/91807891373?pwd=eFBiQVBnMkpXMWw5bGlkSDJlODRQQT09	Meeting ID:	918 0789 1373	Password:	323048
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Password:	323048								
10	<p>Statement of all 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</p> <p>Statement of all Government & Private Contracts completed within five (5) years, prior to the deadline for the submission and receipt of bids. Which are similar in nature to the contract to be bid; and</p>								

	The bidder's SLCC similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC, should have been completed within five (5) years, prior to the deadline for the submission and receipt of bids.																					
10.1	<ul style="list-style-type: none"> • Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) • Interested bidders / contractors are required to make an inspection and evaluation of the site related to the Rehabilitation / Improvement of the DOST – PCHRD Saliksik Building (Phase III) to qualify in the bidding process. PCHRD will not accept bids with no Certificate of Site Inspection. 																					
10.3	Valid Philippine Contractors Accreditation Board (PCAB) License and registration for the type and cost of the contract for this project.																					
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1"> <thead> <tr> <th><u>Key Personnel</u></th> <th><u>General Experience</u></th> <th><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>1. Project Engineer (Licensed Civil Engineer)</td> <td>3</td> <td>3</td> </tr> <tr> <td>2. Foreman</td> <td>3</td> <td>3</td> </tr> <tr> <td>3. Civil Engineer/Structural Engineer (Licensed)</td> <td>3</td> <td>3</td> </tr> <tr> <td>4. Electrical Engineer (Licensed)</td> <td>3</td> <td>3</td> </tr> <tr> <td>5. Master Painter</td> <td>3</td> <td>3</td> </tr> <tr> <td>6. Carpenter</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1. Project Engineer (Licensed Civil Engineer)	3	3	2. Foreman	3	3	3. Civil Engineer/Structural Engineer (Licensed)	3	3	4. Electrical Engineer (Licensed)	3	3	5. Master Painter	3	3	6. Carpenter	3	3
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10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1"> <thead> <tr> <th><u>Equipment</u></th> <th><u>Capacity</u></th> <th><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>1. Jack Hammer</td> <td>Min. Power: 1,000 watts</td> <td>1 unit</td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	1. Jack Hammer	Min. Power: 1,000 watts	1 unit															
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12	No further instruction.																					
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than Fifty Thousand Pesos (PhP 50,000.00) or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p>																					

	<p>b. The amount of not less than One Hundred Twenty Five Thousand Pesos (PhP 125,000.00) or five percent (5%) of ABC, if bid security is in Surety Bond.</p>
16	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
17	<p>Bidders should submit their bids through:</p> <ol style="list-style-type: none"> 1. Electronic Copy – Password-protected Bids must be emailed to cdpangan@pchr.dost.gov.ph on or before the submission due date. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and 2. Hardcopy should be submitted to the address given below on or before the submission due date. <p>The address for submission of bids is:</p> <p>DOST-PCHRD BAC Secretariat c/o Supply and Property Section Finance and Administration Division Philippine Council for Health Research and Development PCHRD Saliksik Building, Sikap Street, DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City</p> <p>The deadline for submission of bids is:</p> <p>June 21, 2021 (Monday), 10:00AM</p>
18	<p>Opening of bids is through videoconferencing or webcasting via Zoom Cloud Meetings.</p> <p>Bidders are advised to join the opening of bids via Zoom Cloud Meetings. The link for the opening of bids will be sent via email to all bidders who submitted their bids on time.</p> <p>The date and time of bid opening is:</p> <p>June 21, 2021 (Monday), 10:30AM</p>
19.2	Partial bids are NOT allowed.
19.3	Net Financial Contracting Capacity (NFCC) Computation.

20	<p>The LCB shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification.</p> <ul style="list-style-type: none"> a. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); b. Valid and current Certificate of PhilGEPS Registration; and c. BIR Registration Certification, which contains the Taxpayer's Identification Number d. DTI Business Name Registration or SEC Registration e. Valid and current Mayors/Business Permit <p>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.</p> <p>If bidding as Joint Venture (JV), each member of the JV shall submit the same documents.</p>
21	<p>The following documents shall be submitted by the winning bidder within ten (10) calendar days from receipt of the Notice of Award:</p> <ul style="list-style-type: none"> 1. Program of Work 2. Construction schedule or Gantt Chart and S-curve 3. Manpower Schedule 4. Construction Method 5. Equipment Utilization Schedule

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	Sectional completion not applicable for this project.
3	The Procuring Entity shall give possession of all parts of the Site to the Contractor beginning on the date of effectivity of contract until the date of its termination and/or project completion.
4.1	The Intended Completion Date is Ninety (90) Days inclusive of Saturdays, Sundays and Holidays from the date of receipt of the Notice-To-Proceed issued by DOST-PCHRD.
6	In lieu of site investigation reports, interested Bidders / Contractors shall be allowed to inspect the site anytime. DOST-PCHRD will issue Certificate of Site Inspection. This certification shall form an integral part of the Bidding Documents.
7.2	The warranty against Structural Defects/Failures, except that occasioned-on force majeure, is Fifteen (15) years reckoned from the date of issuance of the Certificate of Final Acceptance by the DOST-PCHRD.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within Ten (10) 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/Work Schedule is Ten Percent (10%) of the amount of the next progress billing.
13	The amount of the advance payment is fifteen percent (15%) of the Contract Price, which shall be given to the Contractor not later than fifteen (15) calendar days from receipt by the Procuring Entity of the Contractor's request, subject to the requirements under GCC Clause 13.
14	No further instructions.
15.1	The date by which operating, and maintenance manuals are required is within ten (10) calendar days from accomplishment of ninety- five percent (95%) of the Project The date by which "as built" drawings are required is within ten (10) calendar days from accomplishment of ninety- five percent (95%) of the Project.
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 Ten Thousand Pesos (P10,000.00).

Section VI. Specifications

SCOPE OF WORKS

Item	SCOPE OF WORKS	Statement of Compliance
1	<p>Tempered Glass Partition for OED</p> <ul style="list-style-type: none"> • Demolition of Wood Partition; • Restoration of floor tiles; • Repainting of beams and columns, including other areas affected by demolition works; and • Supply and installation of tempered glass partition on powder-coated aluminum framing with two (2) sliding glass doors for access. Must be identical to the existing tempered glass partition at FAD Office 	
2	<p>Balcony</p> <ul style="list-style-type: none"> • Supply and installation of Aluminum Composite Panels to cover the columns and Beams of existing Balcony, complete with framing system, accessories, and sealant. Design/details of framing system, specification of materials and color schemes to be provided by the contractor subject for approval of the owner's Architectural Design Consultant and Agency Head; • Supply and installation of tempered glass in stainless steel framing as railings for balcony, design and materials subject for approval of owner's Architectural Design Consultant and the Agency Head; • Supply and installation of outdoor floor tiles for balcony flooring; • Supply and installation of outdoor floor tiles for walkway below the balcony; • Supply and installation of catch basin with grating cover for the storm drainage of walkway, including excavation works; and • Supply and installation of additional aluminum angle bars (powder coated) for AC Condenser unit, identical to the existing materials used. 	
3	<p>Wall Finishing Works at OED</p> <ul style="list-style-type: none"> • Supply and installation of vinyl wall covering at the Office of the Executive Director. 	
4	<p>Customized Retractable Sub Shades</p> <ul style="list-style-type: none"> • Supply and installation of customized retractable sun shades on balcony (57 sq. m.), subject for approval of the 	

	owner's Architectural Design Consultant and Agency Head.	
Item	SPECIFICATIONS	Statement of Compliance
1	<p>Customized Retractable Sun Shade</p> <ul style="list-style-type: none"> • Framing material is preferably made of aluminum that can withstand the weather conditions usually experienced in the vicinity. • The Retractable Shade is preferably made of aluminum sheets that can withstand weather conditions usually experienced in the vicinity. • Bid Price includes necessary accessories, parts, mechanism and other essential elements for the operation of the equipment or structure 	
	NOTE: All works that are essential for the implementation of construction plans and specifications shall be considered as part of the Scope of Works for this Project.	
	<ul style="list-style-type: none"> • All Bidders must comply with the technical specifications of materials stated in the Project Technical Specifications, Architectural Plan, and Structural Plan 	

We hereby comply with the above-stated Scope of Works and Specifications.

Submitted by : _____
(Name of Firm)

Signing Authority : _____
(Printed Name and Signature)

Designation : _____
Date : _____

PROJECT SPECIFICATIONS
for
PROPOSED RENOVATION OF SALIKSIK BUILDING
Phase 2

LOCATION : Bicutan Science Community, DOST Compound
Gen. Santos Ave., Bicutan, Taguig City

OWNER : Philippine Council for Health Research and Development

ARCHITECT : AMADO P. DE JESUS, JR., FUAP
& Associates – Green Architecture



DIVISION 1 – GENERAL REQUIREMENTS

01060 REGULATORY REQUIREMENTS

The Contractor shall secure all necessary government permits needed for the project. All government permit expenses shall be borne by the Contractor. The Contractor shall redo any work that fails to conform to the requirements of the contract and shall remedy any defects due to defective materials or workmanship within a period of one year from the date of the completion of the contract.

01153 CHANGE ORDERS AND EXTRA WORKS

The Contractor according to furnished plans and specifications shall perform extra works or change orders required by the project. The Architect shall provide the Contractor with the plans and specifications for whatever works are necessary, duly authorised and approved in writing by both Owner and Architect.

01340 Shop Drawings, Product Data and Samples

The Contractor shall submit to the Architect for approval shop drawings, product data and samples prior to fabrication and installation.

01400 QUALITY CONTROL

01410 Testing Laboratory Services – The Contractor shall secure reinforcing bar and concrete samples for testing by an independent laboratory. The expenses for such testing shall be borne by the Contractor.

01500 CONSTRUCTION FACILITIES

01511 Temporary Light and Power

The Contractor shall provide for temporary light and power as required for the proper execution and completion of the project. Cost of temporary light and power shall be borne by the Owner.

01515 Temporary Water Connection

The Owner shall provide and pay for water facilities at the site until the project is completed.

01540 SECURITY

01545 Protection of Work and Property – The Contractor shall adequately protect the work, the adjacent property and the public and shall be responsible for any damage or injury due to his act or negligence. A temporary wall made out of plastic sack material, coco cloth, G.I. sheets or similar material shall be built around the construction perimeter to help keep the dust and debris within the construction area and away from the neighboring properties.

01560 TEMPORARY CONTROLS

01566 Debris Control – The Contractor shall be responsible for disposing all construction debris from the site.

01700 CONTRACT CLOSE OUT

01710 Cleaning – The Contractor shall keep the premises free from accumulation of waste material and rubbish and at the completion of the work the Contractor shall remove from the premises all rubbish, implements and surplus materials and leave the building broom clean.

01720 Project Record Documents – All project record documents, such as, building permits, approved plans for job site logbooks, inspection reports, receipts, equipment maintenance records and instructions, warranties and bonds, and all other similar documents shall be turned over to the Owners at the end of the project for their files.

DIVISION 2 - SITE WORK

02050. DEMOLITION

02051 Demolition and removal of structures and parts of structures and the capping of existing facilities.

The existing concrete canopies will be demolished but their reinforcing bars will be retained to be incorporated with the proposed balcony. Please coordinate with structural engineer for the proper execution of this portion of the work.

The existing steel windows and concrete window sill in front for both ground and second floor shall be demolished as shown in the plans to be replaced by the proposed glass and aluminium windows.

02200 EARTHWORK

02201 Structure Excavation and Trenching – All excavations shall be made to grade indicated in the drawings. Where the building site is covered with any kind of fill, the excavation for footings should be made until the stratum for safe bearing capacity of the soil is reached.

2201 Backfilling and Compaction – After concrete for foundation is cured enough to withstand pressure resulting from fills, the materials from excavations shall be used for backfill around them. Backfill and fills shall be placed in layers not exceeding 150 mm in thickness and each layer shall be thoroughly compacted to achieve 95% maximum dry density.

The existing driveway/parking area in front of Saliksik Bldg. shall be graded to conform to the required floor elevation as shown in the plans. The existing office floor line at elevation (00) shall be the basis for the proposed driveway/parking area. The proposed walkway shall be elevation (-.05) and the driveway/parking area shall be elevation (-.15). This design is to prevent rainwater over run to flow into the walkway.

002250 SOIL POISONING

Soil treatment shall be done by a soil poisoning specialist using non-toxic, environment-friendly process.

02300 SHEETING, SHORING AND BRACING

Shoring during excavation shall be furnished and installed as necessary to protect workers, adjacent paving, structures and utilities. Shoring, bracing and sheathing shall be removed, as excavations are backfilled in such a manner as to prevent injurious caving.

02400 DRAINAGE

Refer to the drainage plans

02440 SITE IMPROVEMENTS

02700 PIPES UTILITIES

Utility lines shall be extended from the building to the utility connection.

02800 POWER AND COMMUNICATION UTILITIES

The Contractor shall provide power and communication utilities as shown in the plans.

DIVISION 3 – CONCRETE

Refer to the Structural drawings and specifications

03200 CONCRETE REINFORCEMENT

03201 Reinforcing Steel- Refer to Structural specifications in plans

03250 CONCRETE ACCESSORIES

03251 Expansion and Construction Joints – During concreting, always provide expansion and contraction joints on frames or locations mentioned in the structural general notes.

03252 Anchor and Insert – Always anticipate unforeseen sub-frame connection, bracket hangers, dowels and utility sleeves or ducts that should be installed before pouring of concrete.

03300 CAST-IN-PLACE CONCRETE-Refer to structural specifications in plans

A concrete floor extension at the second floor shall be provided between the existing beam along Line C and the proposed glass façade as shown in the plans.. This gap is due to the demolition of the existing windows and concrete window sill.

DIVISION 4 – MASONRY

Refer to structural specifications in plans

04150 MASONRY ACCESSORIES

Refer to structural specifications in plans

DIVISION 5 – METALS

Refer to structural specifications in plans

05500 METAL FABRICATIONS

Includes fabrication and installation of metal ladders, handrails, railings, gratings and related accessories. The Contractor shall submit to the Architect shop drawings of all wrought iron works for approval.

Generator housing will be made of structural steel components such as tubular posts, steel plates, bracings, anchor bolts, purlin connectors and various steel plates. Please refer to structural details of generator housing.

Emergency stairs exit shall be made of structural steel components such as tubular posts, checkered plates, steel plates, anchor bolts, Chemical bolts by Hilti and various steel plates. Please refer to structural details of emergency stairs exit.

Aluminum sunshades shall be provided as shown in the plans. It shall consist of 2"x4" frames with aluminum louvers connected to the metal framework of the façade.

2" x 4" aluminum metal slats shall be provided in front of the building as shown in the elevations to conceal the existing air conditioning compressors. These slats shall be the same color as the proposed frames for the glass façade.

05720 Handrails and Railings

05721 Balcony handrails and supports shall be stainless steel with the following specifications.

Handrail shall be 50mm diameter stainless steel handrail with 50x50 stainless steel tube

Handrail support shall be 16mm diameter stainless steel solid bar.

DIVISION 6 – WOOD AND PLASTICS

06200 FINISH CARPENTRY

Finish carpentry and millwork shall be shop made and assembled in so far as possible, finished, delivered and installed by highly skilled wood millworks. See cabinet details shown in plans for offices along glass façade. Use medium density fiberboard MDF for the cabinetry.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

07100 WATERPROOFING

Waterproofing materials shall be as follows:

- a. All caulking shall be Neoprene. Concrete balconies and media aguas shall use Neogard Permagard by Republic Chemicals.

07200 Insulation

07213 Reflective Insulation (aluminum) shall be installed below the metal roofing by the roofing contractor. The insulation shall be polyethylene sheets with aluminum foil on both sides. Contractor shall provide samples for approval of Owner and Architect.

07400 Preformed Roofing

The existing metal roof shall be replaced with new long span pre-painted metal roof sheets ga. 26 (white paint) together all the required nailers and accessories to provide for a complete weather resistant protection from the elements. As an additional protection from stronger winds during typhoons, the contractor shall provide double nailers at the lower end of the roofing near the gutter.

The existing g.i. gutter shall be replaced with stainless steel gutters. The existing downspouts shall be replaced with new PVC downspouts.

07900 JOINT SEALANTS

Joint sealant shall be provided along aluminum window frames to prevent water seepage.

DIVISION 8 – DOORS AND WINDOWS

08100 METAL DOORS AND FRAMES

Emergency steel doors shall be provided with standard steel jambs, heavy duty metal hinges with security wired glass and panic latch door closer. It shall be manufactured by a reliable metal door supplier.

08700 HARDWARE

08710 Finish Hardware

Hinges - Door hinges shall be 3.5 x 3.5 inches Stanley Brass plated 741 Butt hinges.
Locksets shall be Schlage.

08800 GLAZING

08801 Glass for sliding doors shall be clear tempered glass

08802 Glass for windows shall be mildly tinted, tempered glass

08804 Glazing compound shall be non-hardening and shall be of a type that does not require painting. Weatherban by 3M is recommended.

Building Façade

Window frame shall be powder coated white sections using 6mm tempered clear glass fabrication

Existing exterior columns in front shall be adjusted to accommodate glass façade with aluminum frames. The column faces shall be in line from column 1 to column 9 and shall be vertically accurate to prevent misalignment of aluminum frames.

DIVISION 9 – FINISHES

09200 LATH AND PLASTER

Portland Cement Plaster – use Portland Cement Plaster finish on areas shown in the Schedule of finishes.

09250 GYPSUM WALLBOARD

Interior ceiling shall be ½" thick gypsum board panels on metal furring or nailers at 40 cm on center each way.

09300 TILE

Semi-glazed and non-skid ceramic tiles shall be 60 x 60 cm. imported tiles for lobbies, walkway and balcony

Provide samples for Owner's approval.
Use ABC brand tile grout for all tile work.

9500 Acoustical Treatment

The second floor office shall be provided with .60 x .60 m acoustical tiles by Armstrong suspended on powder-coated aluminum T-runners. Contractor shall provide samples for Owner and Architect's approval.

09600 Stone Flooring

The proposed drive/parking area shall be finished with paving blocks resting on compacted sand. Required thickness of the sand shall be as per manufacturer's specifications. Contractor shall provide samples of the paving blocks for the approval of the Owner and the Architect.

09650 CEMENT BOARD

The ceiling of the covered walkway shall be ¼" fiber cement board with metal furring or nailers and shall be provided with 2" gap around the beams.

09900 PAINTING

a. Complete color scheme for the exterior and interior painting and varnishing of the building shall be furnished by the Contractor to the Architect. Paint color schemes and varnish samples required by these specifications and/or the Architect shall be submitted for approval at the Contractor's expense.

b. This work includes interior and exterior painting, varnishing and finishing of all items to produce a finished painting and varnishing job throughout all of the areas included under this contract.

c. Except where otherwise noted or specified, all paints shall be applied in three (3) coats (priming body and finish coats). Each coat shall be spread evenly and in full covering body. No less than 24 hours shall lapse between application of succeeding paint coats. All painting materials shall be Boysen brand.

DIVISION 16 – ELECTRICAL

- refer to Electrical plans & specifications

16200 POWER GENERATION – refer to Electrical plans & specifications

Section VII. Drawings



TABLE OF CONTENTS

Republic of the Philippines
Department of Public Works & Highways
OFFICE OF THE BUILDING OFFICIAL

District/ City/ Municipality

- ARCHITECTURAL**
A1 - SITE DEVELOPMENT PLAN
-VICINITY PLAN
-PERSPECTIVE
- A2 - PROPOSED GROUND FLOOR PLAN
-PROPOSED SECOND FLOOR PLAN
- A3 - PROPOSED FRONT ELEVATION
-PROPOSED REAR ELEVATION
-LEFT SIDE ELEVATION
-RIGHT SIDE ELEVATION
- A4 - SECTION A
-SECTION B
-PROPOSED BAY SECTION ALONG GRID LINE C
-SCHEDULE OF DOORS
- A5 - PROPOSED BAY SECTION ALONG GRID LINE C
-PROPOSED BAY SECTION ALONG GRID LINE C
- A6- GENSET HOUSING DETAILS
A7 - DRIVEWAY / PARKING DRAINAGE DETAILS
A8 - SECOND FLOOR CEILING PLAN
A9 - DRYWALL PARTITION DETAILS
- STRUCTURAL**
S1 - CONSTRUCTION NOTES
-STANDARD DRAWING DETAILS
- S2 - FOUNDATION PLAN
-FOOTING DETAILS
-COLUMN DETAILS
-FOOTING BEAM DETAILS
- S3 - SECOND FLOOR FRAMING PLAN
-BEAM DETAILS
-CONNECTION DETAIL

LAND-USE & ZONING

LINE & GRADE

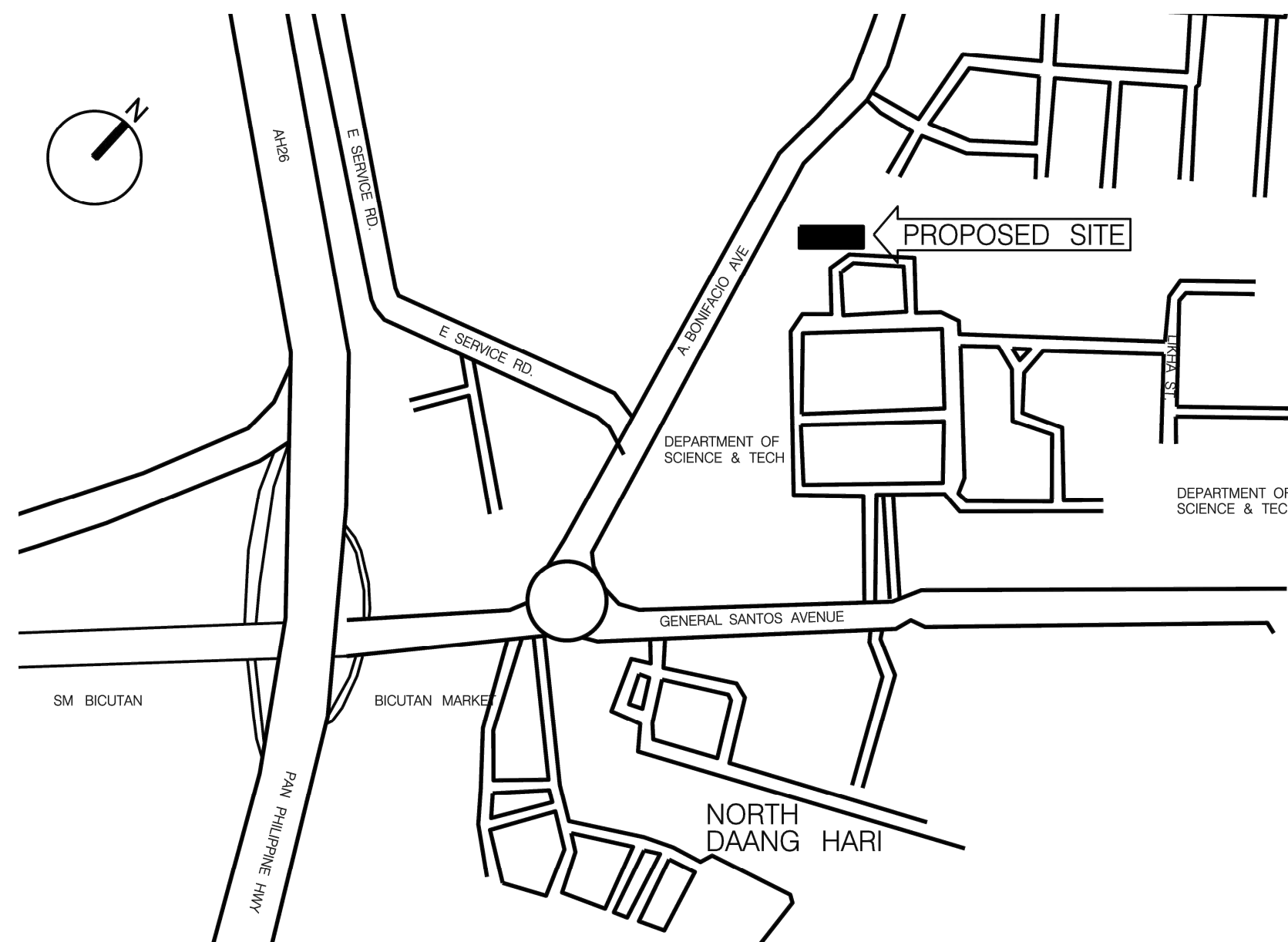
ARCHITECTURAL

STRUCTURAL

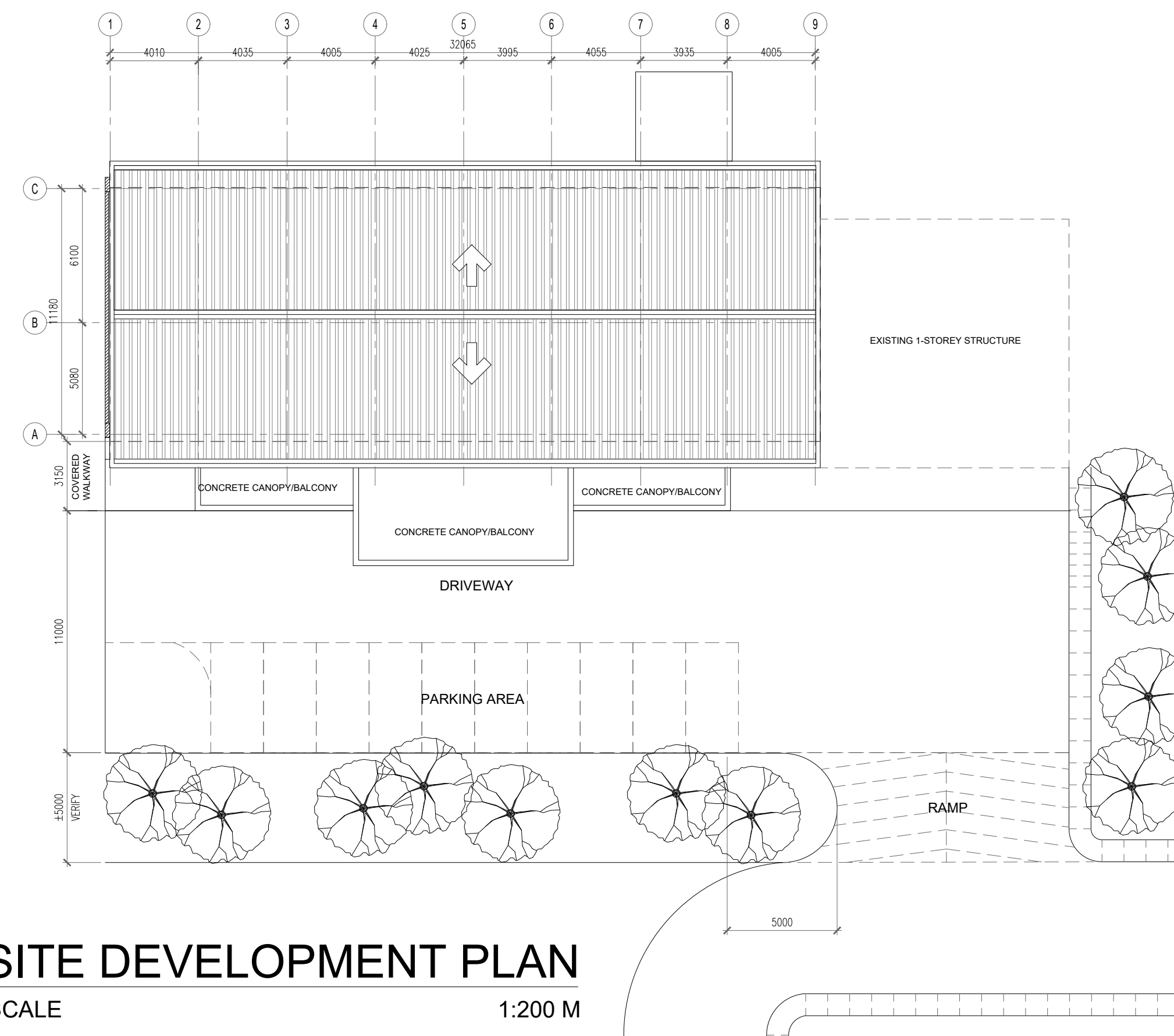
SANITARY & PLUMBING

ELECTRICAL

1 PERSPECTIVE
A-1 SCALE NTS



2 VICINITY
A-1 SCALE NTS



3 SITE DEVELOPMENT PLAN
A-1 SCALE 1:200 M

AMADO P. DE JESUS, JR., FUAP
& ASSOCIATES • GREEN ARCHITECTURE
8408 MAHARLIKA AVENUE, MARCELO GREEN VILLAGE
PARANAQUE CITY 1700, METRO MANILA, PHILIPPINES TEL / FAX 824-5209

ARCHITECTURE

ENGINEERING

BD. REG. NO. 2675
PTR NO. 3635973
DATE JAN 14, 2019
PLACE STA. ROSA, LAGUNA

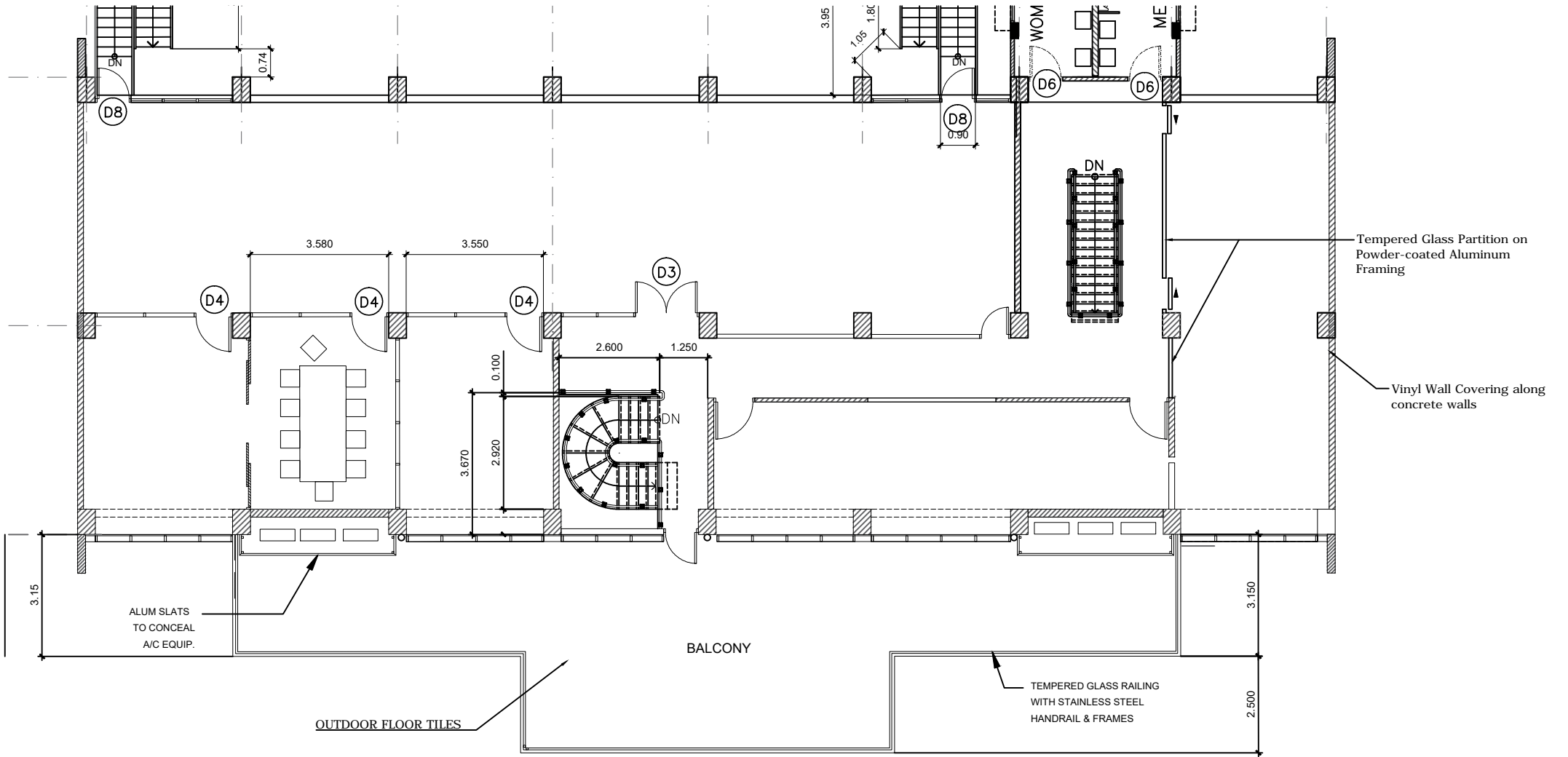
NOTE: These drawings as instruments of service, are the property and documents of the Architect. It shall be unlawful for any person without the written consent of the Architect or authors of said documents, to duplicate or copy said documents (RA 9266)

PROJECT TITLE
Proposed Renovation of Saliksik Bldg.
Bicutan Science Community
DOST Compound
Gen. A. Santos Avenue, Bicutan, Taguig
CAD Date Checked: APJ Date:

REVISIONS	
No.	Date

SHEET CONTENTS

SHEET NO.
A1
OF ___ SHEETS




SECOND FLOOR LAYOUT
 SCALE: NA

ARCHITECTURE

ENGINEERING

BD. REG. NO. 2675
 PR. NO. 385973
 DATE: JAN. 14, 2019
 PLACE: SANTA ROSA, LAGUNA

NOTE: These drawings as instruments of service, are the property and documents of the architect. It shall be unlawful for any person without the written consent of the architect or authors of said documents to duplicate or copy said documents (RA 3750)

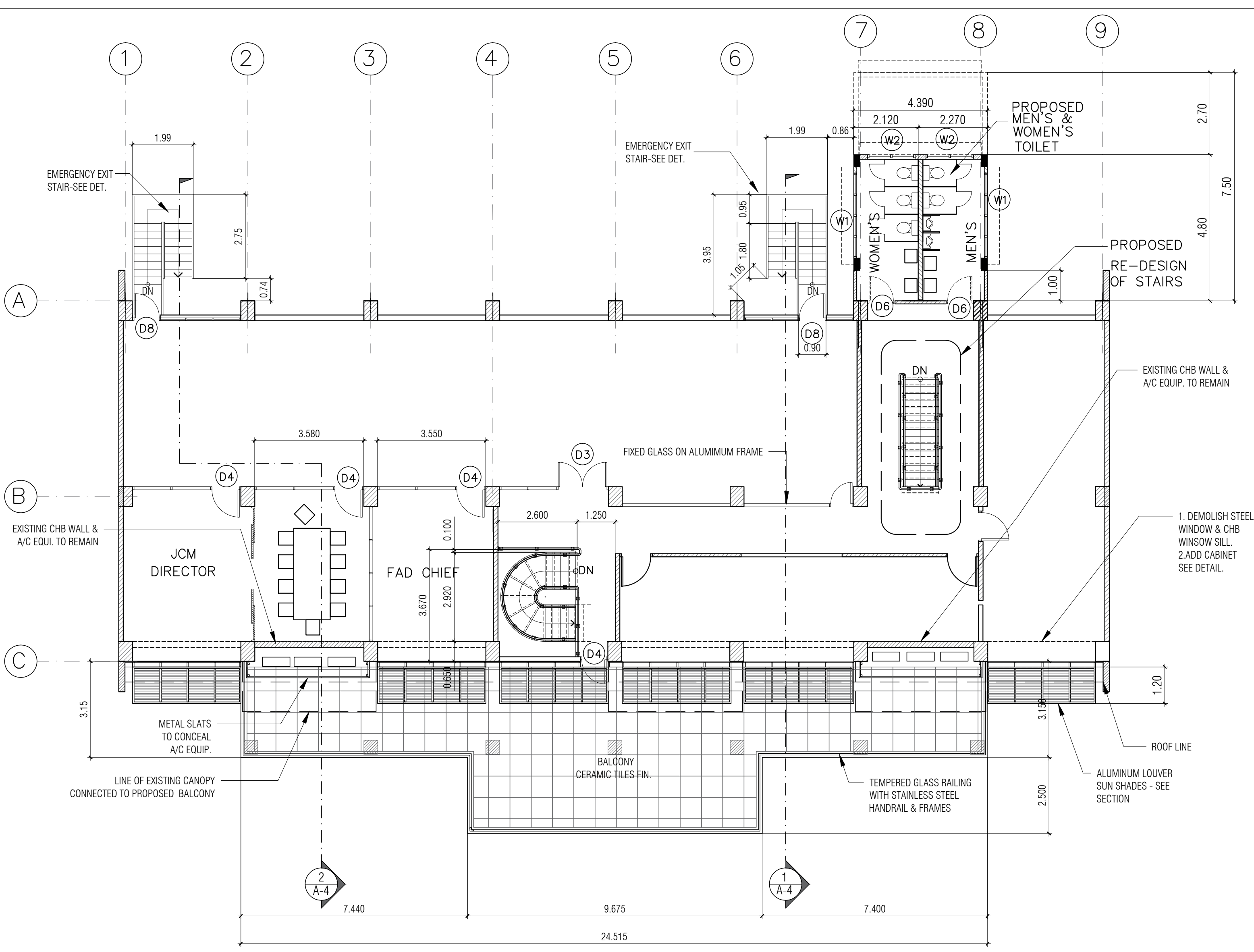
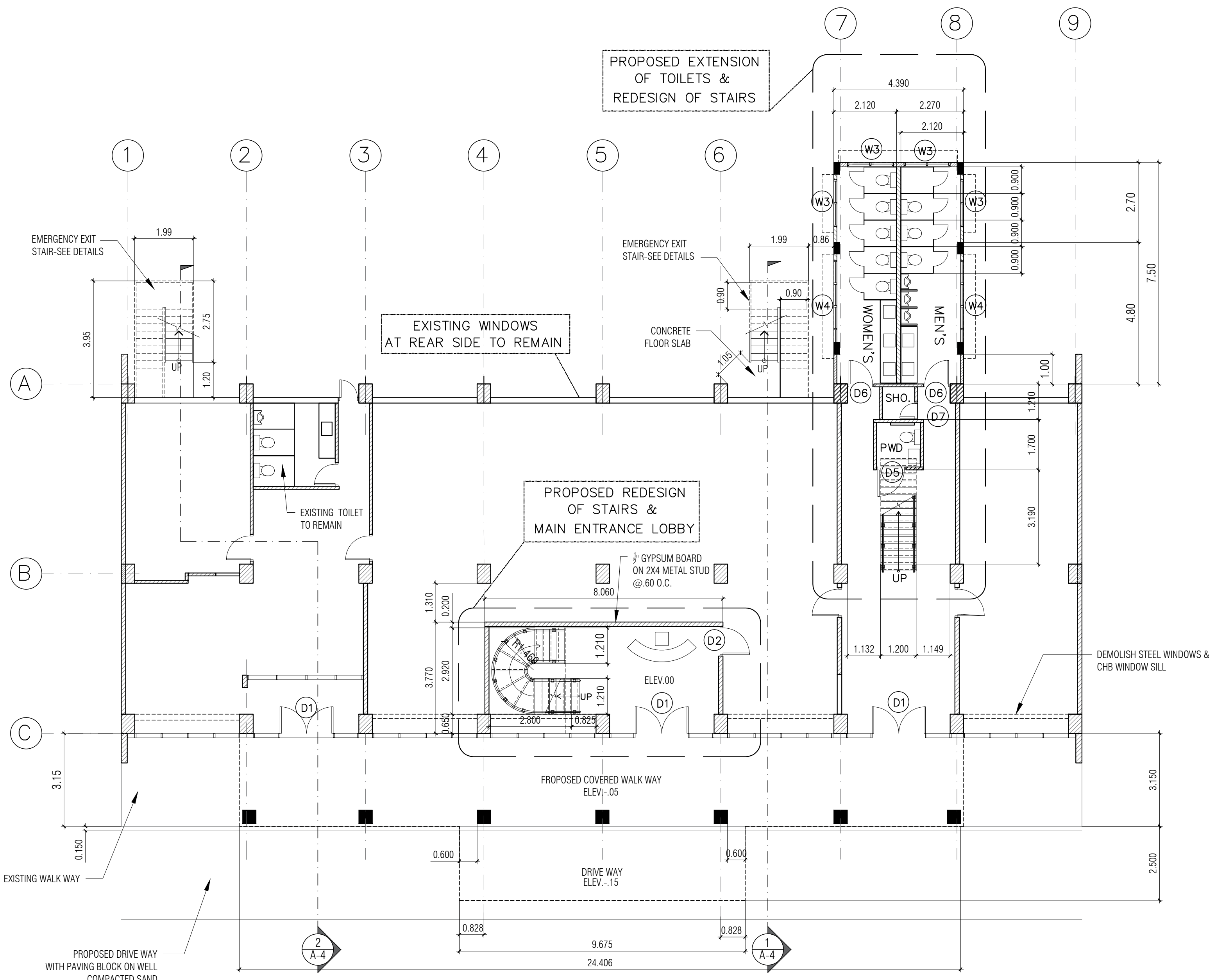
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 Buidan Science Community
 DOST Compound
 Gen. A Santos Avenue, Buidan, Taguig

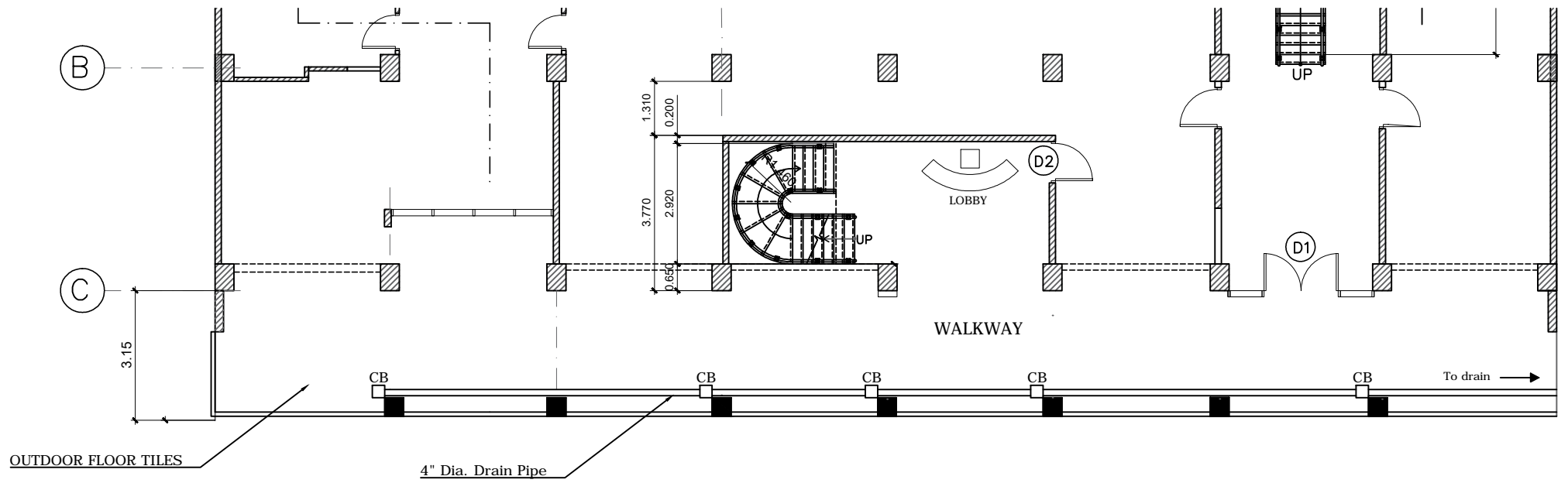
CAD: DADREZ
 Date: 04/01/2019
 Checked: APJ
 Date:

REVISIONS

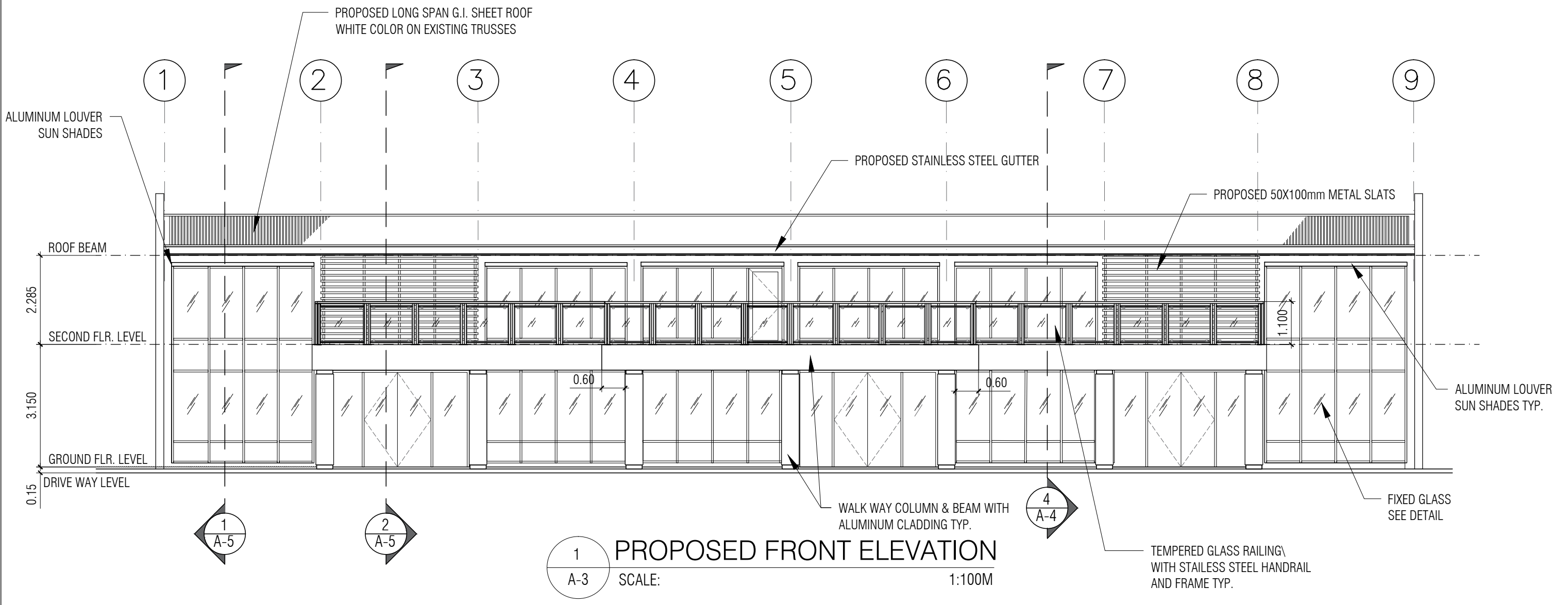
SHEET CONTENTS:
 PROPOSED GROUND FLOOR PLAN
 PROPOSED SECOND FLOOR PLAN

SHEET NO. **A-2**
 OF ___ SHEET

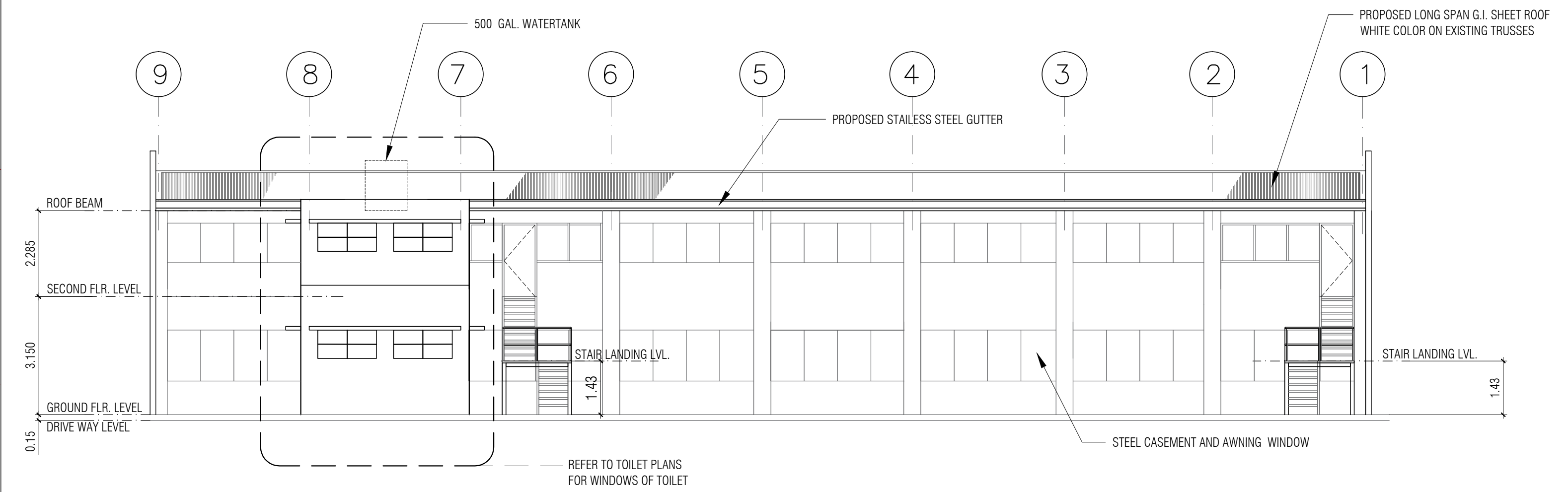




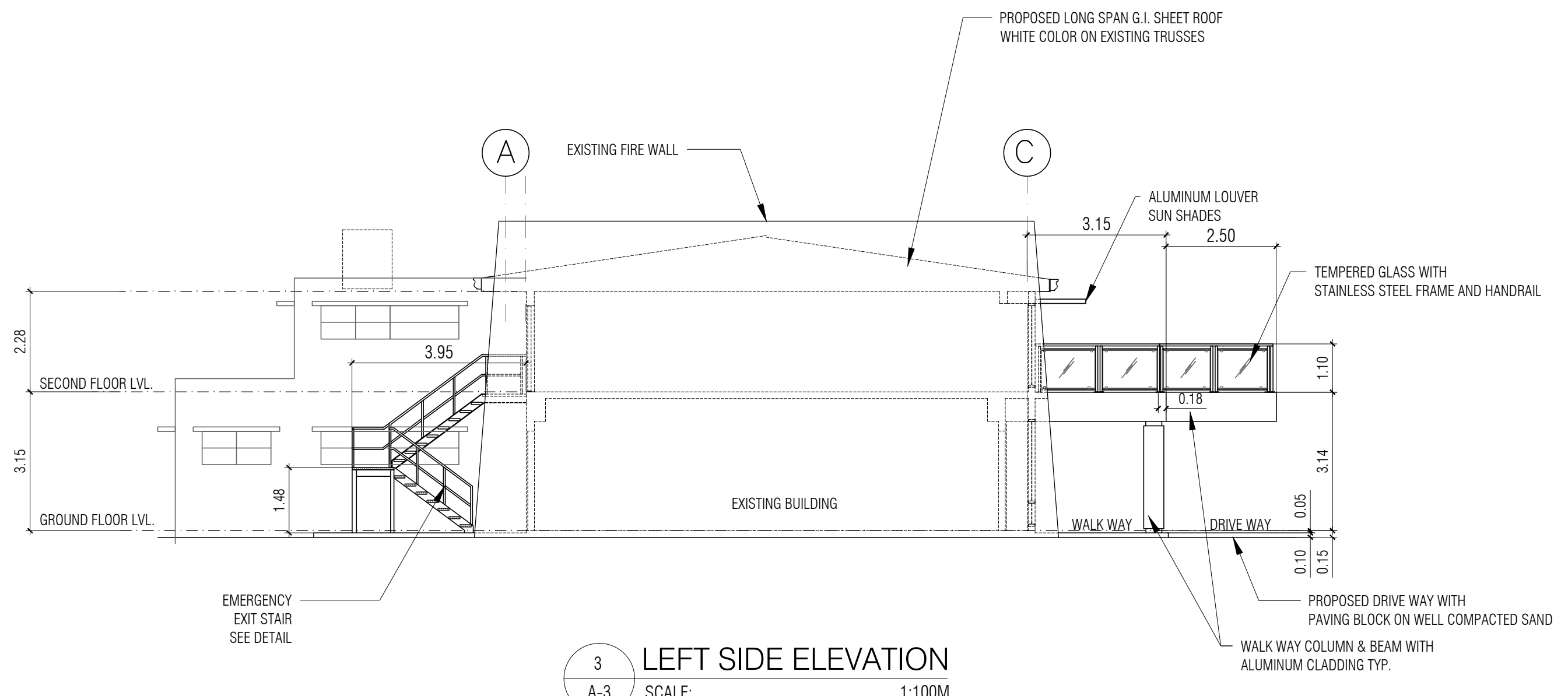

GROUND FLOOR LAYOUT
 SCALE: NA



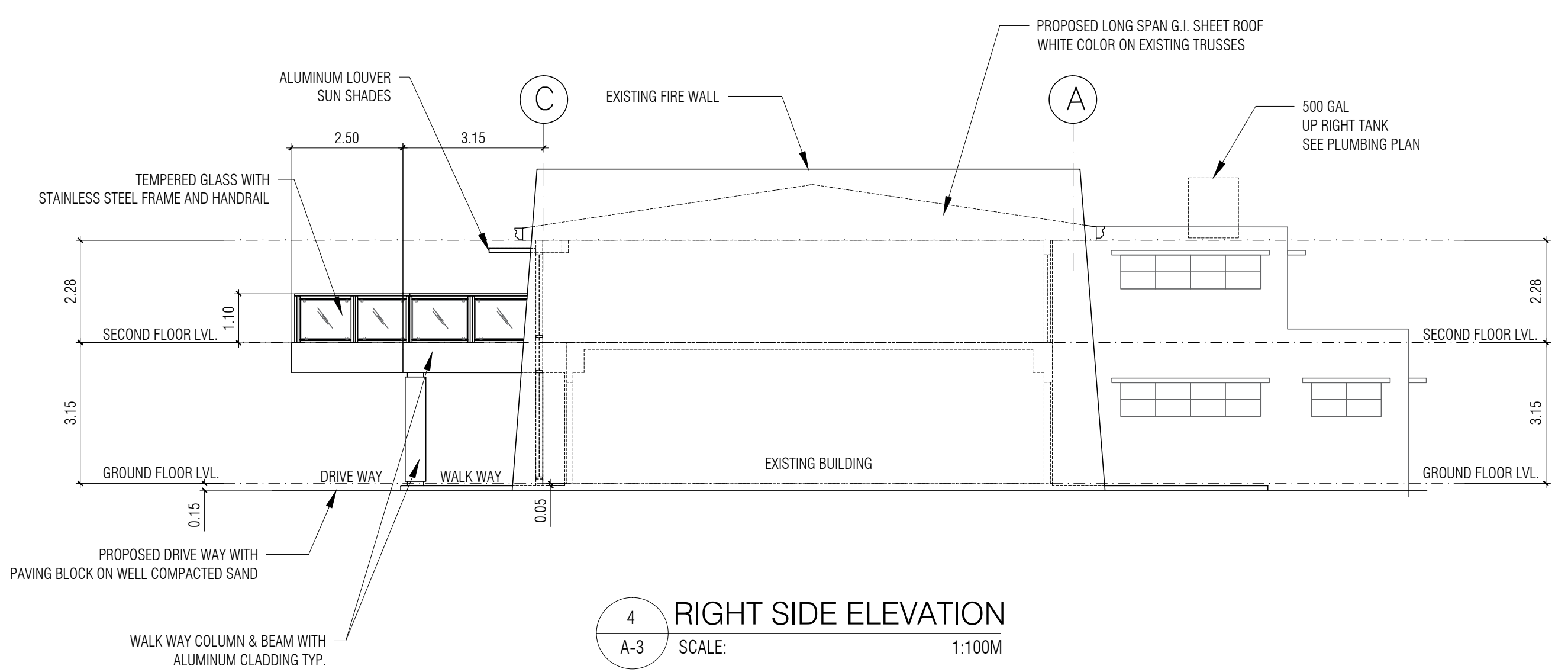
1 PROPOSED FRONT ELEVATION
 SCALE: 1:100M



2 PROPOSED REAR ELEVATION
 SCALE: 1:100M

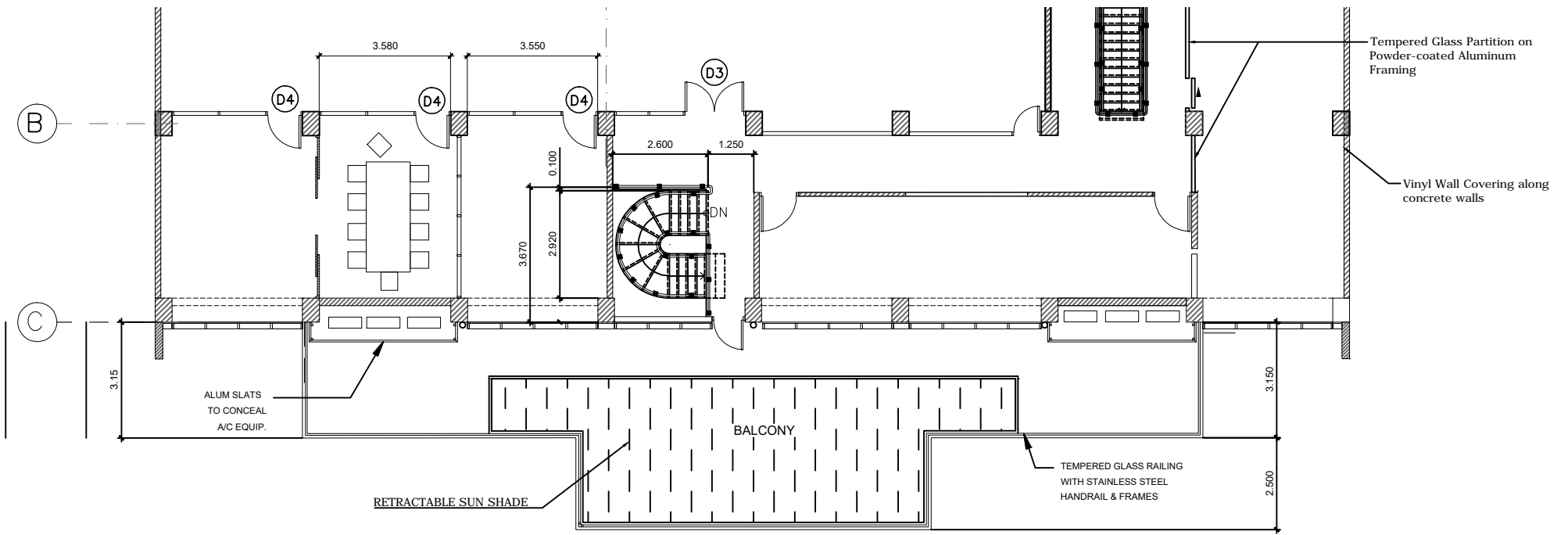


3 LEFT SIDE ELEVATION
 SCALE: 1:100M

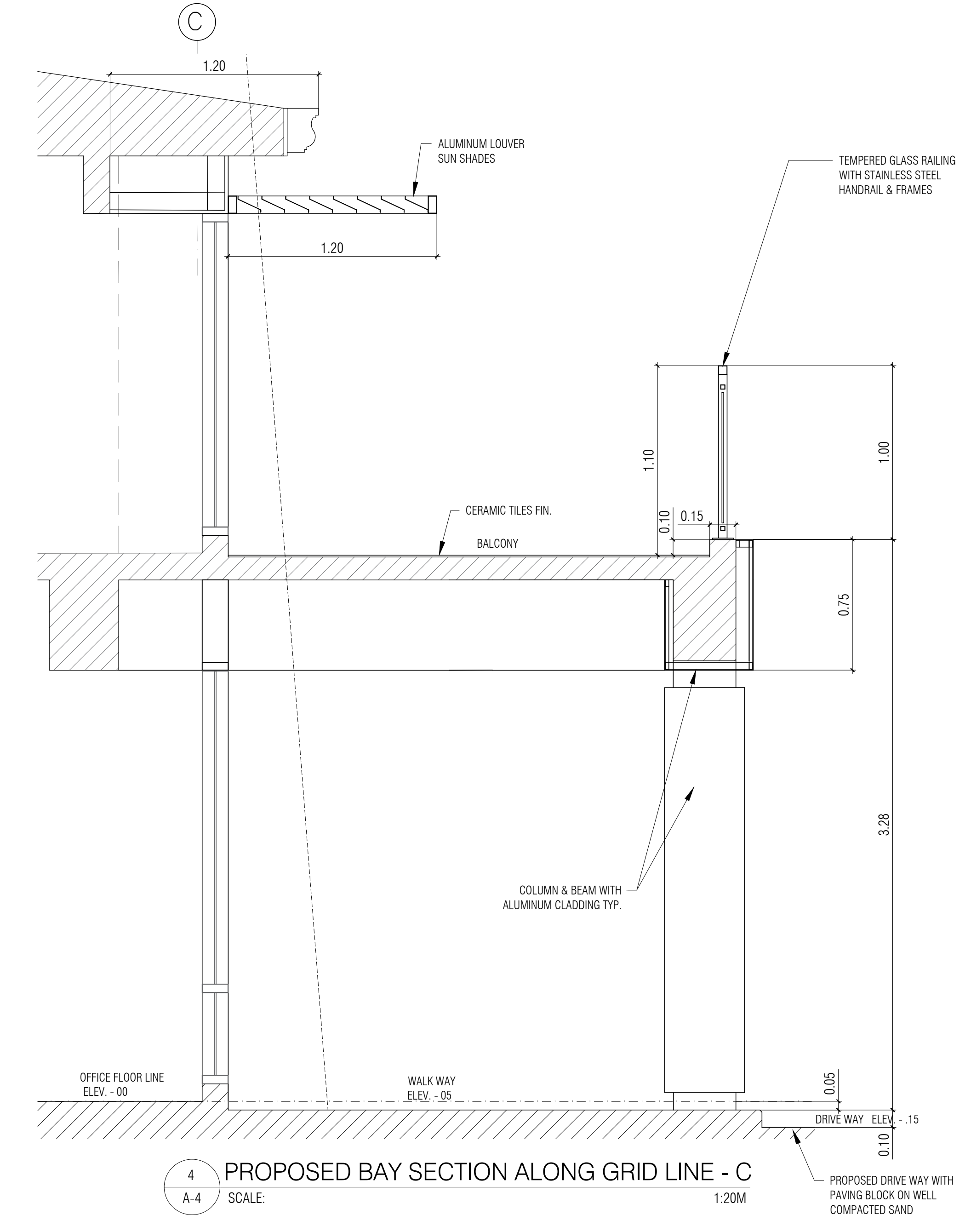
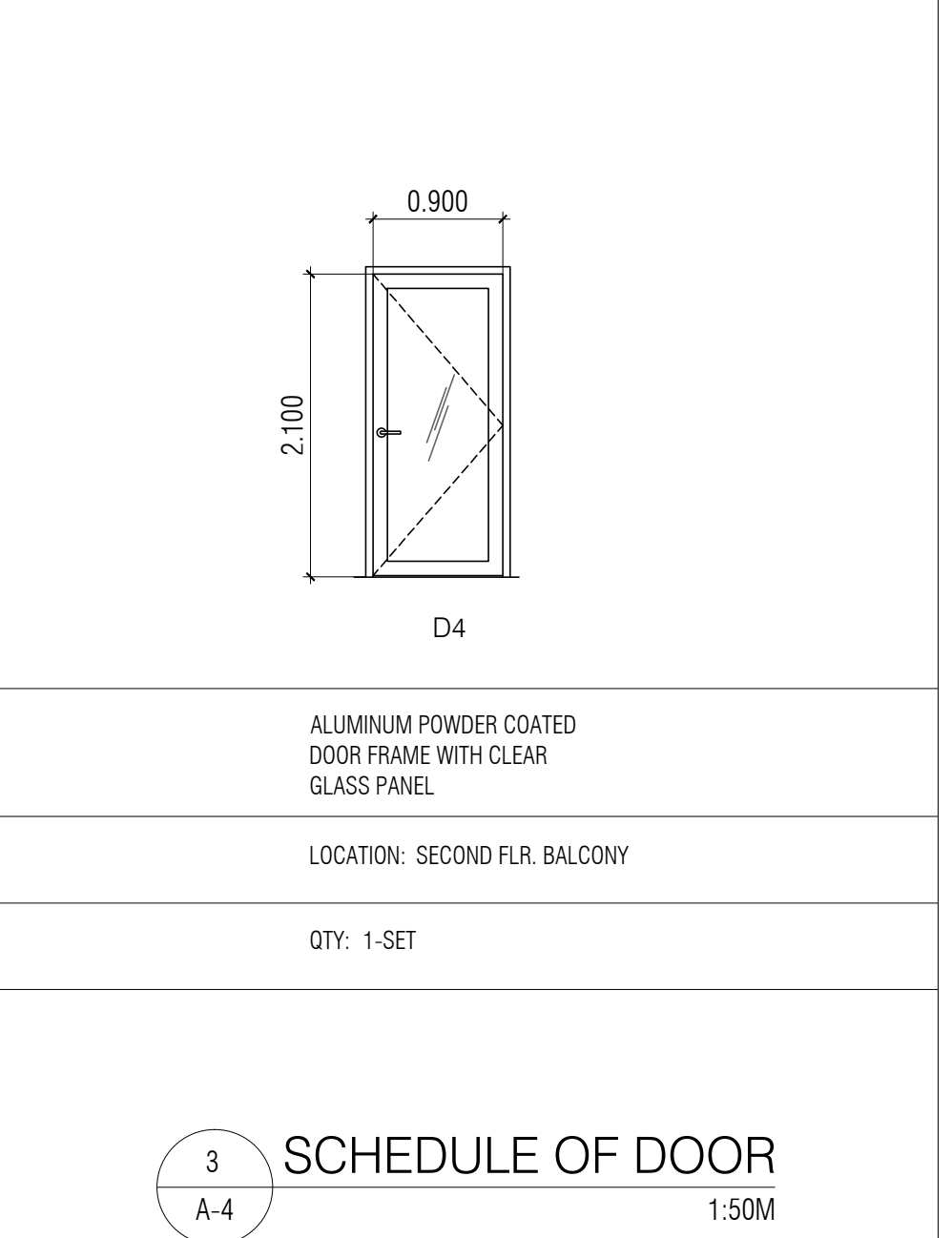
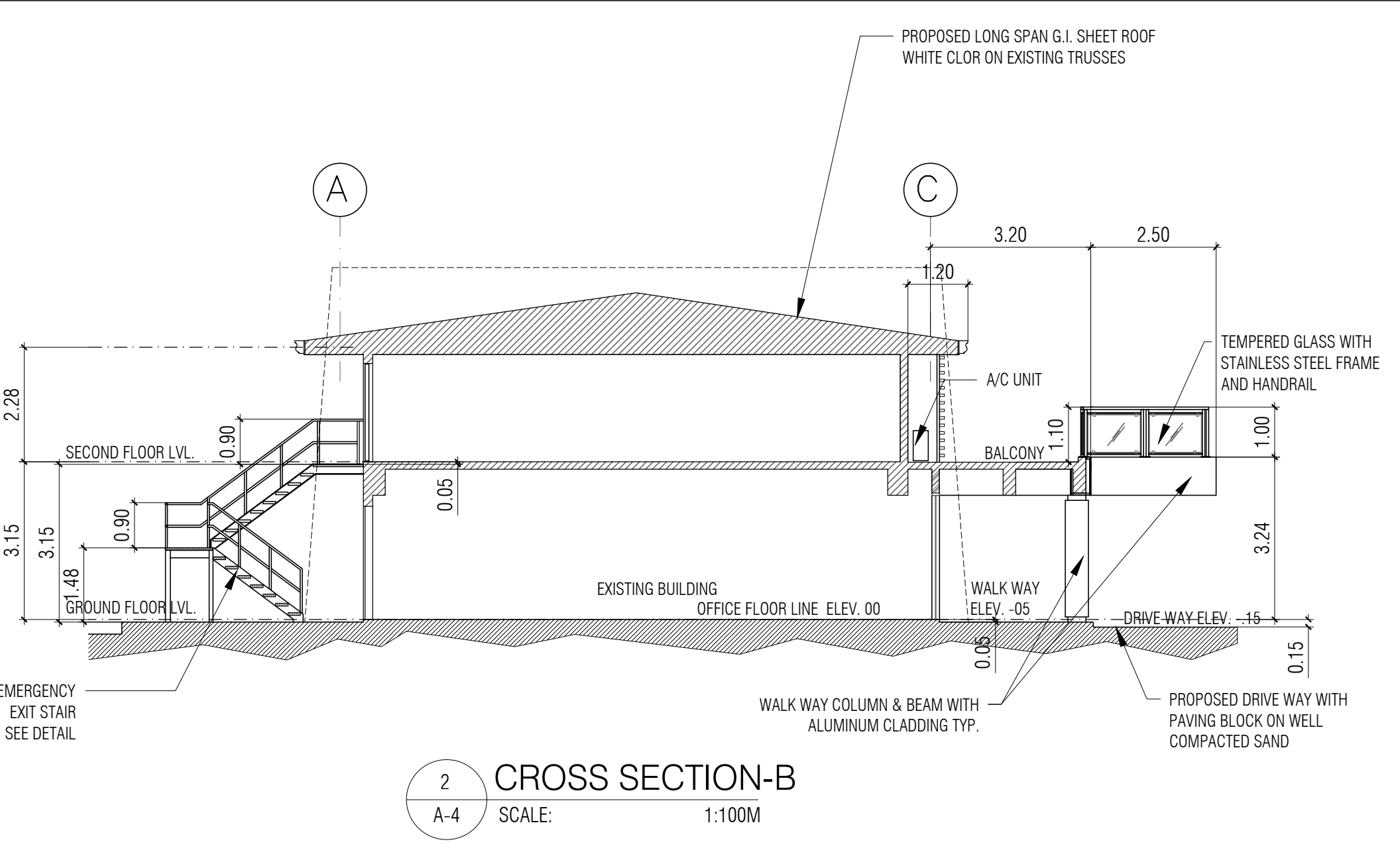
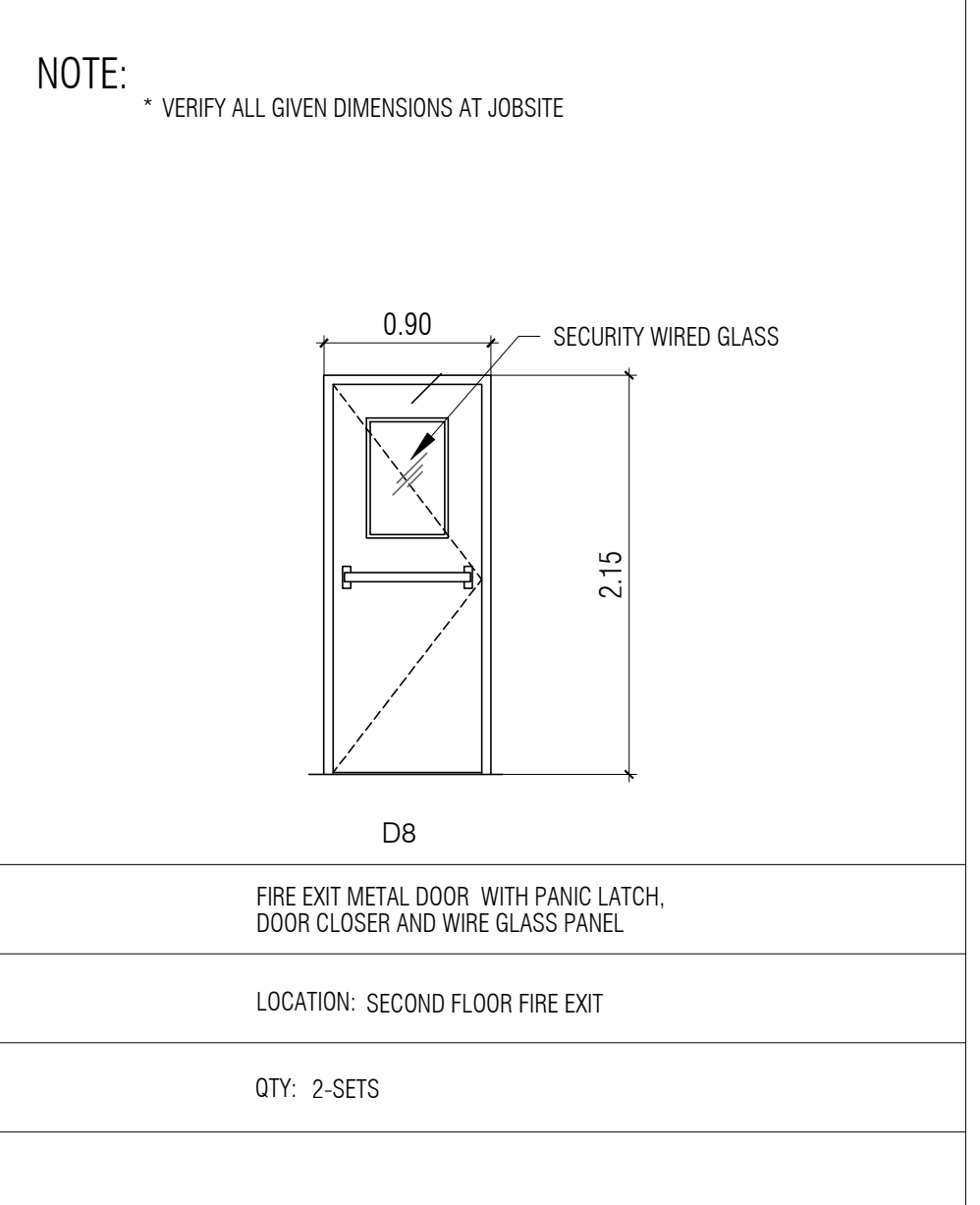
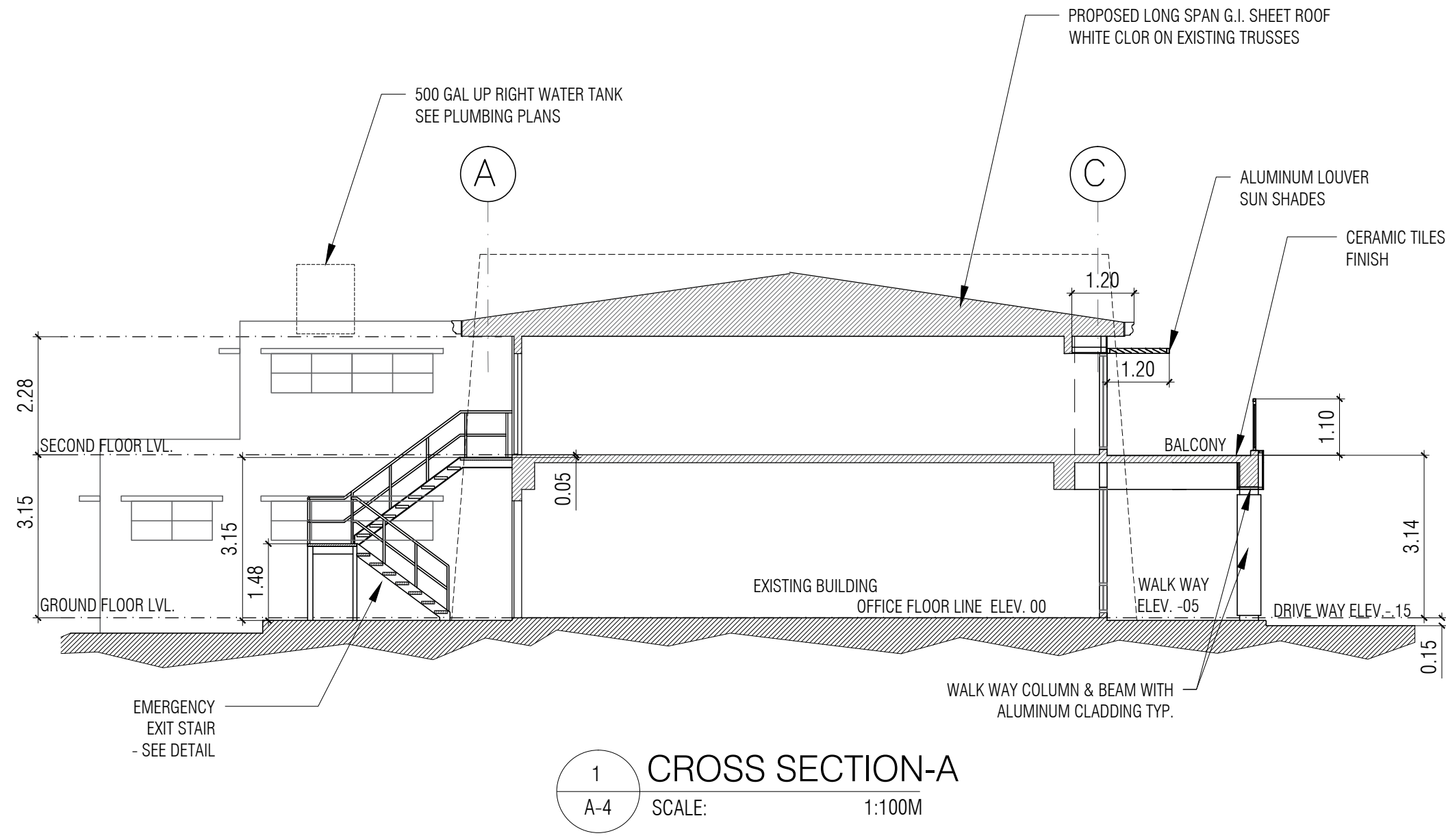


4 RIGHT SIDE ELEVATION
 SCALE: 1:100M

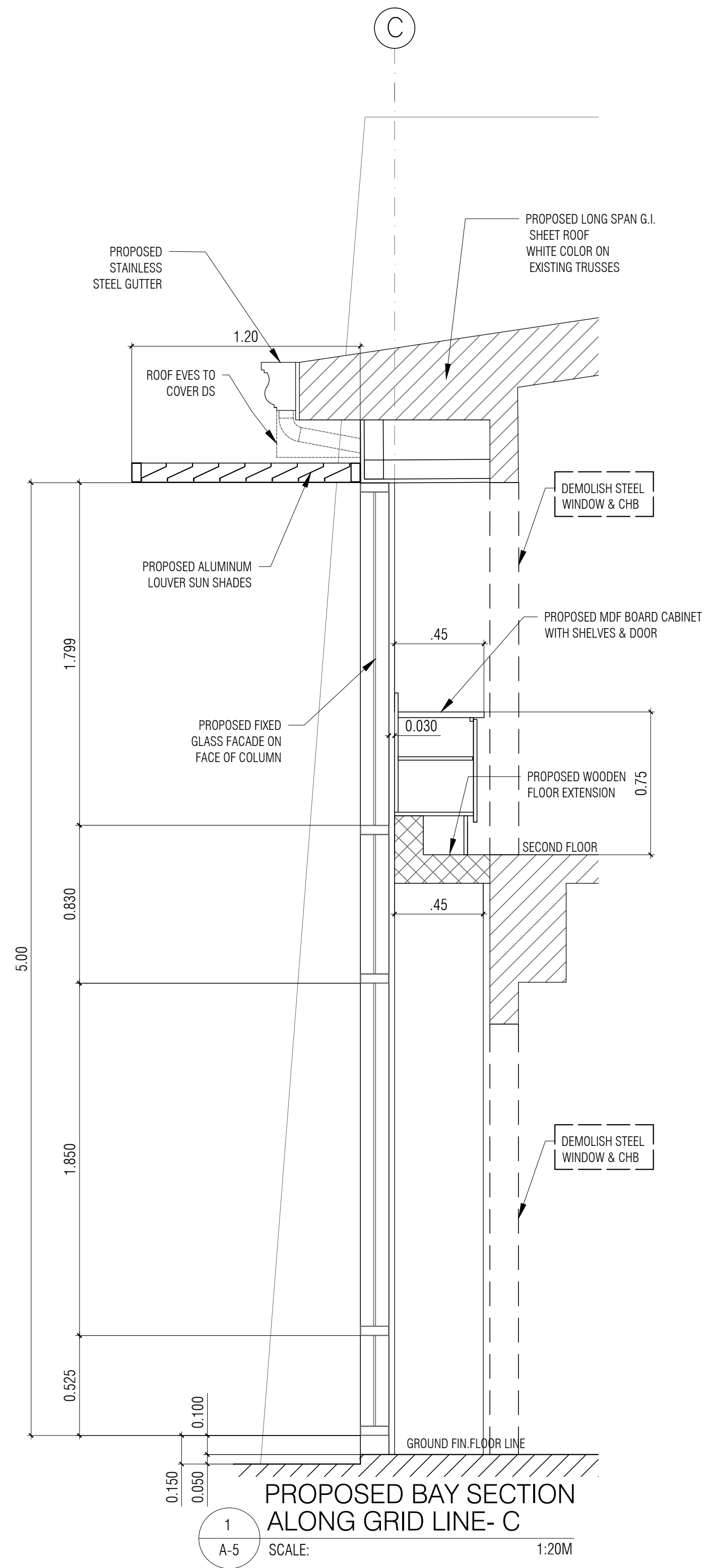
ARCHITECTURE	ENGINEERING	PROJECT NAME:	REVISIONS
		Proposed Phase 2 Renovation of SalikSik Building Bulatan Science Community DOST Compound Gen. A. Santos Avenue, Biolaan, Taguig	
BD. REG. NO.: 2675	PR. NO.: 385973	DATE: JAN. 14, 2019	SHEET CONTENTS: PROPOSED FRONT & REAR ELEVATION RIGHT & LEFT SIDE ELEVATION
PLACE: SANTA ROSA, LAGUNA	NOTE: These drawings are instruments of service, and the property and documents of the architect. It shall be unlawful for any person without the written consent of the architect or authors of said documents, to duplicate or copy said documents (RA 9260)		
CAD: DADREZ	Checked: ADJ	Date: 10/01/2019	SHEET NO. A-3
			OF ___ SHEET



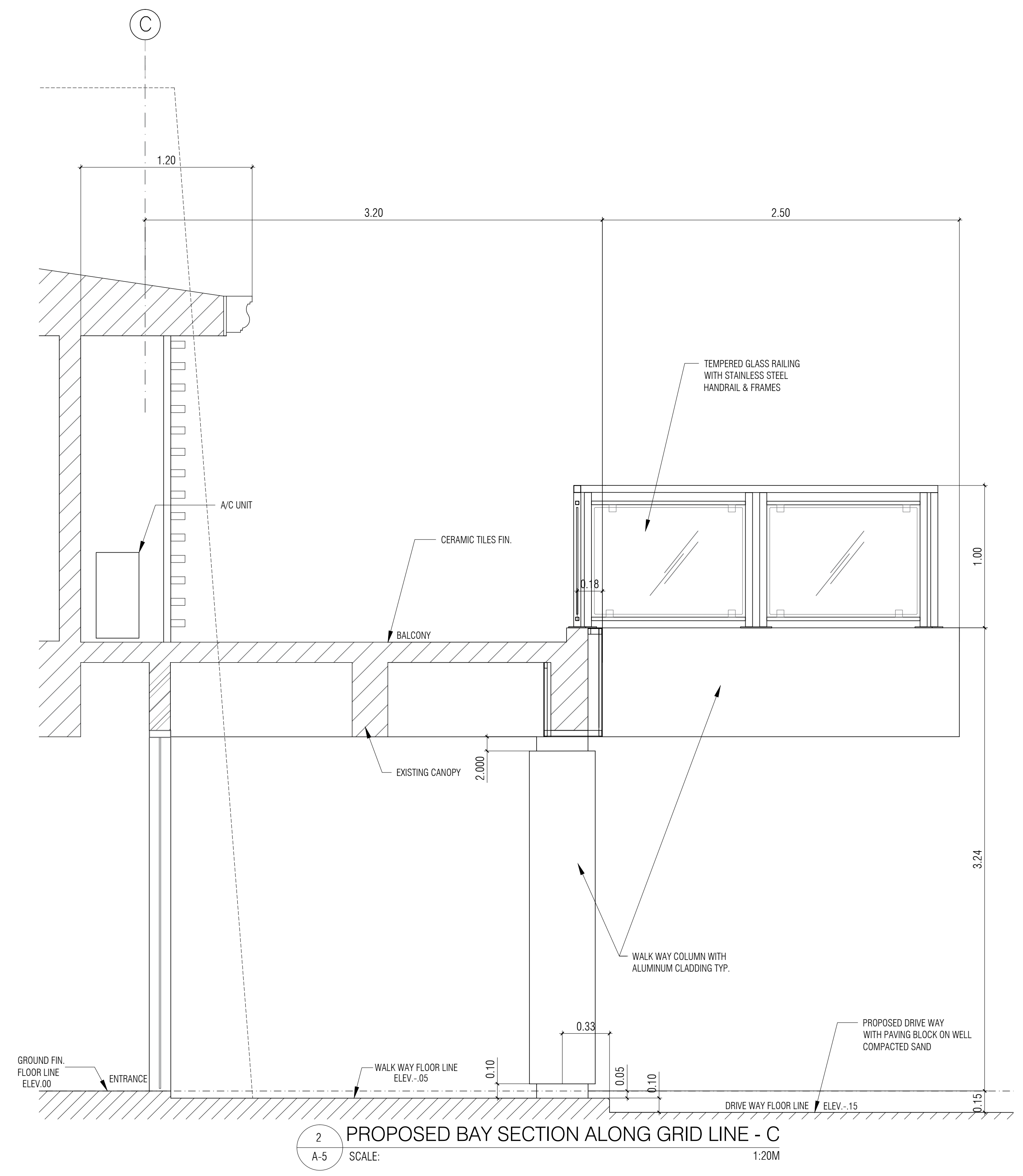
RETRACTABLE SUN SHADE LAYOUT
 SCALE: NA



ARCHITECTURE	ENGINEERING	BD. REG. NO. 2675	NOTE: These drawings as instruments of service, are the property and documents of the architect. It shall be unlawful for any person without the written consent of the architect or authors of said documents, to duplicate or copy said documents (RA 9266)
		PT. NO. 365973 DATE: JAN. 14, 2019 PLACE: SANTA ROSA, LAGUNA	
PROJECT NAME: Proposed Phase 2 Renovation of Salistik Building Bulatan Science Community DOST Compound Gen. A. Santos Avenue, Bulatan, Taguig		CAD DADREZ	
REVISIONS		Date: 10/01/2019	
SHEET CONTENTS: CROSS SECTION SCHEDULE OF DOORS BAY SECTION ALONG GRID LINE-C		Checked: APJ	
SHEET NO. A-4		Date:	
OF ___ SHEET			



1
A-5
SCALE: 1:20M
PROPOSED BAY SECTION ALONG GRID LINE - C



2
A-5
SCALE: 1:20M
PROPOSED BAY SECTION ALONG GRID LINE - C

AMADO P. DE JESUS, JR., FUAP & ASSOCIATES ○ GREEN ARCHITECTURE
8408 MAHARLIKA AVENUE, MARCELO GREEN VILLAGE
PARANAQUE CITY 1700, METRO MANILA PHILIPPINES TEL./ FAX 824 - 5209

ARCHITECTURE
ENGINEERING

BD. REG. NO. 2675
PTR NO. 3635973
DATE: JAN. 14, 2019
PLACE: SANTA ROSA, LAGUNA

NOTE: These drawings as instruments of service, are the property and documents of the Architect. It shall be unlawful for any person without the written consent of the Architect or authors of said documents, to duplicate or copy said documents (RA 9266)

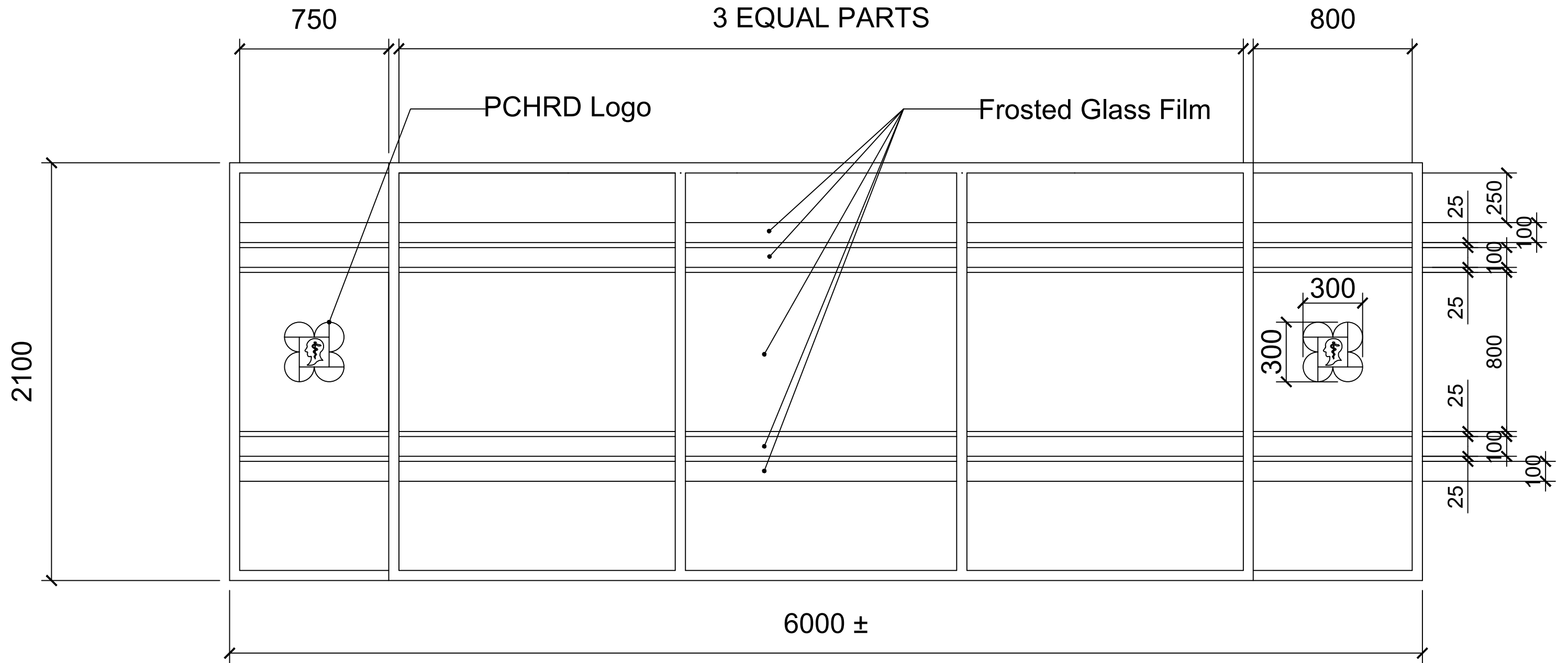
PROJECT NAME:
Proposed Phase 2 Renovation of SalikSik Building
Bicutan Science Community
DOST Compound
Gen. A. Santos Avenue, Bicutan, Taguig

REVISIONS	
No.	Date

SHEET CONTENTS :
PROPOSED BAY SECTION ALONG LINE -C

SHEET NO.
A-5
OF ___ SHEET

CAD: DADREZ
Date: 11/01/2019
Checked: APJ
Date:



○ TEMPERED GLASS PARTITION ELEVATION

Section VIII. Bill of Quantities

BILL OF QUANTITIES

PROJECT : PROCUREMENT OF SUPPLIES, LABOR AND MATERIALS FOR THE REHABILITATION/IMPROVEMENT OF THE DOST
SALIKSIK BUILDING (PHASE 3)
LOCATION : SALIKSIK BUILDING, DOST COMPOUND, GEN. SANTOS AVE., BICUTAN TAGUIG CITY

SUMMARY		
ITEM NO.	DESCRIPTION	BID AMOUNT in PhP
GR4	Project Signboard	
GR1-GR3	Genera Requirements	
DMLTN1	Demolition of wood partition	
RSTRTN1	Restoration of Floor Tiles	
RSTRTN2	Repainting of Beams	
TGP1	Supply and installation of Tempered Glass Partition at OED	
ACP	Supply and installation of ACP to cover balcony beams and columns	
RLNG	Supply and installation of tempered glass on stainless steel framing as railings for balcony	
TW1	Floor tiling works at balcony	
TW2	Floor tiling works at walkway	
SD	Walkway Storm Drainage	
CNCLR	Additional Aluminum Angle Bar (powder coated) for ACU Condenser Unit Concealer	
WF1	Supply and installation of vinyl wall covering at OED	
CRSS	Supply and installation of customized retractable sun shades on balcony	
TOTAL BID AMOUNT		

TOTAL BID AMOUNT:

In Figures: _____
In Words: _____

Restoration and repair cost of facilities, equipments and structures that will be affected by the implementation of works shall be considered included to the total bid amount.

Name and Signature of Bidder _____
Name of Company and Official Stamp of Bidder _____
Date _____

BILL OF QUANTITIES

Project: PROCUREMENT OF SUPPLIES, LABOR AND MATERIALS FOR THE REHABILITATION/IMPROVEMENT OF THE DOST SALIKSIK BUILDING (PHASE 3)
 Location: SALIKSIK BUILDING, DOST COMPOUND, GEN. SANTOS AVE., BICUTAN TAGUIG CITY

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT COST (Pesos)	AMOUNT (Pesos)
GR4	Project Signboard	lot	1.00		
	(Pesos _____ and _____ per lot)				
GR1-GR3	General Requirements (Mobilization/Demobilization & Hauling, As-built Plans, Tempfacil)	lot	1.00		
	(Pesos _____ and _____ per lot)				
DMLTN1	Demolition of wood partition	sq. m.	13.00		
	(Pesos _____ and _____ per sq. m.)				
RSTRTN1	Restotaion of floor tiles	sq. m.	5.40		
	(Pesos _____ and _____ per sq. m.)				
RSTRTN2	Repainting of beams	sq. m.	5.40		
	(Pesos _____ and _____ per kg)				
TGP1	Supply and installation of tempered glass partition with 2 sliding tempered glass doors for access, with frosted stickers. All identical to FAD office	sq. m.	13.00		
	(Pesos _____ and _____ per sq. m.)				
ACP	Suppy and installation of ACP to cover balcony beams and columns, complete with framing system, accessories and sealant.	sq. m.	58.00		
	(Pesos _____ and _____ per sq. m.)				
RLNG	Supply and installation of tempered glass on stainless steel framing as railings for balcony	sq. m.	39.40		
	(Pesos _____ and _____ per cu. m.)				
TW1	Floor tiling works at balcony flooring	sq. m.	107.00		
	(Pesos _____ and _____ per sq. m.)				
TW2	Floor tiling works at walkway	sq. m.	116.00		
	(Pesos _____ and _____ per sq. m.)				
SD	Walkway Storm Drainage	lot	1.00		
	(Pesos _____ and _____ per lot)				
Subtotal for this page					

CNCLR	Additional Aluminum Angle Bar (powder coated) for ACU Condenser Unit Concealer	lm	42.00		
	(Pesos _____ and _____ per lm)				
WF1	Supply and installation of vinyl wall cover at OED	sq. m.	37.80		
	(Pesos _____ and _____ per sq. m.)				
CRSS	Supply and installation of customized retractable sun shades on balcony	sq. m.	57.00		
	(Pesos _____ and _____ per sq. m.)				
Subtotal for this page					

Section IX. Checklist of Technical and Financial Documents

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) Supplemental / Bid Bulletin, if any
- (g) Certificate of Site Inspection issued by the DOST-PCHR
- (h) 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**
- (i) Statement of all Government & Private Contracts completed within five (5) years, prior to the deadline for the submission and receipt of bids. Which are similar in nature to the contract to be bid; **and**
- (j) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC, except under conditions provided under the rules; **and**
- (k) 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**
- (l) 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**

- (m) 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 Engineer, Foreman, Civil Engineer/Structural Engineer, Electrical Engineer, Master Painter and Carpenter), 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**
- (n) 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

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

Class "B" Documents

- (q) 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

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

Other documentary requirements under RA No. 9184

- (s) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (t) 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**
- (u) Cash Flow by Month.

BIDDING FORMS

Bid Form

Date: _____
Project Identification No.: _____

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

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive

¹ currently based on GPPB Resolution No. 09-2020

- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the *[Name of Project]* of the *[Name of the Procuring Entity]*.
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

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 *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.*:
 - (a) Philippine Bidding Documents (PBDs);
 - i. General and Special Conditions of Contract;
 - ii. Drawings/Plans;
 - iii. Specifications;
 - iv. Bill of Quantities;
 - v. Invitation to Bid;
 - vi. Instructions to Bidders;
 - vii. Bid Data Sheet;
 - viii. Supplemental or Bid Bulletins, if any;
 - (b) Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - (c) 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;
 - (d) Performance Security;
 - (e) Notice of Award of Contract and the Bidder’s conforme thereto; and
 - (f) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the

Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Name of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]

for:

[Insert Procuring Entity]

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]

for:

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement

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

AFFIDAVIT

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

1. **Select one, delete the other:**

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

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

2. **Select one, delete the other:**

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

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

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

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

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or

services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

*Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

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

BID SECURING DECLARATION FORM

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

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 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 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*

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

Republic of the Philippines



Government Procurement Policy Board

CHECKLIST AND SAMPLE FORMS

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
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Supplemental / Bid Bulletin, if any
- (g) Certificate of Site Inspection issued by the DOST-PCHR
- (h) 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 (**PCHR-SF-INFRA-01**); **and**
- (i) Statement of all Government & Private Contracts completed within five (5) years, prior to the deadline for the submission and receipt of bids. Which are similar in nature to the contract to be bid (**PCHR-SF-INFRA-02**); **and**
- (j) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC, except under conditions provided under the rules (**PCHR-SF-INFRA-03**); **and**
- (k) 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**
- (l) 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 (**PRO-FORMA ATTACHED – Bidding Documents Page 64**); **and**

(m) Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid
(PCHRD-SF-INFRA-05A and PCHRD-SF-INFRA-05B);
- b. List of contractor's key personnel (e.g., Project Engineer, Foreman, Civil Engineer/Structural Engineer, Electrical Engineer, Master Painter and Carpenter), to be assigned to the contract to be bid, with their complete qualification and experience data **(PCHRD-SF-INFRA-06A, PCHRD-SF-INFRA-06B, PCHRD-SF-INFRA-06C, and PCHRD-SF-INFRA-06D);**
- 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 **(PCHRD-SF-INFRA-07A and PCHRD-SF-INFRA-07B); and**
- (n) 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 **(PRO-FORMA ATTACHED – Bidding Documents Page 61).**

Financial Documents

- (o) 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**
- (p) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **(PCHRD-SF-INFRA-04);**

Class "B" Documents

- (q) If applicable, a duly signed joint venture agreement (JVA) 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

- (r) Original of duly signed and accomplished Financial Bid Form (***PRO-FORMA ATTACHED – Bidding Documents Page 57***); **and**

Other documentary requirements under RA No. 9184

- (s) Original of duly signed Bid Prices in the Bill of Quantities (***PRO-FORMA ATTACHED – Bidding Documents Page 50***); **and**
- (t) 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**
- (u) Cash Flow by Month.

Statement of all Completed Government & Private Construction Contracts which are similar in nature

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

- Note: This statement shall be supported with:
- 1 Approved Contract or Purchase Order/Work Order
 - 2 CPES rating sheets and/or Certificate of Completion
 - 3 Certificate of Acceptance

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid and completed within five (5) years period

Business Name : _____
 Business Address : _____

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period prior to the deadline for the submission and receipt of bids.

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

Note: This statement shall be supported with:

- 1 Approved Contract
- 2 Notice of Award and/or Notice to Proceed
- 3 CPES rating sheets and/or Certificate of Completion
- 4 Certificate of Acceptance

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

NET FINANCIAL CONTRACTING CAPACITY

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC= [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, conciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.

NFCC = P _____

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative

Date: _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Engineer (Licensed Civil Engineer), Civil Engineer/Structural Engineer (Licensed), Electrical Engineer (Licensed), Foreman, Master Painter, Carpenter, and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director
Philippine Council for Health Research and Development
Gen. Santos Ave, Bicutan, Taguig City

Dear DR. MONTOYA:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of (Name of Employee) , to be the (Designation) of the (Name of Contract) , who is a (Profession) with Professional License Certificate No. _____ issued on _____ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form _____.
2. The said Engineer shall be designated by us as our (Designation) to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as (Designation) , all the time.
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said (Designation) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation) , his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

(Authorized Representative of Bidder)

CONCURRED IN:

(Name of Engineer)

(Address)

MINIMUM REQUIRED APPLICANT FIRM'S KEY PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT

	Project Engineer (Licensed Civil Engineer)	Foreman	Civil Engineer/ Structural Engineer (Licensed)	Electrical Engineer (Licensed)	Master Painter	Carpenter	Other positions (as deemed necessary by the applicant-firm for this project
1. Name							
2. Address							
3. Date of Birth							
4. Citizenship							
5. Civil Status							
6. Education							
Elementary Name and location of School Year graduated							
High School Name and location of School Year graduated							
College Name and location of School Year graduated							
Post-Graduate Name and location of School Year graduated							
Technical Seminars (Use extra sheets, if necessary							
7. PRC LICENSE No.							

Notes: Minimum qualification requirement :

Project Engineer (Licensed Civil Engineer) - Three (3) years; Foreman - Three (3) years;
 Civil Engineer/Structural Engineer (Licensed) - Three (3) years; Electrical Engineer (Licensed) - Three (3) years
 Master Painter - Three (3) years, Carpenter - Three (3) years,

 Name and Signature of Authorized Official

Date : _____

Statement of Availability of Key Personnel

(Date of Issuance)

JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director
Philippine Council for Health Research and Development
Gen. Santos Ave, Bicutan, Taguig City

Attention : **MS. ROSELLE L. MARTONITO**
The Chairperson
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the **Philippine Council for Health Research and Development – Bids and Awards Committee (PCHRD-BAC)** for the bidding of **Procurement of Labor, Supplies and Materials for the Rehabilitation / Improvement of the DOST – PCHRD Saliksik Building (Phase III) / PCHRD – PB – 2021 – 03**, we certify that (Name of the Bidder) has in its employ key personnel such as Project Engineer (Licensed Civil Engineer), Civil Engineer/Structural Engineer (Licensed), Electrical Engineer (Licensed), Foreman, Master Painter, and Carpenter, who may be engaged for the construction of the said contract.

Very truly yours,

(Name of Representative)

(Position)

(Name of Bidder)

a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

(Signature of Engineer)

DRY SEAL

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;

**KEY PERSONNEL
(FORMAT OF BIO-DATA)**

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : _____ Year from _____ (months) _____ (year)
To _____ (months) _____ (year)
8. Years of Experience : _____
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : _____
2. Name and Address of Owner : _____
3. Name and Address of the
Owner's Engineer : _____
(Consultant)
4. Indicate the Features of Project
(particulars of the project
components and any other particular
interest connected with the project): _____
5. Contract Amount Expressed in
Philippine Currency : _____
6. Position : _____
7. Structures for which the employee
was responsible : _____
8. Assignment Period : from _____ (months) _____ (years)
to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED PROJECT

Name of Proposed Project: **Procurement of Labor, Supplies and Materials for the Rehabilitation / Improvement of the
DOST – PCHRD Saliksik Building (Phase III) / PCHRD – PB – 2021 – 03**

Location of the Project: **PCHRD “Saliksik” Building, Sikap Street, DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City**

Description (Type, Model, Make)	No. of Each	Year of Manufacture	Owned 1] Leased 2] /Under Purchase Agreement 3]	Capacity Performance	Motor No./ Body No.	Condition	Present Location
Jack Hammer (Min. Power: 1,000 watts)	1 unit						

Name of Firm/Applicant

Authorized Signing Official

Date : _____

Notes:

1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.

Incomplete required data as indicated above shall be disqualified.

a] If Joint Venture, each partner or member firm shall separate information and duly accomplished.

2] Equipment with purchase agreement must be owned at the time of bidding.

Statement of Availability of Equipment

(Date of Issuance)

JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director
Philippine Council for Health Research and Development
Gen. Santos Ave, Bicutan, Taguig City

Attention : **MS. ROSELLE L. MARTONITO**
The Chairperson
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the **Philippine Council for Health Research and Development – Bids and Awards Committee (PCHRD-BAC)** for the bidding of **Procurement of Labor, Supplies and Materials for the Rehabilitation / Improvement of the DOST – PCHRD Saliksik Building (Phase III) / PCHRD – PB – 2021 – 03**, we certify the availability of equipment that (Name of the Bidder) owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative)

(Position)

(Name of Bidder)

**CERTIFICATE OF AVAILABILITY
OF LEASE OF EQUIPMENT**

This is to certify that the undersigned Lessor has entered into an agreement for the lease of the equipment listed hereunder to Contractor _____ for the contract for _____.

<u>Quantity</u>	<u>Type/Description</u>	<u>Serial Number</u>	<u>Capacity</u>	<u>Condition</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This agreement for the lease of the aforesaid equipment shall be effective the moment the said contractor is declared the lowest bidder. The contractor or lease shall be executed immediately after the award of the above-mentioned project to the contractors and we shall furnish a copy to Philippine Ports Authority within 20 days after the award. It shall be our duty to verify from the Contractor when the award by Philippine Ports Authority.

The above-mentioned equipment will not be pledged to other Contractors in any other project, until the above project is completed or the equipment is authorized by Philippine Ports Authority for withdrawal.

The **PROOF OF OWNERSHIP** of the above cited equipment/tools are herein attached.

This certification is being issued in favor of Mr. _____ Contractor, not merely to help him qualify for this project as I am aware that any false statements issued by me makes liable for perjury.

In case of the equipment mentioned above is not released to the Contractor on time, I agree to be blacklisted and in the future no certification of mine for the lease of equipment shall be honored by Philippine Ports Authority.

IN FAITH therefore I hereunto affix my signature this _____ day of _____ at _____.

CONCURRED IN:

(Lessee)

(Affiant- Lessor)

(Address)

(Address)

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ affiant exhibiting to me his Community Tax Certificate No. _____ issued on _____ at _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____